



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
April 15, 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 **April 15, 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 **April 1, 2025**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the Committee of the Whole meeting held on **February 29, 2024**, be adopted [as presented **or** as amended].
- c) THAT the minutes from the Regular Council meeting held on **March 5, 2024**, be adopted [as presented **or** as amended].

6. Petitions and Delegations

- a) **Sayward Community Food Program – Susan Poulsen and Sheri Braun**

7. Correspondence

- a) **AVICC Nomination and Election Information**

Recommended Resolution:

THAT Council receives this correspondence for information.

b) Preparation for Potential Drought Conditions – 2025 – Province

Recommended Resolution:

THAT Council receives this correspondence for information.

c) 2025-2026 Policing Priorities – RCMP

Recommended Resolution:

THAT Council receives this correspondence for information;

AND THAT Council confirms the following list as its policing priorities for the RCMP
[*state list of priorities in order of importance*].

d) Cathy Peters – Human Sex Trafficking, Sexual Exploitation, and Child Sex Trafficking

Recommended Resolution:

THAT Council receives this correspondence for information.

e) Workplace Nasal Naloxone Pilot Initiative – Province

Recommended Resolution:

THAT Council receives this correspondence for information.

(Council may also adopt the following motion)

THAT Council directs staff to submit an order and agreement form through the Province for the purposes of obtaining a nasal naloxone kit;

AND THAT the CAO ensures appropriate personnel are trained and assigned to use the kit prior to its deployment.

f) Philip Perras – BC Hydro

Recommended Resolution:

THAT Council receives this correspondence for information.

g) Sayward School Parent Advisory Committee Request for Donation

Recommended Resolution:

THAT Council receives this correspondence for information.

(Council may also adopt the following motion)

THAT Council directs staff to provide a donation not to exceed the value of [state value].

8. Council Reports

a) Cllr Burchett Report – MIFLAG

9. Reports of Committees - None

10. Mayor's Report – None

11. Unfinished Business

12. Staff Reports

a) Finance Department Update

Recommended Resolution

THAT the Finance Department Update Staff Report be received for information and discussion.

13. Emergency Services/Public Works/Recreation Department Reports – none

14. Bylaws

a) 2025-2029 Financial Plan Bylaw, No. 514, 2025

Recommended Resolution:

THAT the Five-Year Financial Plan Bylaw No. 514, 2025 staff report be received for information and discussion.

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given first and second readings.

THAT Council receives the public input regarding the 2025-2029 Financial Plan.

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given third reading.

b) Fees and Charges Amendment Bylaw

Recommended Resolution:

THAT the Fees and Charges Amendment Bylaw, Bylaw No. 515, 2025 be given first and second readings.

THAT the Fees and Charges Amendment Bylaw, Bylaw No. 515 be given third reading.

c) Bylaw 516 – 2025 Tax Rate Bylaw

Recommended Resolution:

THAT the Tax Rate Bylaw No. 516, 2025 be given first and second readings.

Note: *Council should only proceed with third reading if no changes were made to the financial plan under 14.a.*

THAT the Tax Rate Bylaw No. 516, 2025 be given 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.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
April 1, 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
Lisa Clark, Chief Financial 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 R25/103

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **April 1, 2025**, be approved as presented.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/104

MOVED AND SECONDED

THAT the minutes from the Regular Council Meeting held on **March 18, 2025**, be adopted as presented.

CARRIED

MOTION R25/105

Moved and Seconded

THAT the minutes from the Committee of the Whole meeting held on **March 19, 2025**, be adopted as amended.

CARRIED

6. Petitions and Delegations - None

7. Correspondence

MOTION R25/106

Moved and Seconded

THAT Council receives correspondence b, c, e for information.

CARRIED

a) AVICC Request for Participation – Reforming the Local Government Act

MOTION R25/107

Moved and Seconded

THAT Council completes the AVICC survey be completed individually rather than as a group.

Opposed Cllr Burchett

CARRIED

b) Village of Daajing Giids – Cannabis Taxation Sharing & Municipal Owned Cannabis Retail Store – Mayor Pineault

c) MLA Anna Kindy – Bill 7 Economic Stabilization (Tariff Response) Act

d) Inspiring Wonder Woman Award – Vancouver Island 2024

MOTION R25/108

Moved and Seconded

THAT Council adds this topic to the in-camera for additional discussion on potential candidates for nomination under section 90(1)(b) “personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity”.

CARRIED

e) AVICC’s Annual Report, Minutes, and Resolution Package

8. Council Reports - None

9. Reports of Committees

a) Resolutions from COTW – March 19, 2025

MOTION R25/109

Moved and Seconded

THAT Council receives this report for information and discussion.

CARRIED

MOTION R25/110

Moved AND SECONDED

THAT the Village of Sayward Council be requested to clarify to the Kelsey Centre Review Committee specifically what they want from the SRD.

CARRIED

MOTION R25/111

Moved AND SECONDED

THAT Staff develop a 50/50 funding model with the Village of Sayward and the Strathcona Regional District, minus any grants that either entity can put in, for the operations and capital costs of the Kelsey Centre pool and recreation centre.

Opposed Cllr Coates

CARRIED

MOTION R25/112

Moved AND SECONDED

THAT Staff provide the SRD's Kelsey Centre Review Committee with their required information.

CARRIED

10. Mayor's Report

a) Mayor's Report – March 2025

MOTION R25/113

Moved AND SECONDED

THAT Council receives the Mayor's report.

Opposed Cllr Burchett

CARRIED

11. Unfinished Business

a) Draft – Capital Plan 2025-2029

MOTION R25/114

Moved AND SECONDED

THAT Council receives this report for information and discussion.

CARRIED

MOTION R25/115

Moved AND SECONDED

THAT the gazebo ramp be added to the capital plan.

NO VOTE WAS CALLED

CAO Thomas advised that the previous motion on this topic should be reconsidered per Council Procedure Bylaw No. 416.

MOTION R25/116

Moved AND SECONDED

BE IT RESOLVED THAT Council reconsider motion R25/92.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

MOTION R25/117

MOVED AND SECONDED

THAT Council confirm the completion of its review of the draft capital plan; and,

THAT Staff be directed to proceed with public engagement on the draft capital plan and the development of the associated bylaw.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Draft – Operating Financial Plan 2025-2029

MOTION R25/118

MOVED AND SECONDED

THAT Council receives this report for information and discussion.

CARRIED

MOTION R25/119

MOVED AND SECONDED

THAT 2025-2029 Financial Plan be approved; and,

THAT Staff be directed to proceed with public engagement and prepare required bylaws related to the 2025-2029 Financial Plan for the April 15, 2025, regular meeting of Council.

CARRIED

12. Staff Reports

a) Draft Fees and Charges

MOTION R25/120

MOVED AND SECONDED

THAT Council receives the Fees and Charges Review staff report for information and discussion.

CARRIED

MOTION R25/121

MOVED AND SECONDED

THAT the proposed amendments to the appropriate schedules of the Village's Fees and Charges Bylaw be approved; and,

THAT Council directs staff to prepare a Fees and Charges Amendment bylaw for the April 15, 2025, Regular Council Meeting.

CARRIED

b) MacMillan Drainage Project – Initial Design

MOTION R25/122

MOVED AND SECONDED

THAT Council receive the staff report for information and discussion.

RESCINDED

Motion Rescinded by Mover: Cllr Burchett and Seconder: Cllr Coates

MOTION R25/123

MOVED AND SECONDED

THAT Council move into a Committee of the Whole Meeting.

CARRIED

The Committee of the Whole Meeting began at 7:52pm.

MOTION R25/124

MOVED AND SECONDED

THAT Council move out of the Committee of the Whole Meeting and back into the Regular Meeting of Council.

CARRIED

The Committee of the Whole Meeting concluded at 8:28pm.

MOTION R25/125

MOVED AND SECONDED

THAT Council receive the staff report for information and discussion.

CARRIED

MOTION R25/126

MOVED AND SECONDED

THAT Council approve the engineering design solution for the purposes of advancing first nations consultation, public engagement and finalizing detailed drawings for public procurement.

CARRIED

c) Weather Station – Lightning Detection Equipment Agreement

MOTION R25/127

MOVED AND SECONDED

THAT Council receive the Lightning Detection Equipment Agreement staff report for information and discussion.

CARRIED

MOTION R25/128

MOVED AND SECONDED

THAT Council approves the License of Occupation and Agreement between the Village of Sayward and the Environment and Climate Change Canada.

CARRIED

MOTION R25/129

MOVED AND SECONDED

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

CARRIED

d) Streetlight Management Research

MOTION R25/130

MOVED AND SECONDED

THAT Council receives the staff report for information and discussion.

CARRIED

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 R25/131

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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
3. 90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity.

CARRIED

18. Adjournment

The meeting was adjourned at 8:35pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
FEBRUARY 29, 2024
COUNCIL CHAMBERS**

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

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

Absent: Mayor Baker

In Attendance: Keir Gervais, CAO

1. Call to Order

The meeting was called to order at 5:35 pm.

2. Introduction of Late Items – None

Councillor Poulsen and Councillor Burchett left the meeting at 5:38 pm.

Quorum was lost at 5:38 pm and therefore the meeting ended.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MARCH 6, 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 Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO/Corporate Officer

1. Call to Order

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

2. Public Input

- a) Lorna Agnew of 754 Sayward Rd: Inquired about the zoning to their property and requested the Village change the zoning based on a previous subdivision error.

The CAO outlined the history of the work staff have completed, the legal review, the recent decision by Council, and the opportunity that Mr. and Mrs. Agnew have to make an application for rezoning and subdivision should they wish.

- b) Mark Agnew of 754 Sayward Rd: Expressed his disappointment in how he and his wife have been treated since they began inquiring about subdividing their property.

Mayor Baker confirmed that he, the CAO and Mr. and Mrs. Agnew are meeting tomorrow to discuss their concerns.

- c) Serena Gill of Lot 2 Kelsey Way: Informed Council that she and her husband are proceeding with building on Lot 2 Kelsey Way and that they have submitted their application.

3. Introduction of Late Items

- a) Cllr Burchett requested a Staff Update re: the status of the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's and the Ethnohistory presentation to occur in Sayward be added to the agenda as New Business 15. a).

**MOTION R24/XX1
MOVED AND SECONDED**

THAT a Staff Update re: the status of the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's and the Ethnohistory presentation to occur in Sayward be added to the agenda as New Business 15. a).

CARRIED

4. Approval of Agenda

**MOTION R24/XX2
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for March 6, 2024, be approved, as amended.

Opposed Cllr Poulsen

CARRIED

5. Minutes of Previous Meetings

**MOTION R24/XX3
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on February 20, 2024, be adopted.

Opposed Mayor Baker, Cllr Burchett, Cllr Poulsen

DEFEATED

**MOTION R24/XX4
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on February 20, 2024, be deferred until the March 20, 2024 Council meeting.

CARRIED

6. Petitions and Delegation - None

7. Correspondence

a) MLA Babchuk, RE: Monthly Update February 2024.

**MOTION R24/XX5
MOVED AND SECONDED**

THAT correspondence a) be received.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

MOTION R24/XX6

Moved AND SECONDED

THAT Council support a request for governance assistance from the Ministry of Municipal Affairs.

CARRIED

11. Unfinished Business

- a) **Verbal Update RE: Village Fireworks Bylaw, Keir Gervais, CAO**

MOTION R24/XX7

Moved AND SECONDED

THAT Council receive the CAO verbal report.

Opposed Cllr Burchett

CARRIED

12. Staff Reports

- a) **Regional Collaboration Opportunity – Indigenous Engagement Requirements, Keir Gervais, CAO**

MOTION R24/XX8

Moved AND SECONDED

THAT Council receive the Regional Collaboration Opportunity – Indigenous Engagement Requirements staff for information and discussion; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that the Village commits it's \$40,000 Indigenous Engagement Requirement funding grant to the Strathcona Regional District to fund a multi-year Emergency Services Indigenous Engagement Coordinator staff position.

CARRIED

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

14. Bylaws – None

15. New Business

- a) **Staff Update re: the status of the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's and the Ethnohistory presentation to occur in Sayward.**

MOTION R24/XX9

Moved AND SECONDED

THAT Council donate the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's to the local library to remain in the library, not for withdrawal, if the library agrees to accept them.

CARRIED

MOTION R24/XX10

Moved AND SECONDED

THAT staff be directed to schedule the Ethnohistory presentation in the Kelsey Centre.

CARRIED

16. Public Question Period

- a) Mark Agnew of 754 Sayward Rd: Inquired if some of the housing grant will be spent on 754 Sayward Rd.

The CAO indicated that any decision on where funds are spent is made by Council and there has been no information brought before Council at this time.

- b) Mark Agnew of 754 Sayward Rd: Asked if there is a timeline on the funding, and who gives direction about how the housing grant is dispersed.

The CAO indicated there is currently no specific plan on how to spend the funds. There have been many questions from several municipalities about how to apply the funds.

Mayor Baker said that they are waiting for direction on how to apply the funds.

- c) Lorna Agnew of 754 Sayward Rd: Asked who gives the municipality direction on how to apply the housing grant?

Mayor Baker replied that the province primarily provides this direction.

The CAO indicated that spending the grant on any one private property is not an eligible expense and outlined various eligible expenses categories like planning, development, revisions of plans.

17. In Camera

MOTION R24/XX11

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) labor relations or other employee relations.
2. 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

18. Rise & Report - None

19. Adjournment

The meeting was adjourned at 10:42 PM

Mayor

Corporate Officer

REQUEST TO APPEAR AS A DELEGATION

Sayward Community Food Table Society representatives respectfully request to make a presentation to Sayward Village Council at the Regular Council Meeting in Council Chambers on Tuesday, April 15, 2025, at 7:00 PM.

Written background material will be provided to Council in advance. There will be no PowerPoint presentation.

Sheri Braun, Chair of Sayward Community Food Table Society, will make the presentation for the purpose of making a specific request of Council:

SEEKING A SERVICE AGREEMENT TO ESTABLISH A PERMANENT
LOCATION AT THE KELSEY CENTRE FOR FOOD STORAGE AND OUR
REGULAR FOOD DISTRIBUTION PROGRAM

Contact Person:

Sheri Braun, Chair
Sayward Community Food Table Society

(H): 250 282-5503

(C): 778 348-5540

Email: executive@saywardfoodtable.ca

HISTORICAL BACKGROUND OF SAYWARD FOOD SECURITY

Strathcona Community Health Network (funded by VIHA), set out in 2019 to develop a coordinated regional response to food security programs throughout the Strathcona Regional District.

The COVID-19 Pandemic, with isolation measures starting in March 2020, hindered development of a strategy response until early 2021.

In March 2021, a “Community Conversation” event organized by the Strathcona Community Health Network attracted over 50 participants from local non-profits, community groups, and an elected official from each municipality and regional district of the SRD. Sue Poulsen, Councillor VOS, readily accepted CAO Ann MacDonald’s invitation to attend on behalf of Sayward Village.

The Conference Outcome Report identified a need for rural and remote communities to have:

- Promotion of community awareness for food security as a Pillar of Health
- A more flexible adaptive approach to implement programs unique to the needs of our local area
- Coordinated transport of healthy food to their communities
- Increased ability to store and distribute food
- Access to local community gardens to increase local food production
- Education and training to increase skills for preserving overabundant seasonal food
- Funding sources to develop infrastructure and operational costs
- A strong, dedicated committee of volunteers to see projects through

As a result of the “Community Conversation” event, the Strathcona Community Health Network formed the Strathcona Community Food Hub (SCFH). The newly established SCFH updated Terms of References and obtained funding to hire a Food Security Regional Coordinator. This coordinator chaired regular meetings of the SCFH, advised and assisted remote and isolated communities in setting up local committees for food security projects, and assisted with applying for regional grants.

SCFH members are active Community Health Promoters who collectively support Community Health through:

Building Partnerships:

- Working alongside Community Health Networks to connect service providers and organizations

Building Community Capacity:

- Supporting grant applications; leading workshops and learning sessions; participating in community meetings and committees; providing organizing and facilitation services

Building Health and Wellness Advocacy:

- Responding to development and long-term planning referrals to promote healthy environments

Sharing Tools and Resources:

- Creating and sharing toolkits for Local Government action
- Hiring a Food Security Regional Coordinator

Advertising for **interest to form a Sayward Food Security Committee** was placed on social media and more than 15 people came forward. **Assistance from** the Strathcona Community **Food Hub Regional Coordinator Madison Stewart** provided invaluable guidance to get the Sayward Community Food Security Committee up and running. **Our first meeting was held November 22, 2021.**

In **May 2022**, **Sayward Futures** (SFS Nonprofit Society) agreed to **temporarily** take the **Food Sort Committee under its financial umbrella**. An application to “**Loaves and Fishes**”, a regional non-profit agency that delivers rescued and recovered food to remote sites on the North Island, **required that the society have a Charitable Status Number from CRA** to receive food donations. **SFS was graciously accepted under Sayward Community Health Society Charitable Status number.**

A dedicated group of SFS **volunteers began distributing monthly food hampers in September 2022.**

In December 2022, the transition to turn over food distribution to Sayward Community Food Security Committee began. Since January 2023, monthly food boxes have been packed and distributed to registered recipients by Sayward Community Food Security Committee. The food distribution program has continued to operate under the financial umbrella of the SCHS, with that agreement expiring August 31, 2025.

On **August 20, 2023**, the **Sayward Community Food Table Society** was **registered as a non-profit organization with BC Societies.**

SCFTS is currently **completing the Canada Revenue Agency Application for Charitable Status so that it can independently apply for grants and rescued food donations.**

Delegation Presentation
April 15, 2025

We have outlined in the “Historical Background of Sayward Food Security” handout how the Sayward Community Food Table Society came to be.

At the height of the COVID-19 epidemic, with lockdowns and isolation restrictions in 2021, VIHA, Strathcona Community Health Network, and Strathcona Regional District (SRD), identified serious issues arising around homelessness, food insecurity, and healthcare access to hospitals and clinics. The ‘Community Conversation’ Forum in March 2021 brought a large group of participants, including an elected official from each municipality and regional districts of the SRD. All meetings were virtual. The elected official representing Sayward continues to attend the regional Strathcona Community Food Hub monthly meetings.

The Outcome Report identified 8 urgent needs for RURAL and REMOTE communities in the SRD (listed on page 1 of the Historical Background handout). These needs became the backbone of our Society’s Vision and Mission statements, as well as the basis of our first Three Year Plan. Our tactical goals set 3 phases:

Phase 1: establish a **distribution center** to receive and box rescued food on a regular schedule for registered recipients to pick up.

Phase 2: acquire a **Storage Container** for cold and dry storage of extra rescued food.

Phase 3: acquire **equipment** for various food preservation methods, develop teaching plans and workshops to offer training sessions for providing a year-round supply of food.

At the first sort In September 2022, 15 families received food hampers. At the most recent food sort in March 2025, 48 families (150 individuals) received food hampers.

Our most valuable asset is the core group of 15 volunteers who have remained steadfast and committed to show up regardless of the weather.

Expressions of gratitude from recipients are our greatest reward. Knowing that our efforts are so appreciated inspires us to keep working toward food security for all.

We are nonjudgemental and welcome any families and individuals in need of food. Our service area is the Sayward Community inclusive of the village and valley.

The monthly food sort days were originally done out of a private building (Cable House) and later out of the Heritage Hall. As our program grew, we lacked dry space to store boxes, supplies, and enough space to set up and pack the increasing numbers of hampers.

In November 2023, we applied successfully for a \$20,000.00 United Way Critical Food Infrastructure Grant (CFIG). We purchased a C-Can and commercial fridge,

Our Current Needs and request to Council:

An outside space close to the back entrance of the Kelsey Center, with access to power, to place a recently purchased new C-Can 9'x20'.

The commercial fridge and freezer will store excess frozen and perishable food, while the shelves will hold nonperishable shelf-stable food. Our food preservation equipment (pressure canners, canning supplies, freeze dryer, dehydrators, smoker) will be stored here too.

Access to the Kelsey Center gym once/month on food sort day (currently a Friday from 8:00AM-Noon). Our schedule for the year will be provided for KC staff. We will require tables for the sort will set up and take down the tables. The area we use will be left clean and tidy, with all our garbage and recycling removed.

Access to the multipurpose room 10AM-Noon every 2nd Thursday/mo. for our regular monthly meetings (approximately 6-8 members).

We respectfully ask that Council review this information prior to the meeting and be prepared to decide directly following the Delegation presentation. The reason for this early decision is the C-Can has been purchased and must be delivered within the next 2 weeks. We would love to have it set up before the next food sort date May 23, 2025

We are prepared to sign a mutually agreeable Service Agreement.



2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).

NOMINATIONS AND ELECTIONS

An 8 person Executive Board is elected and appointed at the Annual General Meeting & Convention to provide the ongoing administration and policy determination for the Association.

THERE ARE SEVEN ELECTED POSITIONS:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

THERE IS ONE APPOINTED POSITION:

- Immediate Past President

NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The Executive has identified a process whereby a notice of the AVICC Executive positions open for nomination and the process and the procedures for nomination was circulated to all members.

The notice states that the nominee must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member local government. A nomination and consent form was distributed by email and posted on the AVICC website. The form is to be used for all nominations in advance of the AGM & Convention.

Background information that sets out the main responsibilities and commitments of an AVICC Executive member was included with the notice and nomination and consent form.

NOMINATIONS FROM THE FLOOR

A candidate may also be nominated from the floor at the AGM & Convention for a position on the Executive Committee. This requires a motion moved and seconded by two elected officials of an AVICC member local government. The nominee must be present and accept the nomination.

The **NOMINATING COMMITTEE** is responsible for overseeing the nomination and election process, and is composed of two people.

This year's Committee is composed of:

- Chair, Past President Penny Cote, (Director, Alberni-Clayoquot Regional District)
- AVICC Secretary-Treasurer, Theresa Dennison

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including a photo and biography is prepared under the direction of the Nominating Committee, and is distributed to the members in the Annual Report and Resolutions Package.

NOMINATING COMMITTEE REPORT

The Nominating Committee is responsible for reporting to the full Annual Meeting. The Nominating Committee does not make recommendations.

The Nominating Committee will report on Friday, April 11th, at approximately 2:25 pm on nominations received by the deadline for positions of President, First Vice-President, Second Vice-President, three Directors at Large and Electoral Area Representative. Following the report, nominations from the floor will be requested as follows.

ELECTIONS PROCESS:

The Nominations and Elections Process will then proceed in three steps:

.....

STEP 1 - ELECTION OF TABLE OFFICERS

(President, 1st Vice President, and 2nd Vice President)

FRIDAY, APRIL 11, 4:00 pm

- Nominating Chair announces nominations for Table Officer positions (President, First Vice-President, Second Vice-President);
 - Nominations from the floor for Table Officer positions may be received;
 - If there are nominations from the floor for any Table Officer Position(s), in-person candidate speeches will take place for each position, and the Nominating Chair will declare that an election will be held for that position.
 - If all Table Officer positions are acclaimed, the Nominating Chair will present the results;
 - If an election for Table Officers is declared, on-line voting for Table Officers will open April 11 at 5:30 pm and close April 12 at 10:30 am;
 - The results will be announced by the Nominating Chair on April 12 at 11:50 am.
-

STEP 2 - ELECTION OF DIRECTORS AT LARGE

(3 positions)

SATURDAY, APRIL 12, 11:45 am

- Nominating Chair announces nominations for the three Director at Large positions;
 - Nominations from the floor for Director at Large positions may be received;
 - In-person candidate speeches will take place for those positions;
 - The Nominating Chair will declare that an election will be held.
 - On-line voting for Director at Large positions will open April 12 at 3:00 pm and close April 13 at 7:30 am;
 - The results will be announced by the Nominating Chair on April 13 at 8:30 am.
-

STEP 3 - ELECTION OF ELECTORAL AREA REPRESENTATIVE

(1 position)

SUNDAY, APRIL 13, 8:30 am

- Nominating Chair announces nomination for Electoral Area (EA) Representative
- Nominations from the floor for EA Representative may be received;
- If there are nominations from the floor, the Nominating Chair will declare that an election will be held for EA Representative, and in-person candidate speeches will take place;
- If the EA Representative position is acclaimed, the Nominating Chair will declare the result.
- If an election for EA Representative is declared, on-line voting will open April 13 at 9:00 am and close April 13 at 11:00 am – only EA Directors are eligible to vote.
- The results will be announced by the Nominating Chair on April 13 at 11:50 am.

NOMINATING COMMITTEE REPORT

2025-26 AVICC EXECUTIVE

As a result of the Call for Nominations, the Nominating Committee has received and will be placing the following names forward for consideration during the 2024 AGM and Convention:

President *(one to be elected/ acclaimed)*

- Councillor Ben Geselbracht, City of Nanaimo (incumbent)

First Vice-President *(one to be elected/ acclaimed)*

- Director Vanessa Craig, Regional District of Nanaimo (incumbent)

Second Vice-President *(one to be elected/ acclaimed)*

- Councillor Sarah Fowler, Village of Tahsis (incumbent)

Director at Large *(three to be elected)*

- Director Travis Hall, Central Coast Regional District (incumbent)
- Councillor Will Cole-Hamilton, City of Courtenay (incumbent)
- Councillor Alison MacKenzie, Town of View Royal
- Director Ian Morrison, Cowichan Valley Regional District

Electoral Area Representative *(one to be elected/ acclaimed)*

- Director Donna McMahon, Sunshine Coast Regional District (incumbent)

For further information on the nomination and election process contact:

Past President Penny Cote
Chair, AVICC Nominating Committee
c/o the Association of Vancouver Island & Coastal Communities
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
Email: info@avicc.ca

BEN GESELBRACHT

Councillor, City of Nanaimo
Director, Regional District of Nanaimo

Nomination for President (incumbent)



I am running for a second term as AVICC President to continue strengthening AVICC's ability to support regional collaboration and advocate for the needs of our communities.

As a second term Nanaimo City Councillor, I'm honored to live in the traditional territory of the Snuneymuxw First Nation. I am dedicated to building strong communities with resilient local economies that are environmentally sustainable and meet the needs of all residents. My dedication to local government issues and collaborative spirit is demonstrated through my participation in various roles:

- AVICC President 2024-2025; AVICC 1st /2nd Vice President 2021-2024
- UBCM Director AVICC rep 2024-2025; UBCM Director at Large on the 2019-2020 UBCM Executive;
- Chair of the Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy

This past year marked our Association's first full year as an autonomous organization, separate from UBCM. We have established robust practices to ensure the long-term sustainability of our organization and improve our ability to serve our members effectively. Additionally, we have been taking a leadership role in collaborating with the other BC area associations to strengthen the effort to advocate for the modernization of the *Local Government Act* and make it a priority for UBCM and Municipal Affairs. With your continued support as President, I am keen to continue with this work and further AVICC's capacity for regional collaboration and advocacy.

Thank you.

VANESSA CRAIG

Electoral Area Director, Gabriola, Mudge, & DeCourcy Islands (Area B)
Chair, Regional District of Nanaimo

Nomination for 1st Vice President (incumbent)



I am in my second term as an Electoral Area Director on the Regional District of Nanaimo (RDN) Board, where I am privileged to represent Gabriola, Mudge, and DeCourcy Islands, which are within the traditional territory of the Snuneymuxw First Nation. I am also in my third year serving as the Chair of the RDN. I have served on the AVICC Executive since December 2018; I was the Electoral Area representative for three years, 2nd Vice President for two and have been 1st Vice President for one year. I am also currently the AVICC representative on the Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group. This year I am seeking your support to serve again as the 1st Vice President.

I am a long-term resident of coastal communities, having lived and worked in different areas along the coast. For 25 years my husband Steve and I have called Gabriola Island home, and we are raising our two daughters here. I hold a PhD in biology, am a Registered Professional Biologist, and continue to work (very) occasionally as a small mammal and bat biologist with a focus on species at risk recovery and environmental assessment. In 2021 I completed 12 years of volunteer service on the Council of the College of Applied Biology, the regulator of professional biologists in the province, most recently serving as Past President after 4 years as President.

Of particular interest to me as an EA Director are the issues of emergency preparedness, housing accessibility, meaningful engagement with First Nations communities, potable water, positive working relationships with other elected officials including the Islands Trust, and the ecological health of our coastal communities. AVICC offers important opportunities for us to connect to discuss our common concerns, and I've benefited from speaking with the many knowledgeable people in the coastal communities.

This year is full of possibilities as we build on our successful last year with strong advocacy, including a member session from Tracey Lorensen and our recent legislative reform workshop. I would appreciate your support to continue serving on the AVICC Executive as your 1st Vice President, so that I can continue bringing my collaborative, engaged approach to these essential conversations.

SARAH FOWLER

Councillor, Village of Tahsis

Nomination for 2nd Vice President (incumbent)



Sarah Fowler lives in Tahsis and was elected to council there in 2018. You can contact her directly via email sfowler@villageoftahsis.com if you have any questions regarding her ability to meet the needs of the position.

Local accomplishments included reduced (almost 20 000 kg of CO₂ since 2023 by neighbourhood cooperation and freight sharing) greenhouse gas emissions for food security work. Prior to the good food box program and serving as deputy mayor, she was a lifeguard at the Recreation Centre.

Community safety is still a top priority and is happy to report that our retrofitting of an existing building for our village's new volunteer fire hall is expected to be completed this spring. Other accomplishments include filing the roll of small community representative from 2020-2024 on the UBCM Executive and chairing the Community Economic Development Committee. It was in 2022 that she joined the Association of Vancouver Island and Coastal Communities Executive Board as Director at Large.

With your vote of confidence, she hopes to continue her leadership and creativity by delivering on AVICC members needs as 2nd Vice President for the 2025-26 term.

TRAVIS HALL

**Electoral Area Director, Bella Bella
Director, Central Coast Regional District**

Nomination for Director at Large (Incumbent)



I was born and raised in Heiltsuk territory, in the village of Waglisla (known as Bella Bella) and maintain an active cultural role in my community. My Heiltsuk name, Gundaynuxv, was given to me in a potlatch; the name was passed down from my grandfather. The name carries many responsibilities, including advisor to a high-ranking Chief, Yimas Qai'ait and cultural leader. I remain active in these duties now.

I am passionate about Heiltsuk culture, language, harvesting and processing traditional foods. Spending time with our cultural leaders and advising on cultural traditions and practices remains a high priority of mine.

I began my education in earth sciences and anthropology but soon moved to finance. I spent a great deal of my working life in financial management and I currently am working on completing a Certified Management Accountant designation.

I hold several positions within the Heiltsuk community in addition to my responsibilities with the CCRD, including Interim Manager for Heiltsuk Fisheries Management Ltd., and Licence Coordinator for the Heiltsuk Nation. Previously, I worked as the Marine Use Planning Coordinator, I have held a seat on Heiltsuk Tribal Council and the Heiltsuk Health Board and I have worked on our Marine portfolio, and I was honoured to serve on the UBCM Executive.

I also harvest traditional food from my territory. This means I spend much of my free time on the water. Having such a strong connection to the ocean as a Nation means we will do everything we can to protect it. This led me to be involved with the clean up of the Nathan E. Steward as a first responder. My position in the clean up was with on water ops. I still feel more needs to be done in that clean up.

I strongly believe that developing and maintaining relationships between the Nations and local governments is key to building strong communities; this is my motivation for joining the CCRD and continues to drive my interest on the Board and AVICC Executive.

WILL COLE-HAMILTON

Councillor, City of Courtenay
Chair, Comox Valley Regional District

Nomination for Director at Large (Incumbent)



Will Cole-Hamilton is a natural collaborator and advocate with a background in law, who brings a valuable skill set to the AVICC board. “Whether it’s meeting complex challenges, advocating for the needs of local governments, or creating new opportunities, I believe that we are stronger, smarter, and more inclusive when we work together.”

Will and his family live in Courtenay, on the unceded territories of the K’ómoks First Nation. First elected in 2018, Will is in his second term as a Councillor for the City of Courtenay.

Since being elected Will has consistently sought out opportunities to work with other local elected officials to advocate for change on shared goals. These policy-driven leadership roles have included:

- Chair, Comox Valley Regional District
- Director, FCM
- Chair of BC Caucus, FCM
- Director, UBCM
- Director, AVICC
- Co-Chair, [Comox Strathcona Waste Management](#), a 23-member board spanning two regional districts
- Director, Island Corridor Foundation
- Trustee, Vancouver Island Regional Library Board
- Chair, Courtenay Drug Strategy Committee (As past Chair, Will successfully led its expansion from a small municipal committee to a region-wide body with broader scope, expanded membership, and regional funding)
- Co-Chair, Vancouver Island and Coastal Communities Climate Leadership Steering Committee

Outside of his local government roles, Will works as a legal researcher at a family law firm in downtown Courtenay. He has a long history of contributing to his community: soccer coach; “chess club guy” at Puntledge Elementary School; Director of the Downtown Business Improvement Association; and Director of the Comox Valley International Film Festival.

IAN MORRISON

Electoral Area Director, Cowichan Lake South/Skutz Falls (Area F)

Nomination for Director at Large



I was elected in 2008 to serve the people of Cowichan Lake South/Skutz Falls (Area F) in the Cowichan Valley Regional District on Vancouver Island. I've been a tireless advocate on electoral area and Local Government issues since day one. My combination of experience and dedication will serve elected officials from all parts of the Province well. I served two years as President of The Association of Vancouver Island and Coastal Communities-(AVICC) and during this tenure, on the UBCM Executive. I am honoured to be an AVICC Life Member.

While attending our AGMs and other events over the years, I have met and spoken with so many of you, which has given me broader insight into issues we all have in common. I want to hear about specific matters that occupy your lives as elected officials in this region, while continuing to work on the recurring themes we've all discussed over the years. This includes a modernized *Local Government Act* (LGA), MoTI/highways maintenance, unfair and outdated municipal boundary expansions, affordable housing, and provincial downloading. As your AVICC Director at Large, I will work together with all of you to move the Province on these priorities and other specific local issues we all face.

I am married to Brenda and proud parent of Rhianon. I moved to Victoria in 1982 and then to Mill Bay, before making Honeymoon Bay my home, some twenty years ago. My career, prior to Local Government, was in financial services where he advanced to become a Branch Manager and was involved in volunteering and serving the community.

ALISON MacKENZIE

Councillor, Town of View Royal

Nomination for Director at Large



Alison MacKenzie is a first term Councillor for the Town of View Royal. A township of 12,000+ residents, many communities in the CRD have interaction with the Town which shares borders with Songhees First Nation, Esquimalt First Nation, Town of Esquimalt, Saanich, Colwood, Langford and the Highlands. For this reason, Alison brings a fulsome perspective of both Victoria and the West Shore to AVICC.

Alison has worked in people policies for the Federal Government in Ottawa, the UK Government in England, and has worked for the BC Provincial Government since 2020. Her experience at every level of government has provided her a fulsome understanding of how things work, and roles and responsibilities.

She completed a Master's in Comparative Social Policy at the University of Oxford where she focused on labour market policies, and a Bachelor's of Commerce from the Telfer School of Management.

In her elected position, Alison is the Chair of the Environment, Parks and Recreation Committee and sits on the CRD's Intermunicipal Climate Action Task Force, is the PAC liaison, and a Board Director for the West Shore Parks and Recreation Society.

Outside of her Council appointments, Alison enjoys volunteering including working the check-in at West Shore Chamber of Commerce events, door-knocking on behalf of Provincial and Federal candidates, sitting on the Board of Directors for the Royal Oak Burial Park since 2020, and serving on her Strata Council since 2021 where she is currently the Vice President. Previous volunteer activities in the CRD include tutoring with the Victoria Literacy Connection, and being on the Board of Directors for the BC Association for Living Mindfully, and the Mental Health Recovery Partners.

DONNA McMAHON

Electoral Area Director, Elphinstone (Area E)
Director, Sunshine Coast Regional District

Nomination for Electoral Area Representative (Incumbent)



I'm running for the EA Representative position because, once again, I feel my work isn't done. AVICC is in the middle of a significant advocacy initiative around the reform of the *Local Government Act*, and I want to be right in the middle of it. Updating the legislation that enables/disables us is not only a critical step for regional districts, but it's essential that electoral area directors' voices be heard in the process. We're the ones on the front lines trying to represent residents of unincorporated areas while constantly scuppered by legislation that's older than a BC ferry. 2025 marks 60 years since regional districts were created; time to quit patching this leaky vessel and launch a new one.

I've lived on the Sunshine Coast since 1996 and had many community involvements, including the Gibsons Public Library, Transportation Choices, Community Futures, the Self Employed Women's Network, the Coast Car Co-op, the Sunshine Coast Trails Society, and Streamkeepers.

I was elected to the Sunshine Coast Regional District in 2018, and acclaimed in 2022, as Director for Elphinstone (Area E), in the territory of the Skwxwú7mesh (Squamish) Nation. I maintain a constituency website (EverythingElphinstone.ca), publish a monthly newsletter, and support the advocacy efforts of numerous community/neighbourhood associations and grassroots groups in my area. My full bio is on my website.

Issues at the top of my mind these days are too numerous to list, but include the province's approach to housing that ignores the realities of electoral areas, the dire condition of rural roads, and lack of timely enforcement for pretty much any provincial violation from tree poaching to illegal dumping.

Circular No. 25:07

April 2, 2025

To: Chief Administrative Officers

Re: Preparing for Potential Drought Conditions in 2025

Please be advised that drought conditions experienced across the province in recent years may occur again. The [BC River Forecast Centre](#) has reported below normal [snowpack conditions](#) across much of the province, currently signaling an increased risk of drought for spring and summer. Based on these early indications, we recommend all water suppliers once again prepare for an increased risk of experiencing drought in 2025.

Stay informed about current drought conditions

The Province's [drought preparation and response website](#) has several online resources to support water suppliers through drought conditions. The BC Drought and Water Scarcity Response Plan provides an overview of drought response in the province, including management responsibilities, pre-drought preparedness, descriptions of the provincial drought levels and the potential regulatory actions that may be taken. This plan is updated annually, so please look for the updated 2025 plan on the [BC drought information website](#) later this Spring.

To understand trends in water availability, it is important to regularly monitor available information about drought and streamflow conditions. The Province produces datasets to better understand water availability regionally, including:

- The [BC Drought Information Portal](#) that displays regional Drought Levels.
- A [Map of 7-Day Average Streamflow](#) that displays Water Survey of Canada streamflow gauges relevant to your area.

Drought levels provide information about how dry conditions are and how often these dry conditions may recur. However, they cannot tell you if your systems will be impacted or at risk of being impacted, as this depends on the resilience of each water supply system in times of drought.

Agricultural water suppliers can find helpful resources on the Ministry of Agriculture and Food's [Drought in Agriculture](#) website. It includes fact sheets, videos, tools, financial support programs, and workshops to help with water management and drought preparedness.

Take part in the water supply status survey

The Province, in partnership with the Regional Health Authorities, will again reach out directly to drinking water suppliers across the province to invite you to submit water supply status information during the drought season.

The Ministry of Water, Land and Resource Stewardship's (WLRS) Drinking Water Team will send these survey invitations at regular intervals. We encourage you to take part and help us understand the state of drinking water supplies. By sharing information with the Province, we can better assess which communities are at risk of water supply issues and where support may be needed.

Improve resilience to drought and other hazards

Actions local governments can take to better prepare your community for drought and other hazards include:

- **Establish a water supply monitoring program:**
If your water sources (raw water storage and inflows, or groundwater levels) are not gauged, consider establishing a water supply monitoring program, which will enable you to quantify the water available to your community and adjust water use accordingly. Professional consultants can help design an appropriate monitoring program for your systems. To improve drought resilience, it is recommended that all local governments monitor water supplies to gauge their current conditions and anticipate future water scarcity.
- **Water conservation:**
 - Prepare/update a water conservation plan: The [Water Conservation Guide](#) provides guidance on creating these plans, which should be kept current and reviewed and updated at least every five years. An up-to-date water conservation plan endorsed by a local government's Council or Board, is required for water and wastewater application-based capital funding through the Ministry of Housing and Municipal Affairs.
 - Bylaws: A Water Conservation Plan can help you develop, or update, a Water Conservation Bylaw, which may limit water use seasonally or in stages based on projections of water availability. Bylaws can be used to implement water use restrictions and Bylaws can also be tied to permit approval processes, such as building or plumbing bylaws that offset additional water demands through conservation improvements or require water efficient or drought tolerant landscaping.
 - Communication: Public outreach and communication can be an effective tool to explain the importance of water conservation, its impacts and what individuals need to do to participate.

- Water metering: Universal water metering is also a very useful tool for demand management. If you have water metering, consider pricing structures that encourage water conservation.
- Other examples of opportunities for conservation: Rebates towards low flow appliances and rain barrels, or the elimination of once-through cooling systems in commercial buildings, could be considered.
- **Plan for the long term and future:**
It is helpful to consider drought resilience options for the future, even if these cannot be ready for 2025. Capital projects that can improve drought resilience include leakage reduction, universal water metering, water reuse or reclamation, increased raw water storage, and development of secondary or back-up water sources.
- **Share key drought and water management resources:**
Distribute the Ministry of Agriculture and Food's [2025 Quick Guide to Drought Resources](#), a two-page summary of agricultural water-related supports. Encourage agricultural communities to subscribe to [Regional AgriService BC E-bulletins](#) for timely, region-specific updates on programs, events, and resources.

Keep up-to-date on the resources available to you

Caretaking the natural cycle that results in recharge of local water sources can also ensure that fresh water is retained or returned to local waterbodies and aquifers to maintain availability of drinking water and environmental flows. Consider how to protect watersheds and retain and absorb stormwater run-off. Permeable infrastructure and natural assets can retain valuable water. The following sites have associated resources:

- B.C. Climate Action Toolkit's Green Bylaws Toolkit provides practical tools for protecting green infrastructure: <https://toolkit.bc.ca/tool/8018-2/>
- Integrated stormwater management: <https://www2.gov.bc.ca/gov/content/governments/local-governments/infrastructure/water-systems/stormwater-infrastructure>.
- Asset Management B.C.'s Framework for Sustainable Service Delivery: <https://www.assetmanagementbc.ca/framework/>
- The Partnership for Water Sustainability in B.C. also has some additional resources: <https://waterbucket.ca/guidance-resources/>.

The Infrastructure Planning Grant Program (IPGP) is available to help local governments plan, design and manage infrastructure. The IPGP provides an opportunity to obtain grant funding up to \$10,000 to help develop or update a Water Conservation Plan or to plan capital projects that improve drought resilience. For more information on the Program including a link to the application, please visit the Ministry's [website](#).

Thank you for your cooperation and attention to preparing for drought this year.

Brian Bedford

A handwritten signature in blue ink, appearing to read 'B. Bedford', enclosed within a blue oval shape.

Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Housing and Municipal Affairs

From: [Brunet, Sebastien \(RCMP/GRC\)](#)
To: [CAO Sayward](#)
Subject: 2025-2026 Policing Priorities
Date: April 4, 2025 10:34:38 AM

Good day John,

As discussed yesterday, can you please ask Mayor and Council to identify two (2) or three (3) community issues/policing priorities that they would like the members of the Sayward Detachment to focus their efforts on for the upcoming year?

These priorities need to be general and not address one simple problem.

Examples would be:

- Traffic enforcement
- Impaired driving
- Community involvement in XYZ group (such as Youth or Elders)
- Drug trafficking
- Increase visibility and enforcement on FSR's and Rec Sites
- Marine patrols
- Recruitment
- Natural resources crime
- Etc.

Last year's priorities were the following:

1. Traffic enforcement – speeding (especially on Sayward Road)
2. Marine patrols
3. Increase visibility and enforcement on FSR's and Rec sites
4. Drug Trafficking

Thank you,

Seb

Cpl. Sebastien Brunet

Detachment Commander
Sayward Detachment
Royal Canadian Mounted Police
610 Kelsey Way, Box 100
Sayward, BC, V0P 1R0
sebastien.brunet@rcmp-grc.gc.ca

Office: 250-282-5522

Commandant de détachement
Détachement de Sayward
Gendarmerie royale du Canada
610 Kelsey Way, Box 100
Sayward, BC, V0P 1R0
sebastien.brunet@rcmp-grc.gc.ca
Bureau: 250-282-5522

Lower Mainland Mayors presentation: Friday, January 17, 2025.

Thank you. My name is Cathy Peters. I was an inner city high school teacher 45 years ago.

For the past 11 years I have been raising awareness about the crime of **Human Sex Trafficking, Sexual Exploitation, and Child Sex Trafficking.**

It is the fastest growing crime globally, in Canada and locally. BC is vulnerable with 3 ports, international airports, easy access to the USA border.

My website: **beamazingcampaign.org**

My new book: **Child Sex Trafficking in Canada and How to Stop It.** I have just completed the second edition.

I have 2 new booklets: for **Indigenous and Public Health providers.** These should be available to every band and hospital in BC.

I am observing 5 Trends:

1. With the full decriminalization of hard drugs in BC, drug use amongst youth has exploded and become normalized/accepted. Once youth are easily hooked, they will sell their bodies to get more drugs. Sex trafficking explodes. Full decriminalization of hard drugs needs to be repealed.
2. With massive immigration and a weakened economy in Canada human trafficking, crime, prostitution is increasing.
3. Sexting (sending nude photos) is being normalised so sextortion, online grooming, luring, and recruiting for the sex industry is increasing. There is an increase in the sexualization of youth/children. Which in turn increases childhood sexual assault/incest, and child-on-child sexual assault.
4. There is a lack of digital safety training, social media accountability, positive parenting support and **lack of education to teach men and boys NOT to exploit women and girls.**
5. The unchecked development of artificial intelligence (AI).

Human trafficking is the recruiting, transporting, transferring, receiving, holding, concealing, harbouring or exercising control over a person for the purpose of exploiting them.

STATS:

- 13 years old is the average age of recruitment. In cities- 10-12 year olds.
- 50%-90% in the sex trade are Indigenous.
- 82% involved in prostitution had childhood sexual abuse/incest.**
- 72% live with complex PTSD.
- 95% in prostitution want to leave- it is NOT a choice or a job.
- 90%-99% of prostituted persons are pimped or trafficked-** organized crime and international crime syndicates are involved.
- Only 1-5% of individuals get out of the sex industry.** The majority experience mental illness, drug addiction, commit suicide or are murdered.

The most notorious cases in Canada are from the Lower Mainland:

Amanda Todd (victim), **Robert Pickton** (sex buyer and gruesome serial killer), **Reza Moazami** (trafficker).

I have been raising awareness about sexual exploitation and Child Sex Trafficking, to every City Council, Regional District, MLA, MP, school board and police agency in BC since **The Protection of Communities and Exploited Persons Act (PCEPA)** became Federal Law in 2014, so that police would enforce it, the public would understand it and be able to report it.

The Law has 4 parts:

- 1. Targets the DEMAND by criminalizing the buyers of sex and profiteers.**
- 2. Recognizes the seller of sex as a victim, who is immune from prosecution.**
- 3. Exit strategies are in place to assist the victim out of the sex trade.**
- 4. Robust prevention education programs are in place so youth, children and the vulnerable are not pulled into the sex industry.**

This Law focuses on the **source of harm**: the buyers of sex and the profiteers. The clear statement from Parliament was that girls and women in Canada are

NOT FOR SALE; that they are full human beings, with dignity and human rights.

This LAW is not enforced in BC, so prostitution is de facto legalized. **Unless the sex buyers are deterred this crime will continue to explode.**

Vancouver, Toronto, and Montreal are global sex tourism hotspots.

Canada is a **Child Sex Tourism** destination.

The global sex trade is growing FAST, targeting children (children is where the money is), fueled by the internet where most of the luring is taking place. The US Surgeon General is recommending no social media platforms until ages 16-18 years of age, and no smartphones until at least age 15. Dumbphones are a better option than smartphones. Phones need to be removed from schools in BC.

Contributing factors to a rapidly growing sex industry is **globalization, unregulated technology, limited law enforcement and very little prevention education.**

Canada has a new **National Human Trafficking Hotline number: 1-833-900-1010.** Provincially VictimLink has a helpline.

Communities need to: **Reduce Demand** by addressing complicit businesses. **Diminish Supply** by education and public awareness.

Businesses involved; unregistered massage and body rub parlours, nail spas, day spas, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men's clubs, AirBnB, VRBO, casinos, strip clubs, organized crime club houses, bus stops, homeless camps, tent cities, can be typical covers for sexual exploitation.

Prostitution is ILLEGAL in Canada. Sweden has the similar law as Canada, where men and boys understand gender equality, so prostitution is not accepted or normalized there. So, it is possible to stop sexual exploitation. **The KEY is to reach the Premier, so he understands the Federal Law needs to be enforced.** I have an example template letter for the Premier.

The sex industry is targeting youth online. Schools are **recruiting grounds for gangs even in elementary schools**. An effective deterrent is the **School Liaison Officer Program**; officers prevent crime and protect the vulnerable.

Pornography is a public health crisis. Along with childhood sexual assault, pornography is a pipeline to prostitution. Online pornography is grooming our children. Mass-scale prevention education is needed in this country.

Who are the victims? Typically, female but due to popularity of online gaming sites a growing number of boys.

Who are the traffickers? Typically male, with some female traffickers who recruit their peers. Traffickers today are highly organized, sophisticated, move fast; organized crime and even sometimes family members are involved.

Who are the buyers? Male buyers from all ages and demographics are the root cause of the harm caused by human trafficking. If there were no buyers there would be no business.

What is needed to stop this crime in BC?

1. The enforcement of the **Protection of Communities and Exploited Persons ACT** (PCEPA), that criminalizes the sex buyer, profiteer and trafficker, while acknowledging that the seller of sex is a victim.
2. Additional funding and programs to help trafficked person out of prostitution.
3. A provincial public awareness campaign to stop sexual exploitation plus school education- especially teaching boys not to exploit women and girls.
4. A Human Trafficking Task Force similar to drugs and gangs and updating of provincial police policies in line with PCEPA.
5. Education for crown counsel and judiciary.

QUESTIONS (my words in brief):

Mayor Mike Little- District of North Vancouver- *Why is this occurring in BC and not elsewhere?*

Ans: Political will is the key. The Premier is the Key.

Mayor Linda Buchanan- City of North Vancouver- *No campaign here- Why? USA has posters in airports.*

Ans: No awareness campaigns by the government. But Paul Brandt with “Not in My City” NGO out of Alberta is training Canadian airports, and training police (Maddison Sessions).

Mayor Brenda Locke- Surrey- *Schools? School Boards? Do they know about this?*

Ans: They are difficult to reach. Terrace School Board is an exception.

Mayor Richard Stewart- Coquitlam- *Mental health issues? Any recognition of this?*

Ans: No medical, nursing or social work program address this issue in Canada. Mental health for our youth is at risk today.

MAYORS:

Membership: 23

Locke, Brenda (C) – Surrey

West, Brad (VC) – Port Coquitlam

Berry, Ken – Lions Bay

Brodie, Malcolm – Richmond

Buchanan, Linda – North Vancouver City

Cassidy, Laura – Tsawwassen First Nation

Harvie, George V. – Delta

Hurley, Mike – Burnaby

Johnstone, Patrick – New Westminster

Knight, Megan – White Rock

Lahti, Meghan – Port Moody

Leonard, Andrew – Bowen Island

Little, Mike – North Vancouver District

MacDonald, Nicole – Pitt Meadows

McCutcheon, Jen – Electoral Area A

McEwen, John – Anmore

Pachal, Nathan – Langley City

Ross, Jamie – Belcarra

Ruimy, Dan – Maple Ridge

Sager, Mark – West Vancouver

Sim, Ken – Vancouver

Stewart, Richard – Coquitlam

Woodward, Eric – Langley Township



April 2, 2025

Attention: Mayor & Council or Board of Directors, and CAO

As the toxic drug crisis persists, the Ministry of Health (the Ministry) continues to work urgently to expand access to naloxone, which reverses the effects of opioid poisoning. Naloxone is available in two formulations: intramuscular (injectable) and intranasal (nasal). Nasal and injectable naloxone are both effective at reversing opioid poisoning. Nasal naloxone may be a preferred choice in some workplace settings given its ease of use.

The Ministry is encouraging publicly funded organizations to make naloxone available and to equip staff with the training to recognize and respond to suspected drug poisoning. Having naloxone available in the workplace may also create opportunities to foster education and conversations about drug use, while promoting safety, protecting community members and encouraging proactive awareness.

To this end, the Ministry is implementing a **one-time** no-cost initiative to distribute nasal naloxone kits to publicly funded organizations where a toxic drug event may occur. The kits are intended for use by staff in the course of their work duties.

To receive the no-cost nasal naloxone kits, participating organizations will submit an [order and agreement form](#) confirming their commitment to implement naloxone and meet participation requirements. Needs assessment guidance is provided for consideration as appropriate. Most organizations may order up to 10 kits initially while some organizations that routinely use naloxone may order quantities beyond the 10 that they expect to use by the expiry date of February 2026. Participating organizations will be invited to complete an evaluation survey.

As this is a one-time initiative, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

We invite you to share this opportunity with relevant departments (such as fire services, by-law units, community centers and recreational centers) in your organization. The details are outlined in the attached invitation to participate. For more information, please contact naloxonesupplies@gov.bc.ca

Sincerely,

Evan Howatson
Executive Director

Invitation to participate in the Workplace Nasal Naloxone Pilot Initiative

We invite your organization to access no-cost nasal naloxone kits through this initiative. To do so, you will need to:

- review the needs assessment guidance (page 3) and complete the **Naloxone Needs Assessment Decision-Making Template** (page 4) to determine whether your workplace needs naloxone, if procuring naloxone for the first time
- commit to naloxone implementation steps including a free [online](#) course for staff expected to administer naloxone (such as occupational first aid attendants)
- commit to submitting a [report](#) when a kit is used and participating in an evaluation survey at the conclusion of the pilot

Organizations may order up to 10 kits per location or site (as applicable) while those that routinely use naloxone may order quantities they expect to use by February 2026 (expiry date). Allocation will depend on availability.

As this is a **one-time initiative**, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

Submit your order through this [order and agreement form](#). For more information, please contact naloxonesupplies@gov.bc.ca.

NALOXONE NEEDS ASSESSMENT DECISION-MAKING

Organizational Drug Poisoning Needs Assessment Considerations

The decision as to whether your organization should obtain naloxone should be based on the likelihood that staff will encounter an individual who is at risk of an opioid poisoning, AND the potential consequence of not having naloxone available should an opioid poisoning occur.

Likelihood of encountering an individual who has experienced drug poisoning

- Have staff ever responded to a drug poisoning on site?
- Do staff regularly encounter people who have experienced a drug poisoning somewhere else?
- Do staff regularly encounter people who may use drugs?
- Do staff regularly encounter people in recovery from a substance use disorder?
- Do staff regularly encounter illegal/illicit drugs or unknown substances?

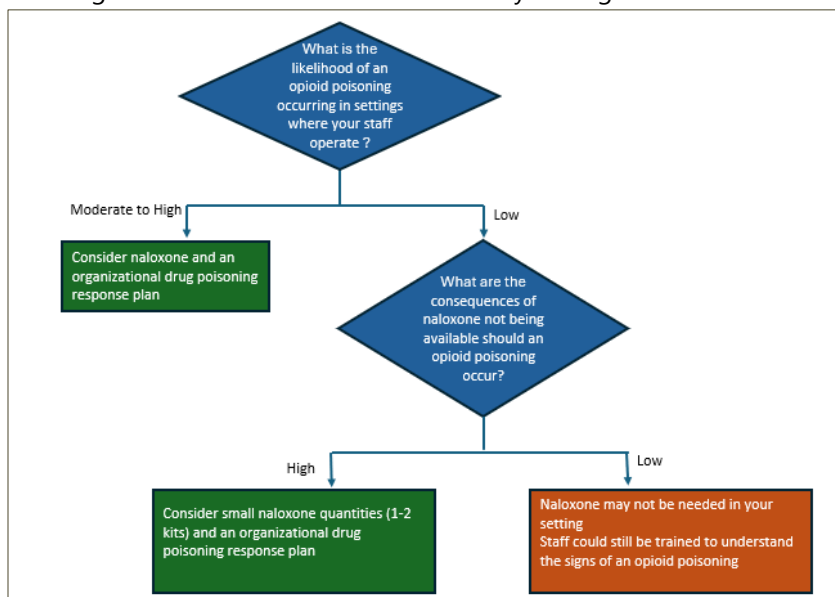
If you determine that the likelihood of encountering someone experiencing a drug poisoning is moderate to high, naloxone should be acquired and protocols should be developed to prepare staff to respond to a drug poisoning. If the likelihood is low, consider the consequences of not having naloxone available in your setting should someone experience a drug poisoning.

Potential consequences of not having naloxone available

- How long would it take for emergency medical personnel to arrive and administer naloxone? Every minute in which a person is not breathing increases the likelihood of death or irreversible brain damage. If naloxone were available onsite, could it be retrieved and used faster than emergency medical personnel could arrive?
- Are staff trained, willing, and able to provide breaths while waiting for emergency medical personnel to arrive? Providing breaths can prevent brain damage and death even if there is a delay in administering naloxone. If responders are able and willing to provide breaths, it should be part of every drug poisoning response, even if naloxone is used.
- Does your organization have a mandated duty to provide care for clients?
- Are there public or community expectations with regard to naloxone being available in this setting?

Weighing likelihood and consequence

Use your assessment of (i) the likelihood of someone witnessing an opioid poisoning and (ii) the consequence of not having naloxone available to determine if your organization should consider stocking naloxone in your setting.



Use the Naloxone Needs Assessment Decision-Making Template on the next page to detail your decision making on naloxone.

Naloxone Needs Assessment Decision-Making Template

This template provides a way to assess the need for your organization to stock naloxone and train staff, for your purposes only. Complete and file per your organization's guidelines.

Organization:	Date:
Risk: [list all staff, client groups, and members of the public who may be at risk of drug poisoning]	
Risk Identification and Mitigation Strategies: [provide an overview of risk for staff or clients/members of the public, and risk mitigation strategies as well as gaps that may exist]	
Likelihood of a drug poisoning in this setting: High/Low (circle one) Comments:	
Consequence of a drug poisoning in the absence of naloxone in this setting: High/Low (circle one) Comments:	
Recommendations:	
We recognize that if this assessment identifies we should stock naloxone, all staff expected to use it will be trained on how to safely respond to a drug poisoning and administer naloxone (please check) ☐	

Recommended resource when thinking about preparing for overdoses in your organization: [The First Seven Minutes Overdose Prevention](#)

Philip Perras
4510 Bedwell Harbour Rd
Pender Island, BC
V0N 2M1
philip_perras@hotmail.com

Dear Mayor and Council,

On April 1st, ten South Island municipalities—Colwood, Duncan, Ladysmith, Langford, Metchosin, North Cowichan, North Saanich, Sidney, Sooke, and View Royal—took a courageous and unified stand by refusing to fund E-Comm under the current unfair arrangement imposed by the province. I thank and applaud them for taking this action in order to protect their constituents. This act of civil disobedience was not reckless—it was necessary, principled, and done on behalf of every municipality in this province.

These ten municipalities are not simply reacting to unfair funding — they are reacting to the collapse of accountability. E-Comm is supposed to be an independent public service, yet it operates without transparency, oversight, or effective municipal representation. Now, an “independent review” is being promised—ironically, to review an organization that was, again, already supposed to be independent. If that doesn’t demonstrate a systemic failure of accountability, what does?

The ten municipalities have refused to fund E-Comm not just because the costs are unjustly distributed, but because the structure itself is unacceptable. Reform must come first. Without it, municipalities are being asked to prop up a failing governance model with taxpayer dollars and political silence. Now, all municipalities in British Columbia must be prepared to stand behind them.

What we’re seeing across BC is not isolated. It is a growing pattern: the slow death of independent oversight.

E-Comm is only one example. After the 2024 election, the province approved multi-year BC Hydro rate hikes — but not through the independent BC Utilities Commission. That’s the regulator tasked with protecting the public interest, and it was simply overridden by the NDP cabinet. The rate increases disproportionately impact seniors and low-income residents — and the public never had a chance to weigh in.

This was not an isolated incident. It’s part of a broader trend of provincial power grabs, where oversight is being sidelined, local governance is being strong-armed, and public services have become tools of control rather than accountability.

I believe that the introduction of Bill 7 cemented this concern. Introduced in March 2025, just months after the NDP narrowly retained power, the bill sought to grant cabinet sweeping emergency powers — bypassing the legislature entirely. Even after Section 4 was reportedly withdrawn, the underlying goal

remains: consolidate power quietly, away from public view, and bypass local voices.

Meanwhile, the institutions we rely on are becoming symbols of isolation and avoidance.

Consider BC Hydro once again. Could it somehow be another example of the province exploiting crises to consolidate power? For one thing, their Victoria district office is "earthquake resistant" — but on closer inspection, it is also accountability resistant. Locked doors during business hours (according to google reviews). No benches. No bulletin board. No ledges of any kind. Nothing inviting whatsoever. Instead, they placed a "mailbox" for complaints that looks like it will literally shock anybody who comes near it.

This is the public-facing symbol of what governance has become in British Columbia — uninviting customer service, locked lobbies, and backroom decision-making resistant to accountability.

These ten municipalities have refused to fund dysfunction, and every municipality in BC should be ready to take action to support them. Not with outrage. Not with noise. But with unity, on behalf of their constituents.

If retaliation comes — whether in the form of withheld grants, political pressure, or punitive treatment — then perhaps municipalities across the province should consider delaying their power bill payments to BC Hydro for one billing cycle.

Not a refusal — a reflection. A pause. A symbolic outage to mirror the real outage: the blackout of democratic accountability in this province.

Because when E-Comm isn't independent, when the BCUC is overridden, when public services lock the doors on the public, and when Bill 7 threatens the very role of the legislature, especially at a time when the government barely got elected at all — municipalities are the last source of accountability left.

Support the ten. Prepare to stand together. And if the province insists on flexing power against the communities it serves, then let us remind them — we still have the power to respond.

Respectfully,

Philip Perras

Concerned Resident of British Columbia



Sayward Elementary

690 Kelsey Way, Sayward BC V0P1R0

Phone: 250-282-3314 Fax: 250-282-3822

Sayward@sd72.bc.ca

April 2, 2025

ANNUAL Sayward RCMP BIKE RODEO

Dear Board of Directors,

It's time again for the Annual Bike Rodeo being run by the Sayward RCMP. The bike rodeo is always held in June. This year it will be mid to end of June (date to be announced). All students from the local school will be invited to attend, complete with lunch. We hope that you can support this event by providing a donation. Past donations that we have received include bicycles, helmets, small prizes relating to Summer or outdoor play.

Thank you in advance for any assistance you can provide. If you should be issuing a cheque, please make it payable to *Sayward School PAC* as we are collecting money for prizes.

The Sayward School PAC is a dedicated team of parents that work hard to be able to put on many events and programs for Sayward School students and the community. We provide a weekly free hot lunch as well as fund field trips, extracurricular activities and purchase needed school equipment. We host a variety of events throughout the year including a Special Fun Day for the students to enjoy before the summer break.

We appreciate your generous support.

Sincerely,

Sayward School PAC.

MIFLAG - Mid Island Forest and Lands Advisory Group

<https://www.westernforest.com/public-advisory-groups/>

Meeting Minutes

Microsoft TEAMS & Menzies Office

Members

Richard Glover
Erin Poulson
Lynn Nash
Barry Hemmelgarn
Scott Burchett
Lory Fairfield
James Hogan
Maureen Hunter (remote)
Mary Ruth Snyder (remote)

Member Seat

Sayward Fish & Game
Little River Resources LTD.
Seniors Representative
CR ATV Club
Sayward Village Councilor
4WDABC Regional Officer – Campbell River
Nanwakolas – LCC Stewardship & Referrals Officer
Member at Large (Campbell River)
CR Chamber of Commerce

Resource

Shawn Crawford
Joel Mortyn

La-kwa sa muqw Forestry LP Silviculture Planner
WFP Inventory & Analysis Manager

Absent

Graham Cameron
Craig Adams
Chris Callanan
Coleen Marlow-MacLean

District Recreation
Tree Nursery Representative
Employee Services Representative
Ministry of Forests Representative

List of Documents:

- March 27th, 2025 Agenda
- January 16th, 2024 Draft Meeting Minutes

A) Welcome (5:30-5:35pm)

- i) Remote attendees check
- ii) Land acknowledgement
- iii) Safety Brief

B) Procedural (5:35-40pm)

i) Review / Revise / Adopt Agenda

Adoption of the meeting Agenda.

Moved: Scott B.

Seconded: Erin P.

Vote: Passed

ii) New Member Vote

Motion to vote James Hogan in as a member.

Moved: Erin P.

Seconded: Lynn N.

Vote: Passed

iii) Review Minutes from January 16th, 2024

Adoption of the meeting minutes.

Moved: Richard G.

Seconded: Scott B.

Vote: Passed

C) Operational Update – by Shawn Crawford (5:40-5:50pm)

i. Operational

○ Safety

- Field season for planners underway/picking up, summer students arriving start of May. Additional focus on recognizing risks and discussing hazards re: walking in the woods. Crew assessments done amongst one another to assess practices.

○ Environment

- No fires or slides.
- 1 spill on March 6th of 165L of hydraulic fluid due to a hose pump failure at the fitting. Dry weather, spill to shot rock, and no waterbodies/streams nearby, was

actioned and reported to Emergency Management BC (EMBC). **A member asked what the volume threshold was for external reporting, and in the case of hydraulic fluid it is 100L or more to land, or any volume if to a water body.**

- Harvest
 - 169K m3 harvested to-date, ~ 15k m3 above forecast for Q1 so Production has been good (volumes reported exclude waste). Currently slightly ahead of track.
 - Bargaining with the USW Union is still ongoing, additional meetings are scheduled for early April.
- Roads
 - 18km built to-date, currently on track.
- Silviculture
 - Planting starts April 1st, same two local (Timberline, Blackfish) contractors as the past several years, same program size of ~660k trees)
 - 25km of road rehab being planted this Spring (included in above tree total).
 - Cone/Cage Maintenance has begun and brushing to start next month with our local contractor, Spirit Lake Silviculture (Campbell River).

D) Presentation (5:50-6:40pm)

Forest Inventory Research Projects by Joel Mortyn (jmortyn@westernforest.com)

- Focus was on how forest cover has been collected, utilized, and updated over time, along with the improved through remote sensing data collection (LiDAR) to generate an Individual Tree Inventory (ITI).
- As inventory data feeds into very important aspects of forest management, like the timber supply review which is used to determine the annual allowable cut, there is a high degree of interest in improving its quality and granularity.
- WFP has undertaken a lot of research and trials to compare and contrast the inventory data we have against what the government collect and utilizes for the Province (Vegetation Resource Inventory – VRI) and the desire here is to be able to use our improved data to inform the timber supply review process by validating it's accuracy and precision.
- The testing consistently validated that our inventory data and analysis was equivalent or better when it came to volume modelling but showed no improvements and poor correlation over species identification.
- The use of cruise plots and data was referenced a lot in the presentation, see this primer on what it is and what's involved: [click here](#). Although this website is American the core principles and goals are the same.
- For those interested Joel's presentation can be made available for download, just ask.

10min BREAK

E) Presentation (6:50-7:35pm)

Annual Satisfaction Survey Results & Annual Indicator Review Part 2 by Shawn Crawford

scrawford@lakwasamuqw.com

- 2024 Satisfaction Survey Results
 - 10 responses received (77% of membership).
 - No 'Not Satisfied' responses received.
 - 'Somewhat Satisfied' responses received for the following:
 - Member Representation of the Group (1 vote)
 - **Ongoing effort to recruit and expand membership, a reminder that all members are welcome to recommend to the facilitator/group directly individuals of relevant interest groups.**
 - Meeting location is convenient? (1 vote)
 - **Additional effort could be made to host elsewhere occasionally like had been done in the past at PRT Nursery.**
 - Timing of meeting is convenient? (1 vote)
 - **Minor adjustments have been made as of last year and well received but group was reminded that if it's a sticking point they can bring it up to the facilitator or with the group to discuss alternatives.**
 - Frequency of meetings is appropriate? (1 vote)
 - **Group indicated that additional field tours were of more interest than additional office sessions.**
 - Written feedback:
 - Virtual attendance option is appreciated.
 - Facilitation and documents are well organized.
 - Presentations are varied and cover interesting topics.
 - Recommended that updates re: the business like press relations be shared more regularly with the group. **Since receiving this feedback press releases and 'Western Communications' have been forwarded along to members who indicated an interest in receiving them. If you would like to be added to the list please let me know and I will include you.**
- Annual Indicators reviewed in order of presentation:
 - 6.1.1 MIFLAG Satisfaction Survey
 - 6.1.3 MIFLAG Website
 - Vote held to update Target wording to remove the requirement for meeting minutes to be posted online. This was deemed not required to meet the standard for endorsement and poses a potential risk as it contains the names of members. Meeting minutes are always available upon request by members.
 - **Moved:** Lynn N. / **Seconded:** Erin P. / **Vote:** Passed
 - 1.2.1 SAR Habitat Protection
 - A member asked about what a Marbled Murrelet looks like: [click here](#) to find out.

-
- 1.2.2 SAR Habitat Modelling
 - 1.1.4 Forest Strategy Retention
 - A member asked what efforts are made to evaluate the retention post logging to see if it's still serving its intended purpose, mainly due to the increased likelihood of wind events blowing down these newly exposed timber edges. **The Corporate Stewardship department of WFP does monitor the outcomes of our retention strategy, as they do with all of our Standards (adaptive management process).**
 - A member asked if there are long term concerns with the use of the Forest Planning & Practices Regulation ([FPPR section 64.4](#)) which allows for the coastal maximum cutblock size of 40 ha to be exceeded under the following conditions:
 - "... if no point within the net area to be reforested is more than two tree lengths from either the cutblock boundary or a group of trees reserved from harvesting that is greater than or equal to 0.25 ha in size, or is more than one tree length from a group of trees reserved from timber harvesting that is less than 0.25 ha in size.
 - **There isn't a clear answer to this as it will require assessment over time and may be depending on how changes to our climate impact winds and tree resilience in our specific ecosystems, but as it is allowed in legislation it is an option that can be used when needed and may be what is required to turn an unprofitable stand into a profitable one.**
 - 1.1.A Forest Influence
 - 2.1.4 Harvest Level
 - 3.1.1 Soil Disturbance
 - 6.2.1 Safety Committee
 - 6.2.2 SAFE Certification
 - 5.2.2 Training
 - 5.2.1 WFP/LKSM Support
 - **Member brought up that the Kelsey Bay community center/pool needs some support. Will connect with corporate donations to understand the process.**
 - 6.1.B Outreach & Education
 - 7.2.A First Nation Donations

F) Open Discussion / Parking Lot (7:35-7:40pm)

- i) Meeting on Thursday, April 24th for the All-Public Advisory Group Meeting.
- ii) Meeting on Thursday, May 15th then summer break until September.
- iii) External CSA audit in May.
- iv) Open Discussion.
 - Member brought up concerns about the proposed windfarm in Sayward, would be good to try and figure out who is involved and if they can speak to the project to the group at some point.

G) Adjourn (7:40pm)



STAFF REPORT

To: Mayor & Council
From: Lisa Clark, CFO
Subject: Finance Department Update
Meeting date: April 15, 2025

PURPOSE

This report is provided to inform Council on the various tasks completed in the Finance department since the last report dated February 4, 2025. It is also to provide information to Council on research findings from Council directed queries, and to outline several items that are scheduled to be brought to Council in 2025.

DISCUSSION

Tasks completed

The following is a list of significant tasks that have been completed by the Finance department over the last two months:

- 2024 year-end reconciliations and adjusting journal entries including balance sheet reconciliations for deferred revenue, receivables, payables
- 2024 Audit – in progress, field work complete and audited financial statements expected to be on May 6th regular council meeting agenda for Council approval
- 2024 payroll reconciliations including a Canada Revenue Agency (CRA) PIER - Pensionable and Insurable Earnings Review requested by CRA, 2024 T4's
- Recovered an additional \$5,000 (total recovery now \$15,000) in overpayments to CRA and WorksafeBC from 2024 payroll errors
- School & police tax, and Homeowner Grant reconciliations for 2024
- Financial Plan 2025-2029 – several Committee of the Whole meetings for Council to review the draft operating and capital plans, analysis of the Kelsey Centre financials, public survey sent out to residents, review of fees & charges, review of draft Asset Management Plan, creation of related bylaws
- Initiated Cybersecurity training for all staff and Council in partnership with the Municipal Insurance Association of BC (MIABC)

Council Directed Inquiry - Separate Utility Billings for Taxpayers

At the February 11, 2025 Committee of the Whole Meeting direction was given to staff to investigate the feasibility and costs of separating utility fees from the annual property tax

notice, and bill utility fees to users quarterly. In the Village's current model for levying taxes and utilities to Village property owners, the annual user fees for water, sewer, and solid waste are simply added onto the annual property tax notice, which are then included in the total amount due.

Analysis was conducted on both the pros and cons of splitting out user fees and the findings are below:

Pros	Cons
Possible clearer picture for taxpayers of what they are paying in general taxes versus utility fees	Cost – it is estimated separating user fees will cost the Village an additional \$12,230 - \$16,230 excluding staff time (**see detailed cost information below)
Easier to move to consumption billing (water meters) if user fees are separate from tax notices	Additional administrative burden to process multiple payments from taxpayers and collect unpaid bills
Utility Billing system is compatible with 3 rd party water meter reading software such as Neptune	Mortgage companies who pay annual tax bills directly to the Village on behalf of taxpayers will be required to make 4 additional payments per year which may cause confusion and reconciliation issues
Allows the annual burden of taxes and utility fees for the taxpayer to be spread out throughout the year rather than a large amount being due to the Village all at once	Cash flow for the Village could be affected as utility fees are a large source of Village revenues
Comparability between other municipalities may be easier for taxpayers if user fees are separated	Reduced ability to quickly analyze overall changes in amounts paid to the Village year over year

**

Direct costs to separate user fees from tax notices	
Item	Cost
Purchase of Utility Billing (UB) module from accounting software provider (MAIS)	\$5,000-\$7,000
Implementation and technical support costs to move user fees from Property Tax system to UB system and train staff	\$3,000-\$5,000
Annual software maintenance costs	\$1,500
Additional forms, envelopes, and toner for printing UB notices (approximately 250 additional notices every quarter x \$1.50 per page)	\$1,500
Additional postage costs (1,000 additional notices x current discounted postage rate of \$1.23 lettermail)	\$1,230
Total additional costs	\$12,230-\$16,230

If Council would like to move forward with the separation of utility fees from tax notices, staff request direction **as soon as possible** in order to prepare for the 2025 tax season.

Finance Work Plan for 2025

The following chart outlines the various items that are scheduled to be brought forward to Council in 2025 (list is not exhaustive):

Date	Agenda Item Description
April 15, 2025	• First 3 Readings of the Following Bylaws: - 2025-2029 Financial Plan Bylaw - 2025 Tax Rates Bylaw - Fees & Charges Amendment Bylaw
April 17, 2025	• Final Reading of the Following Bylaws: - 2025-2029 Financial Plan Bylaw - 2025 Tax Rates Bylaw - Fees & Charges Amendment Bylaw
May 6, 2025	• Presentation by Chan Nowosad Boates of Village of Sayward 2024 Financial Statements • Statement of Financial Information Report (SOFI) • Variance Report for 1st Quarter of 2025
June 3, 2025	• Report on Proposed Timetable for 2026 Permissive Tax Exemptions
July 15, 2025	• Parcel Tax Review for 2026
August 19, 2025	• Variance Report for 2nd Quarter of 2025 • Fees & Charges Review for 2026
November 18, 2025	• Consideration of Amendments to 2025-2029 Financial Plan – First 3 Readings of Amendment Bylaw
December 2, 2025	• Final Reading of 2025-2029 Financial Plan Amendment Bylaw • First Draft of 2026-2030 Financial Plan and Review of 2025 Financial Position

STAFF RECOMMENDATIONS

THAT the Finance Department Update Staff Report be received for information and discussion.

Respectfully submitted,

Original signed

Lisa Clark, CFO



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: Five Year Financial Plan Bylaw No. 514, 2025
Meeting date: April 15, 2025

PURPOSE

To consider the annual Financial Plan Bylaw, which outlines planned revenues and expenditures, and sets out the Municipality's objectives and policies for the period of 2025-2029.

BACKGROUND

Section 165 of the *Community Charter* states that a municipality **must** have a five-year financial plan that is adopted, by bylaw, before the annual property tax rate bylaw is adopted. The Financial Plan Bylaw and Tax Rate Bylaw **must** be approved by Council **before May 15** of each year as set out in the *Community Charter*. The 2025 – 2029 Financial Plan package including operating and capital revenues and expenditures was approved by Council at the April 1, 2025 Council meeting. For certainty, the Financial Plan may be amended at any time.

DISCUSSION

Section 166 of the *Community Charter* requires that Council undertake a process of public consultation regarding the proposed Financial Plan prior to the bylaw being adopted. This consultation included inviting members of the public to participate in each of the meetings identified in the plan's timeline to provide feedback to staff and Council, and a financial plan survey posted on the Village website and mailed to all residents of the Village on Monday April 7, 2025.

As of the date of the writing of this report **7** surveys were completed online, and **2** paper surveys were returned to the Village office. The public input received by staff is attached to this report for Council's review.

Staff have prepared the 2023-2027 Financial Plan bylaw as directed by Council and recommend that Council give first, second, and third readings at the April 15, 2025 regular council meeting.

OPTIONS

Recommended Option

THAT the Five-Year Financial Plan Bylaw No. 514, 2025 staff report be received for information and discussion.

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given first and second reading.

THAT Council receives the public input regarding the 2025-2029 Financial Plan.

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given third reading.

Alternative Option (not recommended)

This alternative option would enable Council to make amendments to the proposed Financial Plan Bylaw. The following motions must be considered individually as any changes to the bylaw must occur between the first and third reading.

THAT the Five-Year Financial Plan Bylaw No. 514, 2025 staff report be received for information and discussion.

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given first and second reading.

THAT Council receives the public input regarding the 2025-2029 Financial Plan.

THAT Council amend the 2025-2029 Financial Plan Bylaw No. 514, 2025 by:

(Council to identify what is to be changed, including the item and the text or figure that is to be stricken, removed, or added)

THAT Five Year Financial Plan Bylaw No. 514, 2025 be given third reading.

Note: This allows Council to consider changes to the Financial Plan before it is adopted; however, staff may be unable to provide a fulsome calculation of the impacts of changes made at this meeting. Additional meetings and staff reports may be necessary to consider the direction, potentially delaying the adoption of the bylaws by the mandated deadline of May 15th.

Respectfully submitted,

Original signed

Lisa Clark, CFO

Attachments:

- **Public Input from Community Survey**
- **Five Year Financial Plan Bylaw No. 514, 2025**

Q1 How would you rate the overall quality of life in the Village today?

Answered: 7 Skipped: 0

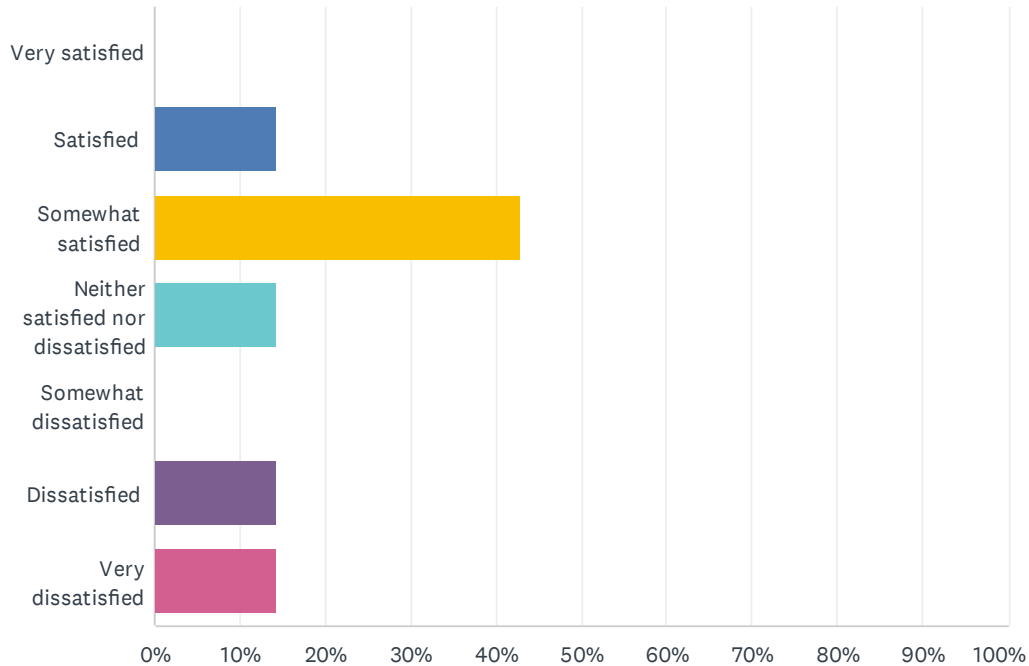
3.3★
average rating



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	14.29% 1	0.00% 0	42.86% 3	28.57% 2	14.29% 1	7	3.29

Q2 How satisfied are you with the level and quality of services provided by the Village?

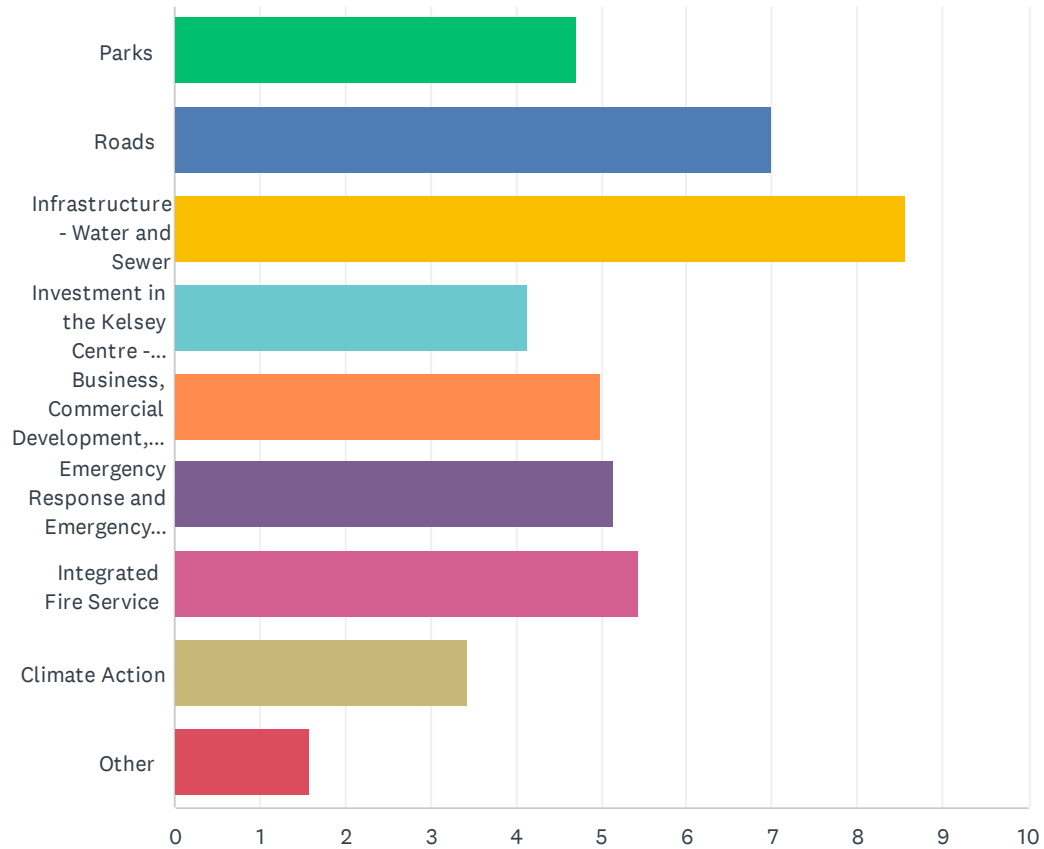
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	0.00%	0
Satisfied	14.29%	1
Somewhat satisfied	42.86%	3
Neither satisfied nor dissatisfied	14.29%	1
Somewhat dissatisfied	0.00%	0
Dissatisfied	14.29%	1
Very dissatisfied	14.29%	1
TOTAL		7

Q3 What do you think are the most important priorities for the Village of Sayward? (in no particular order)

Answered: 7 Skipped: 0



Village of Sayward 2025-2029 Financial Plan Public Engagement

	1	2	3	4	5	6	7	8	9	TOTAL	SCORE
Parks	0.00% 0	0.00% 0	14.29% 1	28.57% 2	0.00% 0	28.57% 2	28.57% 2	0.00% 0	0.00% 0	7	4.71
Roads	0.00% 0	28.57% 2	57.14% 4	0.00% 0	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7	7.00
Infrastructure - Water and Sewer	85.71% 6	0.00% 0	0.00% 0	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7	8.57
Investment in the Kelsey Centre - Recreation, including the pool.	0.00% 0	28.57% 2	0.00% 0	0.00% 0	14.29% 1	0.00% 0	14.29% 1	28.57% 2	14.29% 1	7	4.14
Business, Commercial Development, Economic Development	0.00% 0	14.29% 1	14.29% 1	14.29% 1	28.57% 2	0.00% 0	14.29% 1	0.00% 0	14.29% 1	7	5.00
Emergency Response and Emergency Planning	0.00% 0	0.00% 0	0.00% 0	42.86% 3	28.57% 2	28.57% 2	0.00% 0	0.00% 0	0.00% 0	7	5.14
Integrated Fire Service	14.29% 1	14.29% 1	14.29% 1	0.00% 0	14.29% 1	14.29% 1	14.29% 1	14.29% 1	0.00% 0	7	5.43
Climate Action	0.00% 0	14.29% 1	0.00% 0	0.00% 0	0.00% 0	14.29% 1	28.57% 2	42.86% 3	0.00% 0	7	3.43
Other	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	14.29% 1	0.00% 0	14.29% 1	71.43% 5	7	1.57

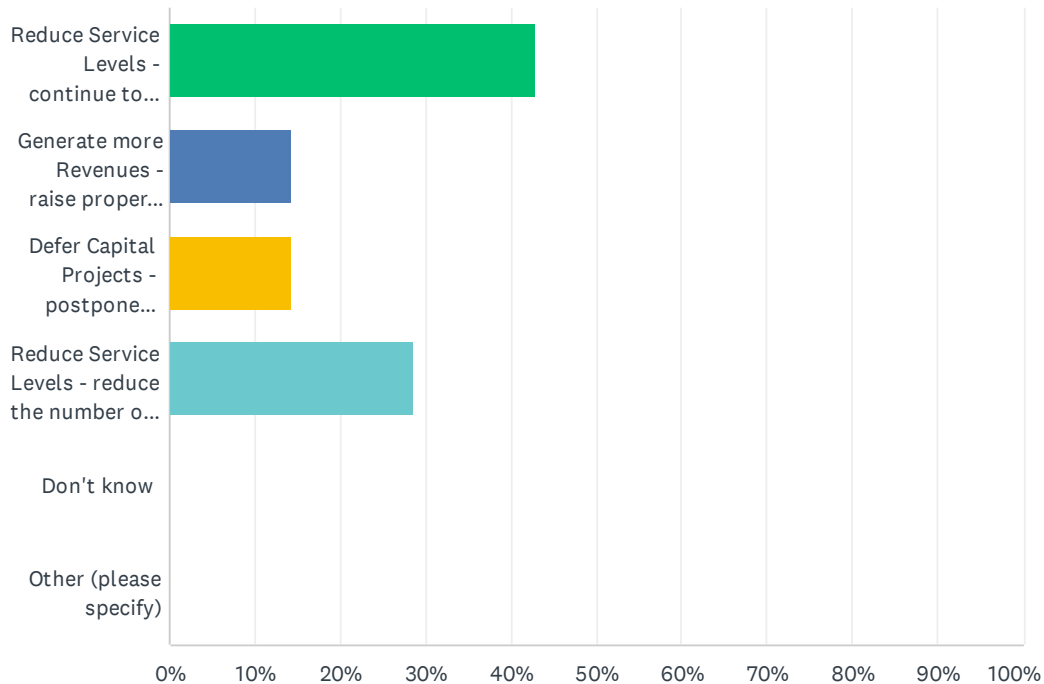
Q4 If you have selected "other" to the question above, please indicate what you believe the priorities should be.

Answered: 1 Skipped: 6

#	RESPONSES	DATE
1	Another priority should be trying to get rid of woodstoves - woodstoves are a stinky health hazard (part of climate action)	4/7/2025 2:50 PM

Q5 1.) The Village has a number of financial tools that can be used to balance the budget. Which one of following would you most prefer the Village use to balance its budget?

Answered: 7 Skipped: 0



ANSWER CHOICES		RESPONSES	
Reduce Service Levels - continue to offer the same services; however, perhaps not at the same level - for example, reduced hours of operations.		42.86%	3
Generate more Revenues - raise property taxes and/or raise user fees.		14.29%	1
Defer Capital Projects - postpone upcoming infrastructure projects to a future date while focusing on maintaining assets.		14.29%	1
Reduce Service Levels - reduce the number of services offered to the community.		28.57%	2
Don't know		0.00%	0
Other (please specify)		0.00%	0
TOTAL			7

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q6 What ideas do you have to improve the quality of life in the Village?

Answered: 5 Skipped: 2

#	RESPONSES	DATE
1	I miss the pool but I understand the necessity. In 2023 when my three grandchildren had been abandoned by their mother, the KC and staff was a godsend. I don't think the ones interested in forming a society should be discouraged, but directed to look at using the society status to fundraise via a lottery to make donations for capital improvements.	4/11/2025 12:25 AM
2	Keep taxes reasonable and encourage homeowners to tidy up their yards so we can be proud of our community.	4/10/2025 9:50 AM
3	Some properties in the village look like a dump - introduce better bylaws to be able to deal with "dumps" AND enforce the bylaws!	4/7/2025 2:50 PM
4	Lower property taxes	4/5/2025 7:47 PM
5	Stop wasting time trying to please people who don't live in the village	4/4/2025 10:49 PM

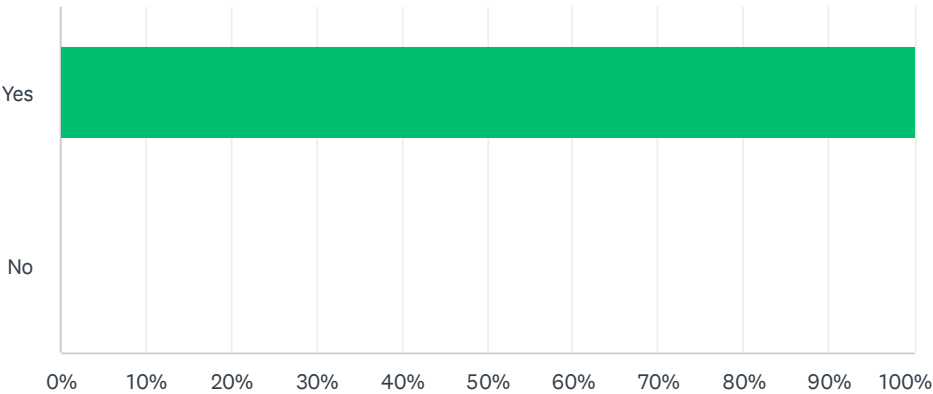
Q7 Please provide any additional comments that you feel are important related to the 2025-2029 financial plan.

Answered: 4 Skipped: 3

#	RESPONSES	DATE
1	Our economy is headed for a vulnerable period. Generally other levels of governments will invest in infrastructure to create employment and soften the economic blow. As a village we need to have our ducks in a row and be shovel ready now to request funding for capital projects. I know the village has worked diligently to get the house in order but it is time to be proactive rather than reactive.	4/11/2025 12:25 AM
2	Why spend 40 K on a new playground?? There is already a new playground at the school...	4/7/2025 2:50 PM
3	fix the leaky water main draining into yards	4/5/2025 7:47 PM
4	Cut wages and hire people that don't breech confidentiality	4/4/2025 10:49 PM

Q8 I confirm that I am a resident of the Village of Sayward

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7



VILLAGE OF SAYWARD

Village of Sayward 2025-2029 Financial Plan Public Engagement

We want to hear from you (**Residents of our Village**)! Public feedback on the proposed operating and capital financial plans is encouraged. The goal of public engagement is to gather input to identify priorities for municipal spending, and ideas on how the Village of Sayward can deliver a balanced budget — as mandated by provincial legislation — while maintaining and enhancing the services you rely on. Please visit our website to learn more and provide your comments. The deadline to provide feedback is **12pm, April 11, 2025**.

2025-2029 Draft Financial Plan - [Click Here](#)

* 1. How would you rate the overall quality of life in the Village today?

★ ★ ★ ★ ★

* 2. How satisfied are you with the level and quality of services provided by the Village?

- ☐ Very satisfied
- ☐ Satisfied
- ☒ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 3. What do you think are the most important priorities for the Village of Sayward? (in no particular order)

- ☒ Parks
- ☐ Roads
- ☒ Infrastructure - Water and Sewer
- ☒ Investment in the Kelsey Centre - Recreation, including the pool.
- ☒ Business, Commercial Development, Economic Development
- ☐ Emergency Response and Emergency Planning
- ☒ Integrated Fire Service
- ☐ Climate Action
- ☒ Other

4. If you have selected "other" to the question above, please indicate what you believe the priorities should be.

PROMOTE TOURISM, DEVELOPE
VIEW SITE, PICNIC AREA, PROMOTE TRAILS & ESTUARY
GET A PAGE IN NORTH ISLAND BROCHURE.

* 5. 1.) The Village has a number of financial tools that can be used to balance the budget. Which one of following would you most prefer the Village use to balance its budget?

- ☒ Reduce Service Levels - continue to offer the same services; however, perhaps not at the same level - for example, reduced hours of operations.
- ☐ Generate more Revenues - raise property taxes and/or raise user fees.
- ☒ Defer Capital Projects - postpone upcoming infrastructure projects to a future date while focusing on maintaining assets.
- ☐ Reduce Service Levels - reduce the number of services offered to the community.
- ☐ Don't know
- ☐ Other (please specify)

6. What ideas do you have to improve the quality of life in the Village?

7. Please provide any additional comments that you feel are important related to the 2025-2029 financial plan.

IF ANYONE WANTS TO START
A BUSINESS PROVIDE HELP-EVEN
TAX RELIEF

* 8. I confirm that I am a resident of the Village of Sayward

☒ Yes

☐ No



VILLAGE OF SAYWARD

Village of Sayward 2025-2029 Financial Plan Public Engagement

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* 1. How would you rate the overall quality of life in the Village today?

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* 2. How satisfied are you with the level and quality of services provided by the Village?

- ☐ Very satisfied
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- ☐ Neither satisfied nor dissatisfied
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- ☐ Dissatisfied
- ☐ Very dissatisfied

* 3. What do you think are the most important priorities for the Village of Sayward? (in no particular order)

- ☐ Parks
- ☒ Roads
- ☒ Infrastructure - Water and Sewer
- ☒ Investment in the Kelsey Centre - Recreation, including the pool.
- ☐ Business, Commercial Development, Economic Development
- ☒ Emergency Response and Emergency Planning
- ☒ Integrated Fire Service
- ☐ Climate Action
- ☐ Other

4. If you have selected "other" to the question above, please indicate what you believe the priorities should be.

* 5. 1.) The Village has a number of financial tools that can be used to balance the budget. Which one of following would you most prefer the Village use to balance its budget?

- ☐ Reduce Service Levels - continue to offer the same services; however, perhaps not at the same level - for example, reduced hours of operations.
- ☐ Generate more Revenues - raise property taxes and/or raise user fees.
- ☒ Defer Capital Projects - postpone upcoming infrastructure projects to a future date while focusing on maintaining assets.
- ☐ Reduce Service Levels - reduce the number of services offered to the community.
- ☐ Don't know
- ☐ Other (please specify)

6. What ideas do you have to improve the quality of life in the Village?

By Law enforcement.
Gives the Village Pride in being
Clean

7. Please provide any additional comments that you feel are important related to the 2025-2029 financial plan.

* 8. I confirm that I am a resident of the Village of Sayward

☒ Yes

☐ No



VILLAGE OF SAYWARD

BYLAW NO. 514

A BYLAW TO CONFIRM AND ADOPT THE 2025 – 2029 FINANCIAL PLAN

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

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

1. This bylaw may be cited as **“Five Year Financial Plan Bylaw No. 514, 2025”**.
2. Schedule "A" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2025-Jan-01 to 2029-Dec-31.
3. The expenditures set forth in Schedule “A” are hereby authorized.
4. Schedule “B” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.
5. Bylaw No. 506 cited as “Five Year Financial Plan Bylaw No. 506, 2024” is hereby repealed.

Read a first time on the ____ day of _____ 2025.

Read a second time on the ____ day of _____ 2025.

Read a third time on the ____ day of _____ 2025.

Adopted on the ____ day of _____ 2025.

Certified a true copy of Bylaw No. 514
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2025 – 2029 Five Year Financial Plan Bylaw No. 514, 2025
Schedule A

	2025	2026	2027	2028	2029
REVENUES					
Taxation					
Property Value Taxes	625,395	662,918	702,693	744,855	789,546
Parcel Taxes	8,108	0	0	0	0
Utilities/Payments in Lieu of Taxes	14,349	14,897	15,469	16,067	16,691
Total Taxation	647,851	677,815	718,163	760,922	806,237
Fees and Charges					
Recreation	22,528	22,583	22,639	22,696	22,755
Licences/Permits	13,310	13,310	13,310	13,310	13,310
Sewer Utility	104,506	107,917	113,313	118,978	124,927
Water Utility	199,076	212,780	216,919	226,515	236,591
Solid Waste Fees	51,182	53,741	56,428	59,249	62,212
Other Revenue	193,306	194,130	194,771	195,430	196,108
Total Fees and Charges	583,908	604,461	617,380	636,179	655,902
Other Revenue					
Federal Government Grants	78,620	75,149	75,149	75,149	75,149
Provincial Government Grants	368,500	368,500	368,500	368,500	368,500
Capital Asset Grants	1,278,197	0	0	0	0
Other Grants	171,500	7,500	49,500	49,500	49,500
Total Other Revenue	1,896,817	451,149	493,149	493,149	493,149
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	633,879	60,100	50,000	50,000	50,000
TOTAL REVENUE	3,762,455	1,793,525	1,878,692	1,940,250	2,005,289
EXPENSES					
Municipal Purposes					
General Government Services	750,890	760,300	757,571	765,148	772,952
Fire, Emergency & Protective Services	63,709	25,230	25,778	26,356	26,965
Public Works, Roads, Drainage	169,293	173,856	174,760	177,759	180,860
Parks & Recreation	274,319	279,307	285,306	291,584	298,164
Sewer Utility	103,087	105,090	107,164	109,315	111,547
Water Utility	197,776	203,976	208,024	212,246	216,655
Solid Waste Operations	52,100	53,080	54,080	55,099	56,139
Interest Payment on Municipal Debt	1,487	0	0	0	0
Amortization	290,497	290,497	290,497	290,497	290,497
Annual Surplus/(Deficit)	1,859,297	-97,810	-24,487	12,246	51,509

Village of Sayward
2025 – 2029 Five Year Financial Plan Bylaw No. 514, 2025
Schedule A, cont.

Capital Expenditures						
General Capital Expenditures	1,912,076	50,000	50,000	50,000	50,000	
Sewer Capital Expenditures	0	0	0	0	0	
Water Capital Expenditures	0	0	0	0	0	
Principal Payment on Municipal Debt		8,201	0	0	0	0
Adjustment for Non-Cash Items (Amortization)		-290,497	-290,497	-290,497	-290,497	-290,497
Transfers Between Funds						
Statutory Reserve Funds	0	0	0	0	0	
Surplus/Reserve Accounts	229,516	142,687	216,010	252,743	292,006	
FINANCIAL PLAN BALANCE		0	0	0	0	0

Village of Sayward
2025 – 2029 Five Year Financial Plan Bylaw No. 514, 2025
Schedule B

Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes		
A. Funding Sources		
Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2025.		
Table 1: Funding Sources, Fiscal 2025		
Taxation	\$ 647,851	17.22%
Fees, Charges & Other Revenue	\$ 583,908	15.52%
Federal & Provincial Grants	\$ 1,896,817	50.41%
Appropriation from Surplus/Reserves	\$ 633,879	16.85%
Proceeds from Borrowing	\$ -	0.00%
	\$ 3,762,455	100.00%
Objectives and Policies:		
- Seek and identify alternative revenue sources.		
- Reduce dependancy on taxation.		
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.		
B. Distribution of Municipal Property Taxes Across Property Classes		
Over the term of the plan municipal property taxes are distributed across property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2025.		
Table 2: Distribution of Municipal Property Taxes, Fiscal 2025		
Class 1 - Residential	273,610	43.750%
Class 2 - Utilities	3,440	0.550%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	216,387	34.600%
Class 6 - Business & Other	42,214	6.750%
Class 7 - Managed Forest	88,181	14.100%
Class 8 - Recreation/Non-Profit	1,563	0.250%
Class 9 - Farm	-	0.000%
	\$ 625,395	100.00%
Objectives and Policies:		
- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identified by the BC Assessment Authority.		
- Attract and sustain commercial and industrial development to/in the Village.		
- Maintain property tax rates at a level that attracts families to the Village.		
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.		
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.		
C. Permissive Tax Exemptions		
The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.		
Objectives and Policies:		
- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.		



VILLAGE OF SAYWARD

BYLAW NO. 515

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

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

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

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

1. CITATION

This bylaw may be cited as "**Fees and Charges Amendment Bylaw No. 515, 2025**".

2. AMENDMENT

1. Schedule "A" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "A" and replacing it with "Schedule A – General Administration" attached to this bylaw.
2. Schedule "B" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "B" and replacing it with "Schedule B – Sayward News" attached to this bylaw.
3. Schedule "C" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "C" and replacing it with "Schedule C – Kelsey Centre" attached to this bylaw.
4. Schedule "D" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "D" and replacing it with "Schedule D – Solid Waste Collection" attached to this bylaw.
5. Schedule "E" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "E" and replacing it with "Schedule E – Water User Rates" attached to this bylaw.
6. Schedule "F" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "F" and replacing it with "Schedule F – Sewer User Rates" attached to this bylaw.
7. Schedule "J" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "J" and replacing it with "Schedule J – Fire Protective Services" attached to this bylaw.
8. Schedule "K" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "K" and replacing it with "Schedule K – Municipal Campground" attached to this bylaw.

Read a first time on the ____ day of _____ 2025.

Read a second time on the ____ day of _____ 2025.

Read a third time on the ____ day of _____ 2025.

Adopted on the ____ day of _____ 2025.

Certified a true copy of Bylaw No. 515
____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

SCHEDULE A
GENERAL ADMINISTRATION

DESCRIPTION	FEE
Cheque returned as Not-Sufficient Funds	\$50.00
Property tax certificate	\$30.00
Photocopies – Colour	\$1.50/page
Photocopies – Black and White	\$0.50/page
Faxes	\$2.00 first page \$0.75 each additional page
Scan and email	\$0.50/page
Processing fee to issue refunds on accounts	\$25.00
Cost to reissue a lost cheque (except those lost in the mail)	Stop payment fee plus \$15.00
Deposit for keys and fobs	\$25.00

SCHEDULE B
SAYWARD NEWS *

DESCRIPTION	FEE
Copy Ready Ads and Articles per Issue	
Full page	\$65.00
½ page	\$45.00
¼ page	\$30.00
1/8 page	\$20.00
Business card (3.75" x 2.5")	\$12.50
Ads and Articles placed in multiple issues	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
Set-up Charges (if applicable) **	
Full page	\$60.00
½ page and ¼ page	\$45.00
1/8 page and business card	\$35.00
Business Directory	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$90.00/year
Classified Ads	
25 words or less	\$15.00
Additional words	\$0.25/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A
* Content must conform to Newsletter Policy	
* Rates include GST	
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.	

SCHEDULE C
KELSEY CENTRE

EQUIPMENT RENTAL *	PRICE	SECURITY DEPOSIT
Party tent(s) pending availability and costs from third party providers	varied	varied
Tables - 6 foot rectangular	\$10.00 each	N/A
Chairs (folding)	\$4.00 each	N/A
Popcorn machine - includes popcorn and bags (4 hour rental)	\$75.00/day	\$100.00
Coffee urn rental (coffee not included)	\$25.00/day	\$20.00

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

ROOM RENTAL *	PRICE	SECURITY DEPOSIT
Bar rental (renter responsible for own supplies and permit)	\$150.00 half day	\$75.00
Gym - Adult Activities	\$175.00 half day \$350.00/day	\$250.00
Gym - Child/Youth/Senior Activities	\$150.00 half day \$300.00/day	\$250.00
Gym - Commercial Use	\$200.00 half day \$400.00/day	\$350.00
Kitchen and bar rate	\$200.00 half day \$300.00/day	\$350.00
Kitchen - use of all existing equipment (paper plates/cups and napkins excluded)	\$150.00 half day \$250.00/day	\$350.00
Multipurpose room <i>See Recreation Manager for customized options</i>	\$150.00 half day \$250.00/day	\$75.00
Labour-Set Up/breakdown or other	\$30.00 per hour per person	N/A
Labour-Bartender/Server	\$35.00 per hour per person	N/A

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

FACILITY USE	SINGLE	10-PACK
After School Program	\$8.00	\$72.00
Child 0-12 years	\$4.00	\$36.00
Youth 13-18 years	\$5.00	\$45.00
Adult 19-59 years	\$6.00	\$54.00
Senior 60+ years	\$4.25	\$40.00
Family (maximum of 2 parents and 4 children under the age of 18, additional members pay regular rate)	\$20.00	\$180.00

POOL RENTAL	PRICE
Private pool rental with lifeguards (2 hour rental - must be at a time pool is closed for regular programming) <i>See Recreation Manager for customized options</i>	\$400.00
School Board	Price negotiable

SWIMMING LESSONS	PRICE
Parent and Tot Swim Kids Ages 4 months to 24 months 6 sessions - 30 minutes each	\$30.00
Sea Otter Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Salamander & Sunfish Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Crocodile & Whale 8 sessions - 30 minutes each	\$40.00
Level 1 & 2 Ages 6 + 8 sessions - 30 minutes each	\$40.00
Level 3 & 4 Ages 6 + 8 sessions-30 minutes each	\$40.00
Level 5 & 6 8 sessions - 30 minutes each	\$50.00
Level 7 & 8 8 sessions - 45 minutes each	\$45.00
Level 9 & 10 8 sessions - 45 minutes each	\$45.00
Private lessons Level 1-10 Hourly	\$40.00
Swim Sports & Swim Strokes Adults & Teens 8 sessions - 45 minutes each	\$50.00
Classes will only be run if there is enough enrolment	
See brochure for details	

SCHEDULE D
SOLID WASTE COLLECTION

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

DESCRIPTION	FEE
Up to two approved receptacles per dwelling unit per week	\$317.90 per year
Each additional receptacle - garbage tag fee	\$5.00 for each additional

SCHEDULE E

WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$485.16
Hotel, Motels	per unit	\$242.58
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$485.16
Trailer Park	per pad	\$485.16
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,851.60
Office, Shop, or Store	(equivalent to one dwelling unit)	\$485.16
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$485.16
- Plus for Grocery	(equivalent to one dwelling unit)	\$485.16
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$485.16
Laundromat	per washing machine (equivalent to one dwelling unit)	\$485.16
Schools	(equivalent to 26 dwelling units)	\$12,614.16
Small Craft Harbour - Office and Restrooms	(equivalent to 2 dwelling units)	\$970.32
Harbour Lease	(equivalent to 10 dwelling units)	\$4,851.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,396.12
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$45,605.04
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$242.58
Others not specified	each	\$485.16
Connection fee for new service	Flat Fee	\$1,200.00
Connection/disconnection fee for an existing service	Flat Fee	\$75.00
Construction rate (valid building permit required)	Per month up to a maximum of 24 months	\$25.00

SCHEDULE F
SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$387.50
Hotel, Motels	per unit	\$193.75
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$387.50
Trailer Park	per pad	\$387.50
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,875.00
Office, Shop or Store	(equivalent to one dwelling unit)	\$387.50
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$387.50
- Plus for Grocery	(equivalent to one dwelling unit)	\$387.50
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$387.50
Laundromat	per washing machine (equivalent to one dwelling unit)	\$387.50
Schools	(equivalent to 26 dwelling units)	\$10,075.00
Small Craft Harbour – Office and Restrooms	(equivalent to 2 dwelling units)	\$775.00
Harbour Lease	(equivalent to 10 dwelling units)	\$3,621.50
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,712.50
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$36,425.00
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$193.75
Others not specified	each	\$387.50
Connection fee for new service	Flat Fee	\$800.00

SCHEDULE J
FIRE PROTECTIVE SERVICES

DEFINITION	FEE
Burning Permit	\$65.00
Fireworks Permit – Community event	\$125.00
Fireworks Permit – Film and Television event	\$250.00
Fireworks Permit – Halloween (private)	\$50.00
Fireworks Permit – New Year's Eve (private)	\$50.00
On-site fire protection – equipment cost	\$250.00 per hour for equipment plus 10%
On-site fire protection – personnel attendance	\$65.00 per hour for each person, plus 10%

SCHEDULE K
MUNICIPAL CAMPGROUND

CAMPGROUND FEES	
DESCRIPTION	FEE AMOUNT
Un-serviced sites Daily	\$25.00
Serviced sites Daily	\$35.00
Sani-Dump	\$5.00 per use

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



VILLAGE OF SAYWARD

BYLAW NO. 516

A BYLAW TO FIX RATES UPON REAL PROPERTY IN THE VILLAGE OF SAYWARD AND TO PROVIDE FOR THE PAYMENT OF TAXES IN 2025

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

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

1. CITATION

This bylaw may be cited as "**Tax Rates Bylaw No. 516, 2025**".

2. The following rates are hereby imposed and levied for the year 2025:

- (a) for all lawful general and debt purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'A' of Schedule 'A' attached hereto and being a part hereof;
- (b) for library requisition purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates and appearing in Column 'B' of Schedule 'A' attached hereto and being a part hereof;
- (c) for Regional District Services: Emergency Services, General Government Administration, Broadband, and Housing purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'C' of Schedule 'A' attached hereto and being a part hereof;
- (d) for Regional District Services: Refuse, 911 Answering Services, Planning, Municipal Member Administration, and Fire Service purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'D' of Schedule 'A' attached hereto and being a part hereof;
- (e) for Regional Hospital District purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'E' of Schedule 'A' attached hereto and being a part hereof;

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

3. The tax rates and taxes named under this Bylaw shall be levied, raised, and collected for the purposes stated, and shall be payable by 4:00 p.m. PST July 2, 2025, to the Collector at the Municipal Hall, 652 H'Kusam Way, Sayward, BC.
4. The Collector of the Village of Sayward shall add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, 10% of the amount of current year taxes which remain unpaid on July 3, 2025, and the said unpaid taxes together with the amount added aforesaid shall be taxes of the current year due on such land and its improvements.
5. Tax rates and percentage additions caused as a result of a supplementary roll prepared under the *Assessment Act* shall be executed in accordance with Section 241 of the *Community Charter*.

Read a first time on the ____ day of _____ 2025.

Read a second time on the ____ day of _____ 2025.

Read a third time on the ____ day of _____ 2025.

Adopted on the ____ day of _____ 2025.

Certified a true copy of Bylaw No. 516
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule 'A'

Tax Rates for 2025

Summary of Current Year Tax Rates: The following rates shall apply on each thousand dollars of the assessed value of land and improvements for the year 2025:

Municipal Purposes			Regional Purposes			
	A	B	C	D	E	F
Taxation Class	General & Debt	Library	RD Admin, Emergency, Gen Gov't , Broadband & Housing	RD 911, Refuse, Member Admin & Fire Service	Regional Hospital	Comox Strathcona Waste Management
Class 1: Residential	4.45239	0.1194	0.0865	0.5196	0.2516	0.0622
Class 2: Utilities	39.49107	1.0588	0.3028	4.6083	0.8806	0.5521
Class 5: Light Industry	56.45802	1.5137	0.2942	6.5881	0.8554	0.7893
Class 6: Business/Other	27.89359	0.7479	0.2120	3.2549	0.6164	0.3900
Class 7: Managed Forest	447.84507	12.0076	0.2596	52.2595	0.7548	6.2609
Class 8: Recreational/Non-Profit	9.86427	0.2645	0.0865	1.1511	0.2516	0.1379