



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
SEPTEMBER 24, 2024 - 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 September 24, 2024, be approved.

**5. Minutes of Previous Meetings**

Recommended Resolutions:

- a) THAT the minutes from the Regular Council meeting held on August 20<sup>th</sup>, 2024, be adopted [as presented **or** as amended].
- b) THAT the minutes from the Special Council meeting held on September 3<sup>rd</sup>, 2024, be adopted [as presented **or** as amended].
- c) THAT the minutes from the Regular Council meeting held on September 3<sup>rd</sup>, 2024, be adopted [as presented **or** as amended].

**6. Petitions and Delegations**

- a) UBCM Volunteer and Composite Fire Department Grant Application
- b) Solid Waste Management Planning Process – Step 3, Sarah Willie, Manager of Solid Waste Planning and Development, Comox Valley Regional District

## **7. Correspondence**

- a) Island Coastal Economic Trust Board of Directors – For Information

Recommended Resolution:

THAT correspondence a) be received for information.

- b) Vancouver Island & Coastal Communities Climate Action Network Quarterly

Recommended Resolution:

THAT correspondence b) be received for information; **OR**

THAT (state the name of Member) be designated as Council representative to attend the VICCA-CAN Quarterly meeting and report back to Council.

- c) SRD Announcement – Disaster Risk Reduction – Climate Adaptation Funding

Recommended Resolution:

THAT Council receive this announcement for information.

## **8. Council Reports - None**

## **9. Reports of Committees - None**

## **10. Mayor's Report**

- a) Verbal Update - UBCM

## **11. Unfinished Business**

- a) Newcastle Creek Remediation Project Update & Budget Request

Recommended Resolution:

THAT Council receives the report for information; AND

THAT Council authorize the reimbursement of 50% of the cost of the 2024 Newcastle Creek cleanup to Berry and Vale Contracting, to a maximum of \$4,000; AND

THAT Council approves a budget allocation of up to \$30,000 for the Newcastle Creek Remediation Project which is to be funded by unappropriated water surplus; AND

THAT directs the 2024 to 2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amounts for this project.

- b) ICET Rural Advisory Project (Ec. Dev. Grant) Update

Recommended Resolution:

THAT Council receive this report for information.

## **12. Staff Reports**

- a) Appointment to Committees – for Information

Recommended Resolution:

THAT Council receives this report for information.

b) Christmas Light Up Event

Recommended Resolution:

THAT Council approves donating \$1,000 to the Christmas Light Up Event 2024 to be funded by operating surplus; AND

THAT Council directs the 2024-2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amount for this project.

c) Appointment of Auditors for FY 2024

Recommended Resolution:

THAT Council reappoints Chan Nowosad Boates as the Auditor of Record for fiscal year 2024.

AND THAT staff be directed to include the fee of \$18,600 in the 2025 to 2029 five-year financial plan for the Village.

d) Grant in Aid Request – Secret Santa

Recommended Resolution:

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 13, 2024, be approved and that staff draft a letter to the Committee confirming Council's decision.

e) Bylaw Amendments to Allow Backyard Chickens

Recommended Resolutions:

THAT Council receives this report for information.

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

**14. Bylaws**

**a) Permissive Tax Exemption Bylaw No.509, 2024**

Recommended Resolution:

THAT the Permissive Tax Exemption Bylaw No. 509, 2024 staff report be received for information and discussion; and,

THAT Permissive Tax Exemption Bylaw No. 509, 2024 be given first, second and third reading.

**15. New Business - None**

## 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 (for 7 items in total);
2. 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;
3. 90(1)(d) the security of the property of the municipality;
4. 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

## 18. Adjournment



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

**In Attendance:** Jennifer Redshaw/Recording Secretary

**1. Call to Order**

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

**2. Introduction of Late Items**

- a) Letter from Sayward Futures Society, to be added to the agenda as 14. c).
- b) Request to discuss holding a COW meeting as soon as possible, to be added to the agenda as 14. d)

**3. Approval of Agenda**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for August 20, 2024, be approved as amended.

**CARRIED**

**4. In Camera**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT in accordance with Section 90 of the Community Charter, this Council Meeting will be closed to the public at this time in accordance with Section 90(1) of the Community Charter that (a) personal information about an identifiable individual who holds or is being considered

for a position as an officer, employee or agent of the municipality or another person appointed by the municipality.

**CARRIED**

*Regular Council Meeting went In-Camera at 7:02pm and then resumed at 7:06pm.*

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

**5. Petitions and Delegations - None**

**6. Correspondence - None**

**7. Council Reports - None**

**8. Reports of Committees - None**

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

**10. Unfinished Business - None**

**11. Staff Reports**

**a) Village of Sayward By-Election Results – Edith Watson, Chief Election Officer**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the report from the Chief Election Officer be received,

**Opposed Cllr Burchett**

**CARRIED**

**b) Newcastle Creek Weir – Verbal report – John Manson, Village of Sayward Approving Officer**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the verbal report from the Approving officer be received.

**CARRIED**

**12. New Business – None**

**13. Bylaws– None**

**14. New Business**

**a) Rise and Report**

**MOTION IC24/XX**

**MOVED AND SECONDED**

THAT John Thomas be appointed as Interim Chief Administrative Officer and Interim Corporate Officer for the Village of Sayward effective September 1, 2024; and,

THAT Lisa Clark be appointed as Interim Chief Financial Officer for the Village of Sayward effective August 15, 2024; and,

THAT Council authorizes the following persons to be the signing authorities for the Village of Sayward:

One of	Together with one of
Mark Baker	John Thomas
Scott Burchett	Lisa Clark
Debbie Coates	
Jason Johnson	
Sue Poulsen	

**CARRIED**

**b) Municipal Advisor Report and Recommendations – Brian Carruthers**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the Municipal Advisor Public Report and Recommendations be received and;  
THAT all 13 recommendations be worked through one at a time.

**c) Sayward Futures Society - Letter requesting a letter of support from the Village of Sayward for their application to REDIP grant funding for wharf improvements.**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the letter from Sayward Futures be received and;  
THAT a letter of support be provided as written in the example.

**CARRIED**

**d) Scott Burchett- Request to hold a COW meeting for planning the implementation of the Municipal Advisors recommendations.** COW Meeting was scheduled for Tuesday, September 2, 2024, at 7:00pm.

**15. Public Question Period - None**

**16. In-Camera**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT in accordance with Section 90 of the Community Charter, this Council Meeting will be closed to the public at this time in accordance with Section 90(1) of the Community Charter that (a) personal information about and identifiable individual who holds or is being

considered for a position as an officer, employee or agent of the municipality or another person appointed by the municipality.

**CARRIED**

**10. Adjournment**

**MOTION R24/XX**

**MOVED AND SECONDED**

THAT the Regular meeting of Council for August 20, 2024 be adjourned.

**CARRIED**

**The meeting was adjourned at 8:31 pm**

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**Mayor**

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**Corporate Officer**



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
SEPTEMBER 3, 2024 – 6PM  
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 Sue Poulsen  
Councillor Jason Johnson

**In Attendance:** John Thomas, Interim CAO/Corporate Officer  
Lisa Clark, Interim CFO

**1. Call to Order**

The meeting was called to order at 6:06pm.

**2. Public Input - none**

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

**4. Approval of Agenda**

**MOTION XX/XX**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for September 3, 2024, 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 XX/XX**

**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)(d) the security of the property of the municipality.

**CARRIED**

**18. Adjournment**

**The meeting was adjourned at**

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**Mayor**

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**Corporate Officer**



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
SEPTEMBER 3, 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 Debbie Coates  
Councillor Sue Poulsen  
Councillor Jason Johnson

**In Attendance:** John Thomas, Interim CAO/Corporate Officer  
Lisa Clark, Interim CFO  
Jennifer Redshaw, Recording Clerk

**1. Call to Order**

The meeting was called to order at 7:05pm.

**2. Public Input**

Milena Gradisar of 261 Ambleside Dr: A petition regarding allowing backyard chickens was first submitted for council's review November 2022. Almost two years is too long to wait for a decision. Request the council's prompt attention to the matter.

**3. Introduction of Late Items**

- a) Letter from Sayward Futures Society be added to Correspondence as 7.b).
- b) Letter from Tour de Rock 2024 be added to Correspondence as 7.c).
- c) An In-Camera item be added to the agenda of In-Camera 17. in accordance with Section 90(1)(g) of the Community Charter.

**4. Approval of Agenda**

**MOTION R24/T1**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for September 3, 2024, be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R24/T2**

**MOVED AND SECONDED**

THAT the approval of the minutes from the Regular Meeting of Council held August 20, be deferred until the next meeting of council.

**CARRIED**

**6. Petitions and Delegations**

**a) Chan Nowosad Boates – Presentation of the Audited 2023 Financial Statements**

**MOTION R24/T3**

**MOVED AND SECONDED**

THAT Council receive the 2023 Audited Financial Statements for information and discussion; and,

THAT the Village of Sayward 2023 Audited Financial Statements be approved.

**CARRIED**

**7. Correspondence**

**a)** Strathcona Waste Management, James Warren – Request to present an update on the renewal of the Solid Waste Management Plan to the Village of Sayward.

**b)** Sayward Futures Society – Informational letter regarding their application to a permissive tax exemption 2025.

**c)** Tour de Rock 2024 – Request for in-kind donations.

**MOTION R24/T4**

**MOVED AND SECONDED**

THAT correspondence a) be received.

**CARRIED**

**MOTION R24/T5**

**MOVED AND SECONDED**

THAT all in-kind donations be provided to Tour de Rock 2024 as requested; and,

THAT staff send a letter to the Tour de Rock 2024 Chairperson advising of the approval.

**CARRIED**

**MOTION R24/T6**

**MOVED AND SECONDED**

THAT correspondence b) and c) be received.

**CARRIED**

**8. Council Reports - None**

**9. Reports of Committees - None**

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

**11. Unfinished Business - None**

**12. Staff Reports**

**a) RCMP Lease - Second Renewal Agreement**

**MOTION R24/T7**

**MOVED AND SECONDED**

THAT Council receive the RCMP Lease report for information and discussion; and,

THAT Council authorizes the Mayor & Corporate Officer to sign the Renewal Lease Agreement with the RCMP.

**Opposed Councillor Poulsen**

**CARRIED**

**b) Permissive Tax Exemptions 2025**

*\*Councillor Johnson recused himself from the meeting*

**MOTION R24/T8**

**MOVED AND SECONDED**

THAT Council receive the Permissive Tax Exemptions 2025 staff report for information and discussion.

**CARRIED**

**MOTION R24/T9**

**MOVED AND SECONDED**

THAT Staff be directed to prepare a Permissive Tax Exemption bylaw for Sayward Futures Society of a 100% exemption for a period of 2 years for Council to consider at the September 24, 2024 council meeting.

**CARRIED**

*\*Councillor Johnson returned to the meeting*

**c) Application to rezone 18 Sayward Rd (Adama Developments)**

*\*Councillor Johnson recused himself from the meeting*

**MOTION R24/T10**

**MOVED AND SECONDED**

THAT Council receive this report; and,

THAT Village of Sayward Zoning Amendment Bylaw No. 504, 2023 be given fourth and final reading.

**CARRIED**

*\*Councillor Johnson returned to the meeting*

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

**14. Bylaws**

**d) Village of Sayward Zoning Amendment Bylaw No. 504, 2023**

See Staff Reports 12.c)

**15. New Business - None**

**16. Public Question Period - None**

**17. In Camera**

**MOTION R24/T11**

**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) labour relations or other employee relations
- Section 90(1)(g) litigation or potential litigation affecting the municipality

**CARRIED**

**18. Adjournment**

**The meeting was adjourned at 8:40pm.**

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**Mayor**

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**Corporate Officer**



## STAFF REPORT

For: Mayor and Council  
Prepared by: Frank Morgan, Fire Chief & Shaun Koopman, Manager of Emergency Services  
Strathcona Regional District  
Subject: **UBCM Volunteer & Composite Fire Department Grant Application**  
Meeting date: September 24, 2024

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### BACKGROUND

To consider an application to the Community Emergency Preparedness Fund 2024 Volunteer & Composite Fire Department Equipment & Training grant to support the Sayward Volunteer Fire Department.

### DISCUSSION

The Community Emergency Preparedness Fund is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the Volunteer and Composite Fire Department funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training. Eligible applicants are entities that govern a fire department. It is proposed that the Village of Sayward will be the primary applicant in a regional application with the Strathcona Regional District as a partner applicant. The deadline submission for this grant is October 18, 2024.

The program can contribute up to 100% of the cost of eligible activities up to \$40,000 provided the application has a Council resolution indicating support for the proposed activities and a willingness to provide overall grant management. If the grant application is successful, the Village will use the \$40,000 towards replacing and upgrading equipment associated with the fire apparatuses.

## RECOMMENDATION

1. THAT the report from the Fire Chief be received.
2. THAT as part of the Village of Sayward's ongoing work in relation to fire safety that an application for financial assistance under the Community Emergency Preparedness Fund 2024 Volunteer & Composite Fire Department Equipment & Training grant be authorized for submission to the UBCM; and
3. THAT the Village of Sayward agrees to commit to overall grant management if the application is successful.

Written by: Shaun Koopman – Manager of Emergency Services

Frank Morgan – Fire Chief

Respectfully submitted,

*Original Signed*

---

Frank Morgan, Fire Chief, Village of Sayward

Shaun Koopman, Manager of Emergency Services

**Office of the Chief Administrative Officer**

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-30/SWMP

April 26, 2024

**Sent via email only**

Keir Gervais  
Chief Administrative Officer  
Village of Sayward  
652 H'Kusam Way  
Sayward, BC V0P 1R0

**Re: Solid Waste Management Planning Process – Step 3**

Our staff are requesting an opportunity to present an update on the renewal of the Solid Waste Management Plan to the Village of Sayward.

Comox Strathcona Waste Management Service (Service) is undertaking a Solid Waste Management Plan (Plan) renewal. This Plan will describe how the Service will manage garbage, recycling, yard, and food waste programs for the next decade. The Ministry of Environment and Climate Change Strategy recommends that plans be renewed every ten years to ensure that the plan reflects best practices and the evolving realities of solid waste. The Plan was updated 12 years ago, in 2012.

There are four steps of plan development, and each step builds upon the previous. The renewal process is now in *Step 3: Evaluate Strategies*. Step 3 aims to develop potential solid waste management strategies for consideration, assess the financial and administrative impacts and to consult the public on the specific strategies.

Service senior staff request an opportunity to provide a short presentation to the Village of Sayward on the progress to date and forthcoming opportunities to engage on the process as we move into this next phase of planning and public consultation.

*The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchah-nulth territories.*

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox Valley Regional Districts.

Please contact Bridget Meagher, [CSWM@comoxvalleyrd.ca](mailto:CSWM@comoxvalleyrd.ca) to coordinate a date and time in May or June 2024 for such a presentation. To support climate change initiatives, we prefer a virtual participation.

Sincerely,

***J. Warren***

James Warren

Chief Administrative Officer

cc: Janice Aver, Acting Chief Financial Officer, Village of Sayward  
Marc Rutten, General Manager of Engineering Services  
Vivian Schau, Senior Manager of CSWM Services  
Sarah Willie, Manager of Solid Waste Planning and Policy Development

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## Island Coastal Economic Trust Board Welcomes New Directors

**Bob Chamberlin and Meaghan Cursons have been appointed by the Lieutenant Governor of British Columbia to the Trust's board of directors.**

**K'ómoks Territory, Courtenay, B.C, September 17, 2024** – The board of Island Coastal Economic Trust is pleased to announce Bob Chamberlin and Meaghan Cursons have joined [Island Coastal Economic Trust's board of directors](#). Chamberlin and Cursons were appointed by the Lieutenant Governor of British Columbia through Order in Council and will serve a three-year term, which began on August 27, 2024.

“Chamberlin and Cursons bring a wealth of knowledge to our board of directors,” says Aaron Stone, Chair, Island Coastal Economic Trust. “Their experience will strengthen the Trust's ability to realize its strategic goals and they bring vital experience from different areas of our region.”

“As we move towards our vision to become the first permanently capitalized regional economic development organization in Canada co-governed by First Nations and local governments, the addition of Chamberlin and Cursons is pivotal,” said Sayaač̓ath̓ John Jack, Vice Chair, Island Coastal Economic Trust; Chief Councillor, Huu-ay-aht First Nations; Chair, Alberni-Clayoquot Regional District. “Their experience and insight will help us achieve this strategic goal,



*Bob Chamberlin has dedicated his career to raising awareness about the most urgent democratic, environmental and social issues with a strong belief that a better way forward is achievable*

Chamberlin is a citizen of [Kwikwasut'inuxw Haxwa'mis First Nation](#), where he has previously served as elected Chief Councillor for multiple terms. He has also served as the Vice-President of the Union of BC Indian Chiefs for ten years, engaging with and presenting to Standing Senate Committees, various authorities and bodies on a wide range of issues advocating on behalf of the people he represents. He has dedicated his career to raising awareness about the most urgent democratic, environmental and social issues with a strong belief that a better way forward is achievable. He is especially proud of the transformation he helped lead for his community Gwa-yas-dums on Gilford Island.

He currently resides in qathet (Powell River). His firm, Chamberlin and Associates Consulting provides negotiation services for First Nations and government. He serves as the Chair of the [First Nation Wild Salmon Alliance](#), which brings together like-minded First Nations to work in partnership to identify and explore ways of protecting and enhancing wild Pacific salmon stocks

[Skagit Environmental Endowment Commission.](#)

*Meaghan Cursons is passionate about building the capacity for our region to respond to the impacts of climate change.*

Cursons is a high-energy nonprofit and community leader with decades of experience in the arts and culture, heritage, conservation, publishing, festival and event production, and tourism sectors in the North Island region. A resident of the Village of Cumberland, she is Executive Director of the [Cumberland Community Forest Society](#), a conservation organization purchasing forest land from private timber companies and leading work in watershed protection, collaborative parks planning, and wildfire resilience in the wildland urban interface of eastern Vancouver Island. She also serves as chair of the [Cumberland Heritage Commission](#) and Vice Chair at the [Comox Valley Art Gallery](#).

She is a talented facilitator, strategic planner, interpretive guide, event planner, storyteller, and writer who shares stories about the history of the region to build

“We are fortunate to work under the strategic leadership of an incredible board of directors with a diverse range of skills, experience, and strategic relationships,” says Brodie Guy, CEO, Island Coastal Economic Trust. “Bob Chamberlin and Meaghan Cursons will bring new perspectives and knowledge to ensure continued strong governance of our organization during an exciting time in our organization’s evolution.”

Along with the two new directors, Megan Hanacek was reappointed to the board for a third term, which began in 2018. Hanacek is the CEO of the non-profit [Private Forest Landowners Association](#) and owner of an environmental assessment firm. For over 25 years, she has led project work with the provincial and federal governments, private industry, First Nations, non-governmental organizations and academia throughout British Columbia.

## Thanking Past Directors for their Commitment and Dedication

Chamberlin and Cursons join the board as directors Barry O'Neill, Roger Kishi, and Chief John Elliott complete their terms as provincially-appointed directors.



*In order of appearance: Roger Kishi, Chief John Elliott, and Barry O'Neill*

“On behalf of the Trust’s board and staff, I extend my gratitude for everything Barry, Roger, and John contributed to our organization,” said Aaron Stone, Chair, Island Coastal Economic Trust. “They are passionate about community-led projects that represents the core of our work with coastal communities.”

During their tenure as directors, O'Neill, Kishi, and Elliott played important roles with contributions to the development of [the Trust’s strategic plan](#), which reflects on key learnings from the Trust’s first 16 years, independent legislative recommendations, and changing social and economic circumstances faced by coastal communities, businesses, and people.

1. Transform the Trust into a permanent, co-governed regional development organization for coastal communities.
2. Empower communities and partners to build an increasingly inclusive, productive, adaptive, and resilient coastal economy.
3. Strengthen the stewardship and operations of the Trust
4. Facilitate continuous Learning and knowledge sharing

The Trust has recently announced that [Sanala Planning](#), an Indigenous-owned planning company, is leading engagements with First Nations across Vancouver Island and the surrounding coast about the future of the Trust. The dialogue will focus on transforming the Trust into a model of co-governance and shared decision-making among First Nations governments and local governments.

## About the Trust

Founded by the Province of British Columbia in 2006, the Island Coastal Economic Trust works to build a sustainable and resilient coastal economy in reciprocal relationships with First Nations, municipalities, and regional districts across Vancouver Island, the Sunshine Coast, and islands and inlets from the Salish Sea to Cape Caution. Serving over half a million residents, we partner with communities in the development and financing of their economic infrastructure and diversification efforts through our unique structure that is led by, and accountable to, communities

Since our inception, Island Coastal Economic Trust has approved more than \$64 million to economic development initiatives that have attracted over \$338 million in new investment to our region. These investments have created over 3,001 permanent jobs, and countless positive impacts, across the coast.

Island Coastal Economic Trust acknowledges that we work for communities across the ancestral territories of the Kwakwaka, Nuuchaanu, Éy7á7juuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Skwxwú7mesh, Hul'q'umi'num', diitiid?aatx, SENĆOŦEN, Lekwungen, and T'Sou-ke speaking peoples.

Learn more [about the Trust](#).

## Media Contacts

**Brodie Guy**

CEO

Island Coastal Economic Trust

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**Our mailing address is:**

#108 - 501 4th Street  
Courtenay, BC V9N 1H3

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Island Coastal Economic Trust · #108 - 501 4th Street · Courtenay, BC V9N 1H3 · Canada



# Vancouver Island & Coastal Communities Climate Action Network (VICC-CAN) Quarterly

Agenda – September 26, 2024

**1:00 to 3:00 pm Pacific**

Register to receive the Zoom invite:

<https://ca01web.zoom.us/meeting/register/u5cvde-qpjlsHd3k2yraHxublvahTVPolikh>

Network objectives:

- To support climate mitigation and adaptation in the Vancouver Island and Coastal Communities (VICC) region by promoting the sharing of climate action-related knowledge, providing space for the discussion and leveraging of opportunities, identifying opportunities for collaborative implementation, and providing opportunities for staff to give and receive feedback to various levels of government.

Meeting Objectives:

- To provide an opportunity to connect with colleagues from across the region
- To learn from peers and other partners on local government heat risk and emergency response planning.

Chair: Ting Pan, City of Nanaimo, Network Co-chair

Time	Notes	Speaker(s)
1:00	<b>Welcome and Intros</b>	Ting Pan, Nanaimo, Co-chair
1:05	<b>VICC-CL Steering Committee Update</b> An update from the Vancouver Island and Coastal Communities Climate Leadership Steering Committee (VICC-CL) co-chairs on follow-up and next steps from the VICC Summit.	VICC-CL Steering Committee co-chair
1:20	<b>Heat Risk and Emergency Response Planning Introduction</b>	Ting Pan
1:25	<b>Breakout Room: The What?</b> In groups of two or three.	Everyone
1:35	<b>CRD's Extreme Heat Information Portal and Mapping</b> The Extreme Heat Information Portal consists of an interactive, online map and accompanying research providing a highly localized picture of heat vulnerability in the capital region. The map combines two original indices to show where demographic characteristics (such as heart disease, substance use disorder, low income, or living alone) overlap with building characteristics (such as age, height, dwelling type), showing areas where vulnerability to heat is heightened.	Nikki Elliott, Capital Regional District, Co-chair
1:45	<b>Break</b>	Everyone
1:50	<b>SCRD's Extreme Heat Emergency Response Plan</b> The Sunshine Coast RD has worked with other jurisdictions to progress on their Extreme Heat Emergency Response Plan. Raph will share their experience and what they have learned to date.	Raph Shay, Sunshine Coast Regional District, Co-chair
2:00	<b>Breakout Room: The So What?</b> In the different groups of two or three.	Everyone

2:10	<b>Large Group Discussion</b> Come back as a group and report back from breakout rooms. Further discussion, listening, and questions.	Everyone
2:25	<b>Breakout Room: Now What?</b> In the different groups of two or three.	
2:40	<b>Updates from Topical Peer Networks and other Regional Initiatives</b>	Carly Johansson, CEA
2:50	<b>Wrap Up and Next Steps</b>	Ting Pan

# NEWS RELEASE

September 20, 2024

## SRD Receives \$810,000 to Support Climate Adaptation and Disaster Risk Reduction Projects

**Campbell River, BC** – Recognizing the significance of climate adaptation and disaster risk reduction, the Strathcona Regional District (SRD) is thrilled to announce that it has received \$810,000 in grant funding through the 2024 Disaster Risk Reduction / Climate Adaptation program to support six unique projects.

“Thanks to our partnership with various First Nations and municipalities, this grant emphasizes the significance of regional collaboration,” said SRD Chair Mark Baker. “The two primary initiatives supported by this grant are the restoration of wetlands at Cortes Island School and the hiring of a regional Community Disaster Awareness Assistant. This position will strengthen our regional emergency services program's ability to deliver public education and assist individuals in better preparing for potential hazards in their communities.”

The sports field at Cortes Island School was constructed by draining and filling a former wetland. Restoring wetlands at this location will help revive the ecosystem services that wetlands offer for climate adaptation. Additionally, wetland restoration will reduce the risk of flooding on the fields during the winter months, benefiting both the school and the community's use of sports facilities. This project will enhance students' understanding of wetlands and their vital role in mitigating climate-related hazards, including increased rainfall, drought, erosion, flooding, freshwater availability, heatwaves, and wildfires.

### This grant will also fund the following projects:

Aerial imagery of Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations traditional territories.	Aerial imagery will help Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations determine appropriate mitigation activities to protect treaty settlement lands, communities, and cultural and natural assets, particularly food security issues stemming from degraded fish habitats.
Cortes Island Firefighting Water Tanks – “Murals of Hope”	In 2024 the SRD installed four water tanks on Cortes Island to enhance firefighting response capacity. Murals will be painted on these tanks that signify adapting successfully to a changing climate to inspire ingenuity, conversation and hope.
Willow Creek Watershed Restoration Planning	Enable Homalco First Nation to collaborate with a community engagement specialist on ongoing restoration planning efforts in the area. The aim is to enhance opportunities for skill-building and training in identifying sites for restoration and natural infrastructure projects.
Walters Island Breakwater Condition Assessment	Undertake a condition assessment and oceanographic survey to understand the impact of tides, currents, and potential surge impacts on this breakwater. This area was blasted in the 1960s in order to create better boat access, and the debris from that blasting was used to build on top of an already existing breakwater on Crown Land.

The SRD's partners on this grant application include Xwemalhkwu (Homalco), Ka:'yu:'k't'h'/Che:k'tles7et'h', Klahoose and Nuchatlaht First Nations and the villages of Gold River, Tahsis and Zeballos.

For more details about the climate adaptation and disaster risk reduction grant, please refer to the province's news release at <https://news.gov.bc.ca/releases/2024EMCR0043-001551>.

**Media Contact** - Shaun Koopman, SRD Manager of Emergency Services | 250-830-6702 | [preparedness@srd.ca](mailto:preparedness@srd.ca)



## STAFF REPORT

**To:** Mayor and Council  
**From:** John Manson, Peng, Approving Officer  
**Subject:** Newcastle Creek Cleanup Update  
**Meeting date:** September 24, 2024

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### BACKGROUND

Pursuant to the Notice of Corrective Actions Letter issued by Department of Fisheries and Oceans Canada regarding the required cleanup of concrete aggregate from Newcastle Creek, we are providing Council with the following interim update.

The Contractor, Berry and Vale contracting has removed the following volumes of concrete aggregate from Newcastle Creek:

Aug 20 - 3,130 kg (Lower Channel, below Sayward Hwy to Mid point to logging bridge).

Aug 23 - 4,550 kg (Upper Channel, below logging bridge);

Aug 26 - 1,100 kg (Canyon area upstream of logging bridge);

Sept 3 - 3,140 kg (Upstream of Dam Site);

Total 2024 - 11,920 kg (Approx 5.0 cubic meters). This represents about 2.5% of the dam mass as estimated at the design stage of the project.

The creek downstream of the log jam has been cleared of concrete rubble capable of being picked up, to a point about 200 meters downstream of Sayward Highway (total 8,780 kg). The area above the removed dam (about 150 lin meters) has also been cleared of the smaller pieces that can be picked up in a similar manner (total 3,140 kg).

We have not done any hand picking downstream of the dam site, upstream of the log jam area due to a number of factors, including weather, safety in the area (cost for basic ladder access over the dam foundation was estimated around \$10k), the need for rock scaling if worker access is required in the area of the damsite foundation, and the option of potentially using machinery or equipment to allow picking of larger material in that area.

The closure of the fisheries work window on Sept 15<sup>th</sup> and likelihood of inclement weather factored into our decision to call it a season on this work this year.

While the primary focus of DFO was to have all concrete aggregate removed from the fish bearing portions of the creek, there is still the one section noted above the log jam and above the fish bearing area of the creek that has not been handpicked, and in all likelihood cannot be economically picked up due to site safety concerns.

The letter of corrective actions also requires that the Village agree to monitor the creek in the coming years to determine if additional concrete aggregate has migrated down into the fish bearing section. The fact that we haven't been able to complete all of the hand picking, and also the possibility of larger sized pieces that can't be picked up by hand migrating down through the channel indicates that as a minimum, monitoring will need to continue over the next few years, and possibly additional hand picking downstream may be required. For this reason, we are recommending that the \$30,000 cleanup budget remain in place until the conclusion of the cleanup and monitoring process. Staff are also recommending that the Contractor, Berry and Vale, be compensated for 50% of the cost of the 2024 cleanup, to a maximum upset amount of \$4,000.

Pursuant to discussions held with representatives of DFO on September 3, 2024, our next steps are as follows:

1. D Clough will be completing the remediation report summarizing the work that was completed, including an analysis of the distribution of aggregate size encountered in the lower channel;
2. The technical team will be reviewing the situation related to the remaining concrete aggregate upstream of the dam site, and below the dam site in the portion of channel that was not picked up with the key consideration being the potential further movement of this material;
3. The technical team is going to review the situation with respect to the log jam. While we initially suspect that the majority of the material trapped behind the log jam is native material, we have not had the opportunity to inspect this area due to access challenges. We are also concerned about the potential for the log jam to fail in the future, and the potential for downstream stream damage and/or flooding of adjacent properties should this occur in a catastrophic rather than incremental manner.

We expect item 1 to be completed fairly soon (by Oct 15), with items 2 and 3 over the next couple of months. We'd like to meet at some point with DFO particularly as we work through items 2 and 3 as well.

Staff will report back to Council as the work proceeds.

## **STAFF RECOMMENDATIONS**

THAT Council receives the report for information; AND

THAT Council authorize the reimbursement of 50% of the cost of the 2024 Newcastle Creek cleanup to Berry and Vale Contracting, to a maximum of \$4,000; AND

THAT Council approves a budget allocation of up to \$30,000 for the Newcastle Creek Remediation Project which is to be funded by unappropriated water surplus; AND

THAT directs the 2024 to 2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amounts for this project.

Respectfully submitted,

*Original Signed*

John Manson, PEng

Approving Officer

Village of Sayward



## STAFF REPORT

For: Mayor and Council  
Prepared by: John Thomas, A/CAO  
Subject: ICET Rural Advisory Project – Economic Development Grant - Information  
Meeting date: September 24, 2024

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### BACKGROUND

The purpose of this report is to provide Council with an update of the Rural Advisory Project which supports the Economic Development Grant project for the Village.

### DISCUSSION

In March 2023, the Village of Sayward applied to the Island Coastal Economic Trust, Community Based Advisor program for funding to hire an Economic Development Officer/Coordinator. The application was for a total of \$70,000 to accomplish three (3) objectives for the Village. The objectives are as follows:

1. Objective one focuses on developing rapid survey, advertising and interviewing business representatives. Collecting and analyzing data to help inform needs, gaps, opportunities (through a Strengths, Weaknesses, Opportunity, and Threats analysis), and to laying the foundations for the development of a Joint Economic Development Advisory Team. This role is also expected to help assess workforce development needs and resources, connect people and future entrepreneurs with the right supports and networks. And develop a map of community assets.
2. Objective two focuses on conducting research to create a draft vision, mission, goals, and objectives, developing the Joint Economic Development Advisory Team and brainstorming joint initiatives and action plans to move the Village and region forward.
3. Objective three focuses on improving the Village's economic online presence by developing a one stop shop for all things business related.

In April 2023, the Village received notification from ICET that its application was successful and that \$70,000 has been awarded, subject to various terms and conditions. Following this

announcement, the Village issued a job posting and proceeded with the recruitment process which was a condition of the grant with an initial deadline of June 2023. However, this process was not completed until September 2024.

The grant funding must be fully utilized by February 28, 2025, and a final report must be submitted outlining how the funds were used. This means that the Village has approximately 23 weeks left to generate meaningful progress on this project. It is important to note that any unused portion of this grant will result in the Village returning funds to ICET.

The Village has completed the necessary paperwork and ICET will flow the funds to the Village in two installments, each 50%. The first installment is expected to be received by the Village during the week of September 23, 2024, and the second installment will be received once the final report is submitted.

### **RECOMMENDATIONS**

THAT Council receives this report for information.

Respectfully submitted,

*Original Signed*

John Thomas

A/CAO

Attachments: None



## STAFF REPORT

For: Mayor and Council  
Prepared by: John Thomas, A/CAO  
Subject: **Appointment to Committees and Boards**  
Meeting date: September 24, 2024

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### BACKGROUND

The purpose of this report is to bring forward the list of current appointments of Members of Councils to Committees and Boards within and outside of the Village of Sayward.

### DISCUSSION

The Village may at its option, establish internal [to the Village] Committees. Pursuant to section 141 and 142 of the *Community Charter*, Council may establish Standing Committees and/or Select Committees respectively to engage various topics that are of import to the Village. A Standing Committee is a committee “*established for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees*”. Similarly, a Select Committee may be “*established and membership to this committee selected, to consider any matter and to report its findings and opinion to the Council*”.

In addition to the internal committees, the Village also participates in external Boards and Committees, including the Strathcona Regional District Board, Vancouver Island Regional Library Board, Comox Strathcona Waste Management Board, Comox Strathcona Regional Hospital District, Mid Island Forest Lands Advisory Group (MIFLAG), and Sayward Futures.

Pursuant to section 198 of the *Local Government Act*, “*after the first appointment of [municipal directors to the Regional District Board] under section 41(2)(e), **each municipal director is to be appointed at pleasure by the Council from among its members***”. Similarly, with respect to other external Committees or Board, the Village Council maintains authority to confirm its representative via an affirmative resolution or motion of Council.

### Current Appointments

INSTITUTION/ENTITY	VILLAGE APPOINTEE	CURRENT ROLE
Strathcona Regional District	Mayor Baker	Chair
Vancouver Island Regional Board	Vacant	N/A
Comox Strathcona Waste Management Board	Mayor Baker	Co-Chair
Comox Strathcona Regional Hospital District	Mayor Baker	Member
Mid Island Forest Lands Advisory Group (MIFLAG)	Cllr Burchett	Member
Sayward Futures' Society	N/A	N/A

### RECOMMENDATIONS

THAT Council receives this report for information.

Respectfully submitted,

*Original Signed*  
John Thomas A/CAO

Attachments:



## CORPORATE POLICY

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**No.: CP-032**

**Date Approved: April 24, 2024**

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**Name: Appointment of Municipal Directors**

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<b>Purpose:</b>	To provide information on best practices for municipal appointments to Regional District's Board of Directors.
<b>Authority:</b>	Division 2 of Part 6 of the <i>Local Government Act</i>
<b>Scope:</b>	This policy applies to director appointments by municipal councils to the Strathcona Regional Board.

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**Definitions:**    **“municipality”**            **means**            an incorporated local government entity but, for clarity, does not include an improvement district or a treaty First Nation government.

**Policy:**            The Regional District recommends that, as a best practice, municipal councils appoint the mayor of the municipality as its representative to the Regional District Board and that other members of council only be considered if the municipality is entitled to appoint multiple Regional District directors.

**General:**

- 1) The mayor of a municipality is the spokesperson for that municipality, and the natural conduit for bringing issues that affect that municipality to the Regional Board's attention. The mayor is also best positioned to determine the municipality's position on the various matters that may come before the Regional Board during the normal course of events.
- 2) To be effective in its deliberations, the Regional Board must be confident that its decisions are being made in a manner that reflects the true perspectives of its constituent members. That is why regional district boards are sometimes referred to as the 'council of mayors.'
- 3) If the council is not able to appoint the community's mayor as its representative to the Regional District Board due to scheduling or other conflicts identified by the mayor, it should consider appointing the member of council that it believes is best able to represent the community on matters that will likely come before the Regional Board.
- 4) Municipalities should align the appointment of its director with the mayor's term of office to maximize the effectiveness of the appointment.

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**Review Date:**

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## STAFF REPORT

For: Mayor and Council  
Prepared by: John Thomas, A/CAO  
Subject: **Christmas Light Up Event**  
Meeting date: September 24, 2024

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### BACKGROUND

The purpose of this report is to bring forward a request from the Mayor for Council's consideration to initiate planning for Christmas Light Up Event 2024.

### DISCUSSION

On an annual basis, the Village usually convene the Christmas Light up Event that brings the community together around the holiday seasons. It is understood that this event typically consists of a parade, Christmas tree lighting, food and other activities.

A request of \$1,000 is being requested as Grant in Aid for the purpose of delivering this event which would represent Council's contribution for the 2024 event.

### RECOMMENDATIONS

THAT Council approves donating \$1,000 to the Christmas Light Up Event 2024 to be funded by operating surplus; AND

THAT Council directs the 2024-2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amount for this project.

Respectfully submitted,

*Original Signed*  
John Thomas A/CAO

Attachments:



## STAFF REPORT

For: Mayor and Council  
Prepared by: John Thomas, A/CAO  
Subject: Appointment of Municipal Auditor – Fiscal Year 2024  
Meeting date: September 24, 2024

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### BACKGROUND

The purpose of this report is to bring forward the draft audit engagement letter for Mayor and Council to consider and to seek the formal appointment of the municipal auditor for fiscal year 2024.

### DISCUSSION

Pursuant to section 169 of the *Community Charter*, Council must appoint a municipal auditor for the municipality. The Village has retained the services of Chan Nowosad Boates, Chartered Professional Accountants as its Auditor of Record since 2019, or possibly earlier. Staff recommends that this established relationship be maintained, and that Council reappoints Chan Nowosad Boates as the Auditor of Record for the 2024 fiscal year (to be performed in 2025).

The Auditor's report and production of Audited Financial Statements are required annually and forms part of the annual report which has a legislative deadline of June 30. Having an early appointment of the Auditors is one key step in ensuring the Village can produce timely financial statements with the goal of meeting future legislative deadlines.

As per the proposed engagement letter attached, the projected fee for service would be \$18,600 which represents approximately 5% inflationary increase from the 2023 fees.

### RECOMMENDATIONS

THAT Council reappoints Chan Nowosad Boates as the Auditor of Record for fiscal year 2024.

AND THAT staff be directed to include the fee of \$18,600 in the 2025 to 2029 five-year financial plan for the Village.

Respectfully submitted,

*Original Signed*  
John Thomas A/CAO

Attachments: Audit Engagement Letter



September 19, 2024

John Thomas, Acting CAO  
Village of Sayward  
652-A H'Kusam Way  
Sayward, BC  
V0P 1R0

Dear John:

You have requested that we audit the financial statements of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The terms of this engagement will continue forward into future periods unless amended in writing by either party.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

### **The Responsibilities of Management**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards (PSAS).
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.
- c. To provide us with timely:
  - i. Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of noncompliance with legislative or regulatory requirements.
  - iii. Additional information that we may request from management for the purpose of the audit; and
  - iv. Unrestricted access to persons within the Village from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

## **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the form contained in Appendix A to this letter.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

## **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of the Village unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

## **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

## **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

## **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of the Village and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than the Village.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction.

Our audit report should not be circulated (beyond the Village) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

### **Reproduction of Auditors' Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditors' report, we will request that management provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditors' report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

## **Other Services**

Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of GST/HST/PST returns, source deductions, information returns, slips, elections, designations, certificates or reports.

## **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of British Columbia. The Province of British Columbia will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

## **Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

## **Indemnity**

The Village hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by the Village, its Mayor and Council, contractors, agents, or employees, of any of the covenants or obligations of the Village herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or Mayor and Council.

## **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in the audit planning report within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by the Village of its obligations.

## **Fees**

Our fee to complete the audit for the year ending **December 31, 2024 will be \$18,600**. Please note that the fee is limited to a 5% inflationary increase from the previous year. Our fee for subsequent years, unless amended in a subsequent correspondence, will be increased on an annual basis by an inflationary increase of 5%.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

The above quoted fee is inclusive of travel and travel related costs, as well as attendance of your Council meeting if required or requested. We do not charge an administrative charge or fee, the above quoted fee is considered fixed.

Fees for additional services beyond those noted above will be established separately.

## **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2% per month or what amounts to 24% per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent.

In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

## **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/PST) incurred.

## **Termination**

The Village acknowledge and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement. Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, the Village shall be responsible for all time and expenses incurred up to the termination date. This includes all costs in terminating any agreement with any specialist or other third party retained by us in connection with this Engagement.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditors' report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

## **Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity to be of service to the Village.

Yours truly,

CHAN NOWOSAD BOATES INC.

A handwritten signature in black ink, appearing to read "Gaby Martin". The signature is fluid and cursive, with the first name "Gaby" written in a larger, more prominent script than the last name "Martin".

Gaby Martin, CPA

Acknowledged and agreed by the Village of Sayward

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John Thomas, Acting CAO

---

Date



## STAFF REPORT

**To:** Mayor and Council  
**From:** John Thomas, A/CAO  
**Subject:** Grant in Aid Request – Secret Santa Committee  
**Meeting date:** September 24, 2024

---

### BACKGROUND

On August 15, 2023, Council approved Policy # 300-08, Grant in Aid Policy. This policy establishes guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established Grant in Aid budget, provides Council the framework and resources to serve the community within its capacity.

### DISCUSSION

Staff have received an application for a grant in aid from the Secret Santa Committee (attached). Secret Santa provides food hampers and gifts to families in need in the Sayward area, both Village and Valley, and the Committee relies solely on donations from the community. Staff have spoken to the applicant and the Committee is requesting a grant of \$500 which is the same amount granted to the Committee by Council in 2023. Staff have determined there is room in the overall budget for this expenditure if Council so chooses.

Section 4.1.e of the Grant in Aid policy states *"All applicants that receive a grant in aid must provide a written report to Council that outlines the success of their activity and how the grant in aid funds were used within 12 months of the date the grant in aid is issued"*.

### STAFF RECOMMENDATIONS

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 13, 2024, be approved and that staff draft a letter to the Committee confirming Council's decision.

Respectfully submitted,

*Original Signed*  
John Thomas, A/CAO

**Attachments:** Grant in Aid Application – Secret Santa

September 18, 2024

Mayor and Council

Village of Sayward

As most of you know, Secret Santa has been a holiday tradition in Sayward for many years.

In the past we have supplied nominated families with a generous Christmas hamper which includes a full Christmas dinner as well as a small gift for each family member.

Last year we assisted 29 families and the need seems to increase yearly.

I am writing to request the Mayor and Council consider Secret Santa for a donation again this year.

Sincerely,

Debbie Grill



Sayward Secret Santa



Appendix A – Application for Grant in Aid



Village of  
Sayward

Name of Organization	SECRET SANTA
Address of Organization	NORTH POLE ~* SEE BELOW *
Full Mailing Address	381 ARMISHAW RD, SAYWARD, BC
Telephone Number & Email	2508954500/ ddbgrill@gmail.com
Contact Person/Title	DEBBIE GRILL

Primary purpose of organization: SECRET SANTA HAS BEEN PROVIDING FOOD HAMPERS FOR SAYWARDS LESS FORTUNATE FAMILIES FOR YEARS.

Event or reason for request: ANNUAL CHRISTMAS HAMPERS.

Date of event: WE USUALLY DISTRIBUTE HAMPERS THE SECOND OR THIRD WEEK OF DECEMBER.

Amount of grant requested (or items requested if in-kind):

LAST YEAR THE VILLAGE OF SAYWARD KINDLY DONATED \$500 TO SECRET SANTA ~ THIS AMOUNT WOULD BE APPRICIATED

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

- 1.) Most recent Financial Statements
- 2.) Budget & details for event

Have you received a previous grant in aid from the Village?



Yes



No

Applicant's signature: Debbie Grill

Date: SEPT 13/24

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V0P 1R0



## STAFF REPORT

**To:** Mayor and Council  
**From:** John Thomas, A/CAO  
**Subject:** **Bylaw Amendments to Allow Backyard Chickens**  
**Meeting date:** September 24, 2024

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### BACKGROUND

The purpose of this report is to provide Council with an update on the status of the bylaw amendments to allow backyard chickens. This report is meant to solicit Council feedback on the questions outlined in the discussion section of this report.

### DISCUSSION

It is the intention of staff to bring forward the necessary bylaw amendments to the Council for consideration on or before October 15, 2024, barring any new development which may consume considerable staff time. At the very latest, staff intend on having the necessary bylaws brought before Council for review and consideration by November 5, 2024. To enable the completion of the bylaw amendment work, staff is seeking Council's guidance on the following questions:

1. Does Council have any parameters that it wishes to consider within the bylaw? For example, the number of chickens allowed, roosters or hens, etc.
2. Does Council wish to engage in an overhaul of the Animal Control Bylaw in its entirety or simply wish to initiate an amendment to allow for backyard chickens? Please note, a full overhaul may require more time.
3. Is there any other request from Council that must be considered when developing the bylaws?

### STAFF RECOMMENDATIONS

#### Recommended Resolutions:

THAT Council receives this report for information.

Respectfully submitted,

*Original Signed*  
John Thomas, A/CAO

#### **Attachments:**



## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** **Progress Update: Consideration of Backyard Chickens (Hens)**  
**Meeting date:** April 16, 2024

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### PURPOSE

To provide Council with a progress update regarding the amendments to current bylaws required to allow the keeping of backyard chickens in the Village of Sayward.

### DISCUSSION

Council previously directed staff to proceed with amending various bylaws as required to allow the keeping of backyard chickens in the Village of Sayward.

Staff has amended the various Bylaws and forwarded them for legal review and revisions as required. The following table provides an outline of the DRAFT schedule, in conjunction with the legal review, and various proceedings required for Council to approve the keeping of backyard chickens in the Village of Sayward.

Council Meeting Date	Planned Process
May 7, 2024	▪ 1 <sup>st</sup> and 2 <sup>nd</sup> reading of the Zoning Amendment Bylaw
	▪ 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> reading of the: Animal Control Bylaw, Public Nuisance Bylaw and Ticketing Bylaw
	▪ Council direct staff to schedule a Public Hearing for rezoning Bylaw 506
May 21, 2024	▪ Public Hearing for rezoning Bylaw
	▪ 3 <sup>rd</sup> and final reading of the: Animal Control Bylaw, Public Nuisance Bylaw and Ticketing Bylaw
	▪ 3 <sup>rd</sup> and final reading of the Zoning Amendment Bylaw

## **STAFF RECOMMENDATIONS**

THAT Council receive the Progress Report: Consideration of Backyard Chickens (Hens) staff report for information.

Respectfully submitted,



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Keir Gervais, CAO



## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** **Consideration of Backyard Chickens (Hens)**  
**Meeting date:** October 24, 2023

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### BACKGROUND

Staff have been asked by Council to provide information on the keeping of backyard chickens (Hens) within the Village of Sayward municipal boundaries. The following resolutions were made in 2022 related to this topic:

#### **MOTION R22/98**

##### **MOVED AND SECONDED**

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

THAT Correspondence item a) be pulled at the request of Councillor Tinsley for discussion; and,

THAT Staff continue to seek grant activities for access projects and recognize Access Awareness Day for 2023;

THAT Correspondence item c) be pulled at the request of Mayor Baker for discussion; and,

**THAT Council direct staff to investigate bylaw amendments allowing the keeping of chickens with parameters in place that restrict roosters, sales of eggs, location of coops and have clear provisions for inspections and enforcement and present to Council for review and discussion;**

THAT Correspondence item d) be pulled at the request of Councillor Poulsen for discussion; and,

THAT the Village of Sayward renew its membership with BC Truck Loggers Association.

**CARRIED**

#### **MOTION R22/158**

##### **MOVED AND SECONDED**

THAT staff be directed to prepare a report regarding backyard chickens in the Village for the November 15, 2022 council meeting.

**CARRIED**

**MOTION R22/198**  
**MOVED AND SECONDED**

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

**Opposed Cllr Burchett**

**CARRIED**

Despite Motion R22/198, this matter was not discussed during the 2023 strategic planning workshops; there was new staff, strategic and financial planning were behind schedule and therefore it is assumed that the previously stated intent to discuss this topic was accidentally forgotten about. As staff was not part of the 2022 discussions, the same report as presented in November 2022, with minor revisions, is now being provided to Council for consideration and to provide direction to staff regarding next steps.

**DISCUSSION**

At the September 20, 2022 council meeting, a letter written on behalf of several residents regarding the possessing of backyard hens was included in correspondence for Council's review. The letter suggested that backyard hens may assist with food security in the midst of supply chain issues in our ever-changing world.

The keeping of backyard hens is becoming more and more common in municipalities and Council should consider the benefits of backyard hens such as:

- the provision of a healthy and inexpensive food source
- hens can eat table scraps which can potentially reduce residential solid waste
- waste produced by hens can be composted and used in flower and vegetable gardens

However, there are also risks and concerns that Council should consider such as:

- wildlife conflicts and wildlife/human – the Village of Sayward is surrounded by forest and backyard hens can become an attractant to large predators such as cougars, bears, and wolves. Raccoons, mink, martens, birds of prey, and mice and rats can also be attracted to the smells associated with chickens
- Animal husbandry – chickens require care by an owner who will provide a dry, draft free shelter, clean water, and appropriate feed. Chickens are susceptible to a number of parasites and providing a dust bath is appropriate. If chickens become ill, owners need to be able to access veterinary care which can be difficult to access for people living in Sayward
- Waste material produced by chickens is high in nitrogen which releases ammonia gases as it breaks down. This can have a very distinct and unpleasant aroma if not composted or disposed of appropriately.

If Council chooses to go forward with allowing the keeping of backyard chickens Council should consider the adoption of a bylaw (or amendments to current bylaws) that set out standards by which birds can be kept. Consideration must be given to adequate care by potential owners, the risk of attraction and attacks from wildlife or roaming domesticated dogs or cats, and the lack of veterinarian services in the Sayward area. Staff have attached 2 documents C:\Users\cao\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VOMI1T8H\Staff Report - Backyard Chickens.docx

for Council's review, *"Thinking of keeping backyard chickens?"* (BCSPCA February 2022) and *"WildSafeBC position paper on the raising of urban livestock"*.

Staff have reviewed several Village bylaws and have determined several amendments are needed if Council chooses to move forward with allowing backyard chickens in the Village.

***Zoning Bylaw (Public Hearing possibly required depending on amendments):***

The current zoning bylaw states that the keeping of livestock is currently prohibited in all zones:

**301 Uses Permitted In All Zones**

1) In addition to the uses specifically permitted in particular zones, the following uses are permitted in all zones:

- a) Utility use;
- b) Park Use;
- c) Ecological reserves;
- d) Fish hatcheries;
- e) Agricultural use excluding the keeping of livestock;
- f) Low impact recreation.

"Livestock" however has not been defined in the zoning bylaw, so it is unclear whether the intent was to prohibit larger animals such as pigs, sheep and cows for example, or to prohibit the keeping of all farm animals. If Council wishes to proceed with allowing backyard hens in the Village, Staff recommend an amendment to the zoning bylaw as follows:

- an addition of "Livestock" to the definition section with a disclaimer that livestock does not include backyard hens
- an addition of "Backyard Hens" to the definition section; this could clarify that this definition does not include roosters.
- possible amendments to setbacks

***Animal Control Bylaw:***

The Village of Sayward Animal Control Bylaw was based on Campbell River's Animal Control Bylaw and it is staff's opinion that a new bylaw needs to be written in order to rectify errors and omissions in the current bylaw. Several Schedules need to be removed and reference to the Fees & Charges bylaw needs to be included. If Council chooses to go ahead with the allowing of backyard chickens the following items will also need to be included in the new bylaw:

- definition of backyard chickens (no roosters)
- maximum amount of chickens
- maximum enclosure height, and parameters on construction specs
- minimum age of chickens
- prohibition on slaughtering of chickens

- leftover feed and manure to be disposed regularly
- adequate food, water, shelter, light, ventilation, veterinary care, scratching and dust bathing provided
- no selling of eggs, meat, chicken products, or manure permitted

***Public Nuisance Bylaw (draft status):***

This bylaw will need to be amended to include parameters around noise, smell, attractants, and other issues related to the keeping of backyard chickens.

***Ticketing Bylaw:***

A fine schedule will need to be added to the Ticketing Bylaw for violations.

Staff also recommend a legal review be undertaken to ensure bylaw amendments are following current legislation and best practices.

**STAFF RECOMMENDATIONS**

THAT Council receive the Backyard Chickens staff report for information and discussion; and,  
THAT Council provide direction to Staff on next steps.

Respectfully submitted,



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Keir Gervais, CAO

Attachments:

- **Thinking of keeping backyard chickens? BC SPCA Views on Urban Chickens**
- **WildSafeBC's position paper on urban chickens**



## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, Interim CFO  
**Subject:** **Permissive Tax Exemption Bylaw No. 509, 2024**  
**Meeting date:** September 24, 2024

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### BACKGROUND

On September 3, 2024 a permissive tax exemption for Sayward Futures Society was approved by Council as follows:

**MOTION R24/XX**  
**MOVED AND SECONDED**

THAT Staff be directed to prepare a Permissive Tax Exemption bylaw for Sayward Futures Society of a 100% exemption for a period of 2 years for Council to consider at the September 24, 2024 council meeting.

**CARRIED**

### DISCUSSION

The attached Bylaw No. 509, 2024 has been prepared based on Council's direction. This bylaw must be adopted by **October 31, 2024**, for the exemption to be implemented by BC Assessment on the 2025 assessment roll.

### RECOMMENDATIONS

THAT the Permissive Tax Exemption Bylaw No. 509, 2024 staff report be received for information and discussion; and,

THAT Permissive Tax Exemption Bylaw No. 509, 2024 be given first, second and third reading.

Respectfully submitted,

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Lisa Clark, CPA, CGA  
Interim CFO



## VILLAGE OF SAYWARD

### BYLAW NO. 509

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#### A BYLAW TO AUTHORIZE THE TAX EXEMPTION OF CERTAIN LANDS AND IMPROVEMENTS FOR THE YEARS 2025-2026

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**WHEREAS** Section 224 of the *Community Charter* empowers Council, by bylaw, to exempt from taxation imposed under Section 197 (1) of the *Community Charter* any land or improvements or both land and improvements, owned or held by a charitable, philanthropic or other not for profit corporation the Council considers are used for a purpose that is directly related to the purposes of the corporation;

**AND WHEREAS** in the opinion of the Council, the property owned by the Sayward Futures Society qualifies under Section 224 (1) and (2) of the *Community Charter*;

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

#### 1.0 CITATION

- 1.1 This Bylaw may be cited for all purposes as “**Permissive Tax Exemption Bylaw No. 509, 2024**”.

#### 2.0 EXEMPTIONS

- 2.1 100% of the assessed value of the following lands and improvements are exempted from the taxation imposed under Section 197(1) (a) of the *Community Charter* for the years 2025 to 2026:

a) Sayward Futures Society, 16 Sayward Rd., PID 009-664-599 District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 394491

Read a first time on the \_\_\_\_ day of \_\_\_\_\_ 2024.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_ 2024.

Read a third time on the \_\_\_\_ day of \_\_\_\_\_ 2024.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2024.

**Permissive Tax Exemption Bylaw No. 509, 2024**

Certified a true copy of Bylaw  
No. 509 this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer