



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 2, 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.

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 2, 2024, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

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

THAT the minutes from the Regular Council meeting held on March 5, 2024, be adopted.

THAT the minutes from the Committee of the Whole meeting held on March 13, 2024, be adopted (handout).

6. Petitions and Delegations - None

a) Kirk Bittman and Dan Simmard, Oscar Daze Slo-Pitch, RE: Oscar Daze Tournament

7. Correspondence

a) Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs, RE: Potential for Drought Conditions in 2024

- b) Cpl. Sebastien Brunet, Detachment Commander, Sayward Detachment, RCMP RE: 2024-2025 Policing Priorities
- c) Lorna Agnew, 754 Sayward Rd. RE: Request for Letter of Support for changing the speed limit along Sayward Rd., within Village Boundaries, from 70 kilometers per hour to 50 kilometers per hour.
- d) Councillor Kohen Gilkin RE: Letter of Resignation
- e) Oscar Daze Slow-Pitch RE: Request for use of Village Sports Field
- f) 2024 AVICC AGM & Convention – PROGRAM
- g) Minister of Environment RE: Local Government Climate Action Program Funding

Recommended Resolution:

THAT correspondence a) to g) be received.

8. Council Reports

- a) Committee appointments – Councillor Burchett
- b) Sayward Futures Society Resignation Resolution – Councillor Burchett
- c) Review of IT contracts for video uploads of Council meetings – Councillor Burchett
- d) MIFLAG verbal report – Councillor Burchett

9. Reports of Committees – None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

- a) **Progress Report: Consideration of Backyard Chickens (Hens)**

Recommended Resolutions:

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

- c) **Chief Administrative Officer Operations Update**

Recommended Resolutions:

THAT Council receive the Chief Administrative Officer Operations Update staff report for information.

13. Emergency Services/Public Works/Recreation Department Reports

- a) **Kelsey Recreation Centre Report January 2024 - Michelle Davis, Recreation Manager**

Recommended Resolution:

THAT Council receive the Kelsey Recreation Centre January 2024 staff report for information and discussion.

b) Kelsey Recreation Centre Report February 2024 - Michelle Davis, Recreation Manager

Recommended Resolution:

THAT Council receive the Kelsey Recreation Centre February 2024 staff report for information and discussion.

14. Bylaws

a) 2023-2027 Five Year Financial Plan Amendment Bylaw – Keir Gervais, CAO

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 504, 2023 be given fourth and final 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*:

- Section 90(1)(c) labor relations or other employee relations,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
February 20, 2024
COUNCIL CHAMBERS**

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

Council Present:

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

Staff in Attendance:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:02 pm.

2. Public Input

MOTION R24/17

MOVED AND SECONDED

THAT the Public Input Period be extended beyond the fifteen minute limit and the two-minute limit per speak be extended past two minutes.

Opposed Cllr Tinsley

CARRIED

- a) Janet Bruce, 410 Macmillan Dr: Asked to have her addressed amended as it was recorded in the previous meeting minutes, and about the status of the budget and the OCP. *The Mayor stated that budgeting is beginning right away and COW (Committee of the Whole) meetings are being scheduled right away.*
- b) Melina Gradisar, 261 Ambleside Dr: Asked about the presence of the media. *Mayor Baker explained that CBC has been in the community for the day discussing disincorporation further to the topic being raised by Area A resident Mr. Alex Turner.*

- c) Alex Turner, 1720 Sayward Rd: Asked if there is an update about the date of the COW meeting he will be invited to. *CAO indicated that Mr. Turner will be invited to a COW meeting in March once the meeting dates are confirmed.*
- d) Lorna Agnew, 754 Sayward Rd: Asked for an apology from Councillor Tinsley and CAO Gervais RE: alleged poor treatment at January 20 Regular Council meeting. *No response was provided.*
- e) Mark Agnew, 754 Sayward Rd: Asked for an update RE: about what he alleges is an illegal subdivision around their property. *CAO responded with a reminder about the recent staff reports provided to Council and the Council decisions that they have risen and reported about and reiterated that he has re-sent Mr. and Mrs. Agnew the previous correspondence sent by the Approving Officer that includes various application forms for different types of development Mr. And Mrs. Agnew may want to pursue. Mayor Baker suggested to Mr. Agnew review the information that had been sent.*
- f) Tracy Jones, 251 Spar St: Asked Council if they will do the jobs they were elected for or will they step down. *No response was provided.*
- g) Dan Bruce, 201 Sayward Heights: commented about the lack of transparency and delays and suggested that the Council meetings should show the faces of the gallery. *No response was provided.*
- h) Mark Agnew, 754 Sayward Rd: Asked why the CAO does not answer Councillor Burchett's emails. *No response was provided.*
- i) Melina Gradisar, 261 Ambleside Dr: Alleged that that has been modification of the January 16, 2024 video recording. *Mayor stated that there has been no alterations to the video and explained that there were some technical issues with the public speaker's microphone previously used resulting in speakers not being heard. CAO stated that there was zero modification to the video recording and reiterated that the audible issues related to the previously used wireless microphone.*
- j) Lorna Agnew, 754 Sayward Rd: Asked about boxes the CAO removed from the Village office. *Mayor Baker indicated the CAO is permitted to take work to his home office.*

3. Introduction of Late Items

MOTION R24/18

MOVED AND SECONDED

- a) Cllr Burchett requested a verbal report RE: why Council has not received a RCMP report for many months and only one in 2023 be added to the agenda – added as 15. a)

CARRIED

MOTION R24/19

MOVED AND SECONDED

- b) Councillor Burchett requested that Council deal with the Committee Appointments now.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen
DEFEATED

- c) Councillor Burchett requested that a date be chosen when the budget process is starting.
Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen DEFEATED

4. Approval of Agenda

MOTION R24/20

MOVED AND SECONDED

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

Opposed Cllr Burchett, Cllr Poulsen CARRIED

5. Minutes of Previous Meetings

MOTION R24/21

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 16, 2024, be adopted.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

6. Petitions and Delegation

- a) Bob Sampson RE: Request for support for the Sayward Valley Folk Music Society, including his appreciation for Council's previous support.

7. Correspondence

- a) Request for Support, from Sayward Community Food Table Society.
- b) Vancouver Island Regional Library RE: 2024 Board Appointments
- c) Letter from Ravi Kahlon, Minister of Housing RE New legislation to support government housing initiatives
- d) MOWI, A Responsible Plan to Transition Salmon Farming in BC
- e) Canada Community-Building Fund BC / UBCM, Canada Community-Building Fund: Second Community Works Fund Payment for 2023/2024
- f) Joyce Ellis, Sayward Tour de Rock Secretary/Treasurer RE: Thank you for Donation
- g) Ombudsperson, British Columbia RE: Office of the Ombudsperson Quarterly Report: July 1 – September 30, 2023
- h) Jason Johnson, Sayward Futures Society RE: Debut of Kusam Klimb Video - Request to use Kelsey Centre gymnasium and for forgiveness of associated user fees
- i) Connected Coast Communications, RE: Connected Coast Project 2023 Year in Review

MOTION R24/22

MOVED AND SECONDED

THAT correspondence b), g), h), i), j) be received.

CARRIED

RE: correspondence a)

Councillor Poulsen requested the CAO report to Council if the funds have been received and when Council can expect further information to be on an agenda. The CAO responded verbally that the funds have been received and deposited and that staff will be bringing further information to Council in the near future. No motion was made.

MOTION R24/23

MOVED AND SECONDED

THAT correspondence c) be received; and,

THAT Council accept the proposal to support the Sayward Valley Folk Music Society.

CARRIED

MOTION R24/24

MOVED AND SECONDED

THAT correspondence d) be received; and,

THAT Council provide a letter of support to Sayward Futures Society, as revised.

Opposed Cllr Poulsen

CARRIED

MOTION R24/25

MOVED AND SECONDED

THAT correspondence e) be received; and,

THAT correspondence e) be deferred to the next meeting when the CAO has all of the information.

CARRIED

MOTION R24/26

MOVED AND SECONDED

THAT correspondence f) be received; and,

THAT staff be directed purchase a business card, full colour ad for \$385.

CARRIED

MOTION R24/27

MOVED AND SECONDED

THAT correspondence g) be received; and,

THAT staff be directed to inquire and determine if a *Regional Housing Service* meeting can be held in Sayward.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

MOTION R24/28

MOVED AND SECONDED

THAT staff be directed to provide the letter of support for the Letter of Support for the Large Cultural Cedar Canoe Carving and Forest Stewardship Revitalization Project through the Indigenous Forestry Initiative, as amended.

CARRIED

11. Unfinished Business

12. Staff Reports

MOTION R24/29

MOVED AND SECONDED

THAT Council receive this report for information and discussion; and,

THAT Council accept in principle the Community Amenity Contribution of the turn around at the north end of Sayward Road as offered by the developer, and as discussed in this report, which will be confirmed through a restrictive covenant as part of the rezoning process; and,

THAT Council direct staff to schedule a Public Hearing for rezoning Bylaw 504.

CARRIED

MOTION R24/30

MOVED AND SECONDED

THAT staff be directed to amend the Bylaws RE: 6 hens, no roosters.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

MOTION R24/31

MOVED AND SECONDED

THAT staff be directed to amend the Bylaws as required, including 6 hens, no roosters, and report back to Council on April 16, 2024.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R24/32

MOVED AND SECONDED

THAT Council receives the Misc Operational Updates verbal staff report for information and discussion.

THAT the 2023-2027 Financial Plan be amended to incorporate \$123,600 from the Community to Community (C2C) Program Grant, and \$10,000 from the UBCM Community to Community (C2C) Program grant, to fund the projects identified in the December 19, 2023 report from the CAO.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

MOTION R24/33

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

Opposed Mayor Baker, Cllr Burchett, Cllr Poulsen

DEFEATED

THAT the Five Year Financial Plan Amendment Bylaw No. 505, 2023 be deferred to the March 6, 2024 Council meeting.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

15. New Business

MOTION R24/34

MOVED AND SECONDED

THAT staff be directed to follow-up with the RCMP RE: quarterly reports to Council.

Opposed Cllr Poulsen

CARRIED

16. Public Question Period

- a) Lorna Agnew, 754 Sayward Rd: Requested a letter of support for her proposed speed limit change. *Mayor Baker asked Mrs. Agnew to write a letter of request to Council.*
- b) Jackie Lyons, 280 Kelsey Way: Commented that the Kusam Klimb request for use of the showers is at the same time when water restrictions typically occur. *No response was provided.*
- c) Lee Ettinger, 220 Sayward Heights: Suggested that the Fireworks Bylaw information be included in the Sayward News and that information provided needs to be clear RE: what is permitted, training, etc. *CAO indicated he would follow-up with the RCMP RE: their jurisdiction/role in enforcement and report back to Council RE: opportunities to promote the Bylaw in the Sayward News.*
- d) Lorna Agnew, 754 Sayward Rd: Asked about the use of Village water by Western Forest Products. *Mayor Baker indicated that the Village is beginning discussions with Western Forest Products to discuss the concern.*
- d) Lorna Agnew, 754 Sayward Rd: Asked Council why they don't change her zoning to allow her to subdivide. *Mayor Baker asked if an application had been submitted. Mrs. Agnew indicated 'no'.*

17. In Camera

MOTION R24/35

MOVED AND SECONDED

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

- Section 90(1)(c) labor relations or other employee relations,

CARRIED

18. Rise & Report - None

19. Adjournment

The meeting was adjourned at 11:29 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
March 6, 2024 - 7:00 PM
COUNCIL CHAMBERS**

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

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

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

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

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

5. Minutes of Previous Meetings

Recommended Resolutions:

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

6. Petitions and Delegations - None

7. Correspondence

a) MLA Babchuk, RE: Monthly Update February 2024

Recommended Resolution:

THAT correspondence a) be received.

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report

- a) Request for Support from Ministry of Municipal Affairs**

11. Unfinished Business

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

12. Staff Reports

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

Recommended Resolutions:

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.

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

14. Bylaws - None

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*:

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

18. Adjournment

Circular No. 24:05
February 29, 2024

To: Chief Administrative Officers

Re: **Potential for Drought Conditions in 2024**

Please be advised that streamflow and groundwater monitoring data along with the snow conditions being reported regularly by the BC River Forecast Centre (RFC) suggest it is possible that the drought conditions experienced across the province in recent years will persist again into this year. Based on these early indicators, we recommend local governments prepare for an elevated risk of experiencing drought in 2024.

The Province has several online resources to support local governments 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 2024 plan on the BC drought information web site mid-April.

The Province produces datasets to better understand water availability regionally including:

- Map of 7-Day Average Streamflow displays all Water Survey of Canada streamflow gauges in BC.
- The Drought Information Portal displays regional Drought Levels based on indicators.

To translate these regional-scale drought levels to a more local scale, the Ministry of Water, Land and Resource Stewardship (WLRS), in partnership with the Regional Health Authorities and the Ministry of Health, will be reaching out directly to drinking water suppliers across the province to collect water supply status information. These surveys will be conducted at regular intervals and will help to understand the state of drinking water supplies throughout the impending 2024 drought season and streamline communication from drinking water suppliers to the provincial government to determine communities at risk of water supply issues and where provincial support is needed.

To improve drought resilience, all local governments should be monitoring water supplies to gauge their current conditions and anticipate future water scarcity, as well as prepare a water conservation plan. This 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 Municipal Affairs.

To understand trends in water availability, it is important to have procedures in place to regularly monitor available information about water conditions, including information provided through the BC Drought Information Portal and Water Survey of Canada streamflow gauges relevant to your area. 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.

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. As well as bylaws that implement water use restrictions, bylaws can 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. 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. 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 can include rebates towards low flow appliances and rain barrels, or the elimination of once-through cooling systems in commercial buildings.

It is helpful to consider options for the future, even if these cannot be ready for 2024. Capital projects that 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.

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 runoff. Low impact development, 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 Primer on Integrating Natural Assets: <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 local governments to plan, design and manage infrastructure. The IPGP provides an opportunity to obtain grant funding up to \$10,000 to develop or update a Water Conservation Plan, or to plan capital projects that improve drought resilience. Program information is available on the Ministry's [website](#).

Thank you for your cooperation and attention to the drought preparation.

Brian Bedford



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

Keir Gervais

From: Brunet, Sebastien (RCMP/GRC) <Sebastien.Brunet@rcmp-grc.gc.ca>
Sent: March 5, 2024 9:41 PM
To: Keir Gervais
Subject: 2024-2025 Policing priorities

Good day Keir,

As discussed today, can you please ask Mayor and Council to meet, discuss and come up with 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 (such as a loud bird dispersing cannon, for example).

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.

If I could get your 3 priorities by March 25th, I would appreciate it as they have to be entered into our system by April 1st.

Thank you,

Seb

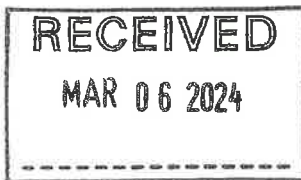
Cpl. Sebastien Brunet

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

MAR 6, 24

KEIR, MAYOR BAKER : COUNCIL
I LORNA AGNEW AM REQUESTING A
LETTER OF SUPPORT IN REGARDS TO
CHANGING THE SPEED LIMIT WITHIN
THE VILLAGE BOUNDARIES FROM
70 km TO 50 km ALONG SAYWARD
RD. I HAVE ALREADY FORWARDED
MY PETITION FOR THIS CHANGE TO
MOTI DAVID LE RUE



Lorna Agnew
754 Sayward Rd.
Sayward B.C.
V0P1R0

Kohen. N. Gilkin
Councillor
March 11th 2024

Letter of Resignation.

Good day Mayor Baker, council, and Sayward community, I have important news I would like to share with you. Over the last 4-6 months, I have pondered on how we as a council are doing. As we all know this council has been involved in turmoil almost right after the 2022 election, with arguments, embarrassment, and complete lack of leadership for our community, reoccurring over and over. I have thought long and hard on where I stand on this.

My vision of being a proactive member of this council has faded with the constant arguments, head butting amongst each other, and complete lack of respect for one another - I can't remember the last time we had a regular council meeting without the actions I've listed above occurring. I cannot bring my voice and passion to the table because I am not able to get the work done that I was elected to do. The work of the people, helping my constituents get what they want out of what we have, helping grow our community for the next generation, and helping guide our municipality to success for decades to come. But with the current gridlock council has fallen into, I am no longer able to get the work I set out to do done, the division we have as a council has run far too deep, beyond that of saving in my opinion.

I ran on a platform of bringing this community together, building strong relationships with one another, and working for those who elected me. I wanted to bring a fresh perspective to the table and show my community that my passion for helping people is unconditional, something that I was taught from the early stages of life.

So with a heavy heart I want to share with all of council and our community that I am formally resigning from my position as councillor effective immediately. This is for the betterment of this municipality, and for the betterment of my own health and wellbeing. The workplace environment has become toxic and unhealthy, one that has lost many good employees and elected officials over the years. This is not an easy decision, but it's one that I am making to protect my health and to give this community the opportunity for someone with the same passion of helping people as me to make the commitment to Sayward. Thank you to everyone who placed their trust and support in me. I will always remember being elected to this council as the honour of my lifetime, but it's time I turn the page and focus on myself, my health and my family.

Kohen Gilkin.

A handwritten signature in dark ink, appearing to read 'K. Gilkin', with a long, sweeping horizontal line extending to the right.

Distinguished members of Sayward Village council,

We are writing to request the use of the village sports field for the Oscar Daze Slo-Pitch tournament. The tournament is scheduled to take place on the weekend of August 2-5, and we expect to have 14-16 teams (Approx. 192 players) participating from different communities on and off the island.

The tournament has previously brought in extra revenue to help support the village, as well as promoting tourism and local businesses. We depend on donations from local, and Campbell River, businesses to ensure the smooth operation and continuous success of the tournament. With money earned from running this tournament we have previously been able to donate back to Sayward PAC, Wounded Warriors, and Sayward Health Clinic, etc. In recent years we have received positive feedback from the participants and the spectators, who enjoyed the friendly atmosphere. This feedback has allowed us to build better relationships with our vendors, allowing us to negotiate costs of garbage removal, maintenance, toiletries, etc.

We are willing to put the time in to improve and maintain the field, ensuring that we leave it in good condition after the event and for future events. We would also appreciate any assistance or advice that you could provide us with regarding field maintenance, permits, insurance, security, etc.

We hope that you will grant us this request, as we believe that the tournament will benefit both our organization and the village. Please let us know at your earliest convenience if you approve our proposal, or if you have any questions or concerns.

Sincerely,

Oscar Daze Slo-Pitch

From: Theresa Dennison <tdennison@avicc.ca>
Sent: March 12, 2024 3:26 PM
To: AVICC Info
Subject: 2024 AVICC AGM & Convention - PROGRAM
Attachments: 2024 Program_March 11_DRAFT.pdf

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

On behalf of the AVICC Executive, we are looking forward to hosting the 2024 AVICC AGM & Convention in downtown Victoria at the Victoria Conference Centre April 12-14, 2024. Registration is now available! This year marks 75 years of AVICC! We look forward to celebrating the past 75 years of unified advocacy on behalf of local governments in our region.

The first draft of the Convention Program is attached and will be available on our website. The program will remain as draft until shortly before the event to allow for emergent issues, and changes to speaker availability. Updated versions of the program will be posted on our website over the next month. We are looking forward to an exciting weekend of interesting sessions, resolutions debate and the opportunity to connect with our members!

We would like to express our deep appreciation for our members and are truly grateful for the vast amount of time and energy spent to the benefit of our communities. If you have any questions, do not hesitate to reach out. We are looking forward to seeing you next month!

Sincerely,

Theresa Dennison
Executive Coordinator | Association of Vancouver Island and Coastal Communities

236.237.1202
tdennison@avicc.ca
www.avicc.ca



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

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Association of Vancouver Island & Coastal Communities 75th Annual General Meeting & Convention

April 12-14, 2024 – Victoria Conference Centre, 720 Douglas Street, Victoria



PROGRAM Friday, April 12th, 2024

PRE-CONVENTION PROGRAM

- 8:00 am Registration Desk Opens (Upstairs Lobby)
- 8:30 am – 11:30 am Tour: Saanich Forestry Centre Tour (meet at Registration Desk)
- 8:30 am – 12:30 am Tour: Metchosin Farm-to-Table Tour (meet at Registration Desk)
- 9:00 am – 11:30 am Workshop: housing, Housing, HOUSING! (Carson Hall C)
- 11:30 am – 1:30 pm Chiefs, Mayors and Chairs Forum and Lunch (Sidney Room)
- 11:30 am – 1:30 pm Electoral Area Forum and Lunch (Colwood Room)
- 1:00 pm Trade Show Opens (Upstairs Lobby and Carson Hall A)

AGM & CONVENTION MAIN PROGRAM – Carson Hall B & C

- 2:00 pm Convention Welcome & Opening Remarks: President Penny Cote
Indigenous Territorial Welcome
Welcome from Host: Mayor Marianne Alto
- 2:20 pm Nominating Committee Report: Past President Ian Morrison
- 2:25 pm Keynote Address: Diane Kalen-Sukra
Civic Leaders Unite: Addressing Culture Risk, Fostering Social Cohesion
- 3:25 pm – 3:55 pm Refreshment Break (Carson Hall A)
- 3:55 pm Nominations from the Floor for Table Officers or Directors at Large
- 4:00 pm Island Health Update: Leah Hollins, Chair, Island Health Board of Directors
- 4:10 pm Provincial Address
- 4:20 pm Plenary Session: *The TRC Calls to Action: A Roadmap to Right Relationships*
- 5:30 pm Final Comments and Wrap-Up, Door Prize Draw, Adjourn
- 5:30 pm – 7:30 pm Welcome Reception (Upstairs Lobby and Carson Hall A)
- 5:30 pm Voting for Table Officers or Directors at Large begins (voting is on-line)

PROGRAM

Saturday, April 13th, 2024

The Trade Show is Open from 7:15 – 3:00 pm today

- 7:00 am Breakfast Service Starts (Upstairs Lobby)
- 7:30 am – 8:25 am Working Breakfast: *Inclusive Regional Governance:
Toward Shared Decision-Making on Regional District Boards* (Carson Hall, B & C)
- 8:30 am Convention Day 2 – Opening Remarks (Carson Hall, B & C)
- 8:35 am Address: UBCM President Trish Mandewo, Councillor, City of Coquitlam
- 8:45 am Annual Meeting and President's Address
 - Convention Rules and Procedures
 - Minutes of 2023 Annual General Meeting
 - Annual Report
 - 2023 Audited Financial Statements
- 8:55 am Consideration of Resolutions, Session 1
- 9:50 am Municipal Finance Authority Update
- 9:55 am Island Corridor Foundation Update
- 10:05 am – 10:35 am Refreshment Break (Carson Hall A)
- 10:30 am Voting for Table Officers or Directors at Large closes (voting is on-line)
- 10:35 am Community Energy Association Update
- 10:50 am Consideration of Resolutions, Session 2
- 11:45 am Nominating Committee Report
Nominations from the Floor for Directors at Large or Electoral Area Representative
- 11:50 am Youth Representative Address
- 11:55 am CREST Emergency Communications Address
- 12:00 pm – 1:25 pm Delegates Lunch – Celebrating AVICC for 75 years!

CONCURRENT WORKSHOPS

- 1:30 pm – 2:30 pm #1 *Building Wildfire Resiliency in Coastal Communities* (Carson Hall C)
- 1:30 pm – 2:30 pm #2 *First Nations Property Taxation* (Sidney Room)
- 1:30 pm – 2:30 pm #3 *Open & Closed Meetings: Why Should You Care?* (Colwood Room)
- 2:30 pm – 3:00 pm Refreshment Break (Carson Hall A)
- 3:00 pm Voting for Directors at Large **OR** EA Representative opens (voting is online if required)
- 3:00 pm Trade Show closes
- 3:00 pm – 4:30 pm #4 *The Future of Energy in BC* (Sidney Room)
- 3:00 pm – 4:30 pm #5 *Oceans, Oceans, Oceans!* (Colwood Room)
- 3:00 pm – 4:30 pm #6 *Vancouver Island Circular Economy: Turning Goals into Action* (Carson Hall C)

BANQUET

- 6:30 pm – 11:00 pm Reception and Banquet (Fairmont Empress, Palm Court and Crystal Ballroom)
- 7:30 pm Dinner Service and Remarks
- 9:00 pm Timebenders Experience Band

PROGRAM

Sunday, April 14th, 2024

7:30 am – 8:30 am	Networking Breakfast (Carson Hall B & C, Upper Lobby)
7:30 am	Voting for Directors at Large OR EA Representative closes (voting is online if required)
8:30 am	Convention Day 3 – Opening Remarks Nominating Committee Report (if required) Nominations from the Floor for Electoral Area Representative (if required)
8:35 am	Municipal Insurance Association of BC Update – President Penny Cote
8:40 am	Federation of Canadian Municipalities Update – Director Daniel Arbour
8:45 am	Voting for Electoral Area Representative opens (voting is online if required)
8:50 am	E-Comm 911 Address
8:55 am	Plenary Session: <i>Striking the Balance: Engagement and Respect</i>
9:55 am	Green Party Leader, MLA Sonia Furstenau
10:05 am – 10:35 am	Refreshment Break (Upper Lobby)
10:35 am	AVICC Advocacy Update
10:50 am	Consideration of Resolutions and Late Resolutions, Third Session
11:00 am	Voting for Electoral Area Representative closes (voting is online if required)
11:45 am	Nominating Committee Report (as required) Installation of New AVICC Executive Remarks by President-Elect 2025 Convention Announcement Grand Prize Draw – BC Ferries Prize Package – Must Be Present to Win
12:00 pm	Adjourn & Safe Travels

THANK YOU TO OUR HOSTS

Special thanks are extended to the City of Victoria for hosting AVICC's 75th AGM & Convention, and to the City of Langford and the Districts of Saanich and Highlands for their contributions. Our hosts helped with many aspects of the planning to make the 2024 Convention a success.

Thank you for making the Convention a great experience!



75th ANNIVERSARY COMMEMORATIVE LOGO

In honour of our 75th year, AVICC has commissioned a commemorative logo, designed by Connie Watts, artist of Nuuchahnulth, Gitksan and Kwakwaka'wakw ancestry. The logo represents how far AVICC has come since 1950, towards inclusive governance, to the benefit of all community members. We are truly grateful for the time and energy spent by AVICC members to better our communities and look forward to a long future of unified advocacy on behalf of local governments as we work together towards true reconciliation.

ARTIST STATEMENT

In the first meeting with the President of the Association of Vancouver Island and Coastal Communities, Penny Cote shared the organizations' goals of building and developing inclusion, implementation of the TRC, and fostering First Nations' teachings and knowledge. As we spoke, inspiration filled my mind with images of the eagle and salmon; when these two creatures prosper it is a reflection of a balanced and healthy environment.

As I worked with the flow of the design, the eagle and salmon imagery complemented AVICC's logo of the mountains and water. My mind opened to my mom's lessons on how everyone has their gifts, and sharing of your gifts makes our communities stronger and wiser. This open way of seeing human beings, and the celebration of perspectives and inclusion brought the rainbow symbol into the design to honour the strength and ingenuity of the 2SLGBTQ+ community.

As I developed the artistic logo design for the AVICC's 75th anniversary, I reminisced of the many stories I heard as I grew up. The stories of the eagle's great knowledge and strength and the lessons he had to learn of humility and respect. Our people remembering when the salmon, during spawning season, filling our rivers so much that you could walk across. All of these were the foundation of this design that represents a renewed hope of working towards true reconciliation.

CONNIE WATTS BIOGRAPHY

Connie Watts is an interdisciplinary artist, writer, curator, educator and designer of Nuuchahnulth, Gitksan and Kwakwaka'wakw ancestry. Born and raised in Campbell River, Connie has a Bachelor of Interior Design from the University of Manitoba, and a MFA from Emily Carr University (ECU). She continues to run her successful creative company, Chims Studios and for the last four years, has been the Associate Director, Aboriginal Programs, at ECU.

Her award-winning work is often rooted in forms and knowledge drawn from First Nations cultures, while her sculptural objects incorporate modern fabrication and design techniques. She has shown nationally and internationally. Connie's Interior Design and Management projects include the interior of the Songhees Wellness Centre and managing the Vancouver 2010 winter Olympics' Aboriginal Art Program. Connie has been affiliated with YVR Arts Foundation Board, Emily Carr Board of Governors, the British Columbia Arts Council, the First Peoples Cultural Council, the Vancouver Foundation and the Contemporary Art Gallery, among other institutions.



TRADE SHOW

HOURS

Friday 1:00 pm – 7:30 pm

Saturday 8:00 am – 3:00 pm

EXHIBITORS

BC Assessment

BC Council of Forest Industries

BC Hydro

BC Lottery Corporation

CREST Emergency Communications

CUPE BC

CUPE Vancouver Island

Disability Alliance BC

CUPE 8911 – Emergency Communications Professionals of BC

Firesmart BC/ BC Wildfire Service

FortisBC Energy

ICBC

Island Health & Health Networks

Managed Forest Council

Private Forest Landowners Association

Rogers Communications

Stewardship Centre for BC

Telus

Trans Mountain – **TRADESHOW SPONSOR**

Victoria Residential Builders Association

Western Canada Marine Response Corporation

Western Forest Products

SPONSORS

We wish to thank our sponsors for their contributions toward the 2024 AVICC Convention:

Banquet Entertainment
BC Lottery Corporation

Municipal Finance Authority
Keynote Speaker

Banquet Dinner
Young Anderson

Saturday Delegates Lunch
CREST Emergency Communications

Banquet Reception
Fortis BC

Chiefs, Mayors & Chairs Forum
Lidstone & Company Law Corporation

Sunday Morning Breakfast
ICBC

Program
BC Assessment

Friday Afternoon Refreshment Break
Private Forest Landowners Association

Saturday Morning Refreshment Break
Telus

Grand Prize
BC Ferry Services

Speaker Gifts
CUPE 8911 – Emergency Communications
Professionals of BC

Friday Welcome Reception
CUPE BC

Friday Opening Session
Island Health

Saturday Morning Breakfast
Municipal Insurance Association of BC

Sunday Morning Plenary Session
E-Comm 911

Saturday Afternoon Sessions
BC Hydro

Trade Show
Trans Mountain

Friday Morning Session
BC Council of Forest Industries (COFI)

Registration Services
Western Forest Products

Communications
Rogers Communications

Saturday Afternoon Refreshment Break
BC General Employees Union

Sunday Morning Refreshment Break
CUPE VI

Transportation
BC Transit

DRAFT PROGRAM

KEYNOTE SPEAKER

KEYNOTE SPEAKER: DIANE KALEN-SUKRA

Civic Leaders Unite: Addressing Culture Risk, Fostering Social Cohesion

Friday, 2:25 pm



Toxic culture is eroding our sense of belonging, community and well-being. Our capacity to collaborate and innovate together is also being undermined by the rising incivility and divisiveness. This poses a risk to our local governments and communities.

We need each other to address the complex challenges facing our communities. To thrive, our local democracies depend on our ability to revive the art of living and working well together.

What unique role do civic leaders play in renewing civic culture? How can we do our part to foster social cohesion and rebuild the social fabric, ensuring our communities have the resilience to thrive in these turbulent times?

Diane Kalen-Sukra takes us on an inspiring journey, applying ancient wisdom and modern research to today's civic culture challenges. She empowers civic leaders to unite in rising above the toxic fog to foster the type of culture that supports good governance, sustainable community building and human well-being.

Diane is an acclaimed author, speaker, and culture transformation expert, sharing insights from over two decades of senior leadership, including national CBC television producer, public sector executive and her award-winning tenure as city manager. Diane's published works include *Save Your City* and *Civic Resilience*, as well as regular columns in *Municipal World* and *Public Sector Digest*. Her most popular book, *Save Your City: How Toxic Culture Kills Community and What to Do About It* calls for a revival of civic values and civic education as key to fostering the type of culture that can sustain us, our democracy and our planet.

She is the founder of Kalen Academy, which offers online training for civic leaders. Her newsletter **Civic Wisdom**, shares timeless principles and modern insights for current and aspiring leaders (SaveYourCity.ca/newsletter). Diane is an educator and certified culture transformation consultant, certified Emotional Intelligence EQ-i 2.0 practitioner and certified compassionate integrity facilitator. She has municipal law and administration training from the University of Victoria and is a Certified Municipal Clerk with the International Association of Municipal Clerks. Diane is a political science graduate of University of Toronto's Trinity College and earned a master's degree in political science from York University.

Diane was born with the gift of encouragement and desire for everyone to thrive and meet their potential. Her core belief is that as social beings, we flourish in healthy sustainable communities where good governance, servant leadership and compassionate culture support the well-being of all.

FRIDAY PRE-CONVENTION WORKSHOP

Housing, Housing, HOUSING!

Friday, 9:00am

Cost: \$30

The housing crisis in BC is urgent and demands substantive actions. Local governments across the Province are taking concrete steps to address the crisis and are collaborating for meaningful, focused partnerships with other levels of government, and public and private sector organizations to increase the housing supply in BC. This session, moderated by City of Duncan Mayor Michelle Staples and City of Courtenay Mayor Bob Wells, will cover a variety of housing related topics, highlighting the challenges and successes when addressing this crisis for all BC residents. The conversation will include insights for all local governments, from small, remote, rural and recreational communities to large urban centres, and everything in between.

The Ministry of Housing will provide an overview of the objectives and execution of the Short-Term Rental Accommodations Act, with a particular focus on key considerations and implications for local governments. We will hear from Strathcona Regional District Director, Mark Vonesh, representing Area B – Cortes Island, who this year is to be the first community in BC to use the MRDT tax entirely for housing and who serves on the Strathcona RD who are in the midst of forming their own Housing Service. The Victoria Residential Builders Association (VRBA) will present the perspective of a panel of builders who will discuss the challenges and solutions for building new housing including the “missing middle” (townhomes, and small multi-family). Mayors Staples and Wells will then highlight successes to our housing and homelessness challenges as a result of deep levels of collaboration.

Join us for a solutions-based and multi-perspective discussion on how all local governments can take collaborative action to improve the housing supply in our region to the benefit of all BC residents!

MODERATORS:

Michelle Staples, Mayor, City of Duncan

Bob Wells, Mayor, City of Courtenay

PRESENTERS:

Hannah Rabinovitch, Director, Housing Policy Branch, Ministry of Housing, Province of BC

Mark Vonesch, Director, Strathcona Regional District, Area B – Cortes Island

Casey Edge, Executive Director, Victoria Residential Builders Association

Mike Dalton, President, CITTA Construction Ltd & President, Victoria Residential Builders Association

Dusty Delain, Owner, Amity Construction & Past President, Victoria Residential Builders Association

Michelle Staples, Mayor, City of Duncan

Bob Wells, Mayor, City of Courtenay

Other Panelists To Be Confirmed

FRIDAY PLENARY SESSION

The TRC Calls to Action: A Roadmap to Right Relationships

Friday, 4:20 pm

Relationships between Indigenous communities and local governments have never been more important. The Truth and Reconciliation Commission (TRC) Calls to Action, developed in 2015 by residential school survivors, provide a roadmap to creating right relationships between Indigenous and non-Indigenous communities – local governments have a critical role in implementing them.

Women Transforming Cities recently published a report "The TRC Calls to Action in BC Municipalities: Progress, Barriers, and Opportunities to Accelerate Implementation." In this session, one of the report authors will share key findings from this research. Panelists representing legal, local government, and First Nations perspectives will share insights including success stories, lessons learned, how the TRC Calls to Action relate to UNDRIP, how local governments can implement them, and how the Calls to Action can provide a framework for navigating the complexities of Indigenous-government relations.

INTRODUCTION

Gundaynuxv Travis Hall, AVICC Director at Large, Director, Central Coast Regional District

MODERATOR & PRESENTER

Clara Prager, Campaign Lead for WTC, is from a small town in Syilx Okanagan territory but now calls Musqueam, Squamish, and Tsleil-Waututh territories home. She has been interested in how local governments work from a young age. Clara brings a decade of experience in policy analysis, research, communications, community engagement, and grassroots organizing to her role at WTC. Her interdisciplinary BA from UBC focused on Canadian policy, history, and Indigenous studies. She is grateful for the many Indigenous peers who contributed to her learning by sharing knowledge with her throughout her degree and her work with government and Indigenous non-profits.

PANELISTS

John Alan Jack, Sayaačath, has served as Chair of the Alberni-Clayoquot Regional District (ACRD) since 2016 and is the elected Chief Councillor for the Huu-ay-aht First Nations (HFN). His community is a party to the Maa-nulth Final Agreement (Treaty) which grants the HFN a seat on the ACRD Board. Chair Jack was first elected to the HFN in 2009 and was re-elected in 2011 shortly after the effective date of the Treaty.

Trina Isakson, Councillor, City of Powell River, grew up in Secwépemc territory (Salmon Arm, BC), moved to łaʔamin (Tla'amin) territory in 2018. Previously, she helped facilitate public engagement related to a possible name change for Powell River. Her professional work is as a facilitator with community groups on strategic planning, implementing changes, or dealing with conflict. Trina has taught a variety of university courses and she holds an MBA in community economic development.

Reece Harding, partner at Young, Anderson, has practiced local government law for over 30 years. His practice includes judicial review, administrative, Aboriginal, assessment and taxation law, natural hazard risk avoidance, governance, and codes of conduct. He has appeared on behalf of local governments at all levels of court. Reece was appointed by the City of Surrey in 2020 as BC's first local government ethics commissioner pursuing his ongoing interest in governance, conflict resolution and ethical conduct.

Women Transforming Cities is dedicated to advancing equity within local communities. For over ten years they have worked alongside people and movements who have historically been excluded to create communities where everyone can belong, participate, and thrive. WTC provides accessible civic literacy training, promotes equitable community engagement, conducts research into barriers to participation, and collaborates with local governments to advance inclusive policies.

SATURDAY PLENARY SESSION

Inclusive Regional Governance: Toward Shared Decision-Making on Regional District Boards Saturday, 7:30am

There are several successful examples of First Nations Governments participating in regional governance as part of regional district boards, but these are either pursuant to modern treaties or by special legislation outside of the *Local Government Act* (the 'Act'). The Act, other than one antiquated and unused section, narrows participation of First Nations Governments to those with treaty provisions allowing them to participate. This session will describe how this is a lost opportunity and what is being done to explore options to include First Nations Governments whose predecessors practiced sophisticated governance for thousands of years prior to and for a significant time after contact.

In March 2023, as part of the Province's Action Plan under the *Declaration of the Rights of Indigenous Peoples Act*, the Ministry of Municipal Affairs awarded 5 regional districts a grant to engage with First Nations to explore how to enable First Nations to join regional boards as voting members, outside the treaty process. The intent is that these discussions will identify key themes, interests and questions that will assist in the development of legislation to meet the varied needs of First Nations and regional governments. This panel discussion will explore the background of the inclusive regional governance initiative in B.C., discuss progress made so far, and envision opportunities for better governance models in the future.

PRESENTERS:

John Alan Jack has served as Chair of the Alberni-Clayoquot Regional District (ACRD) since 2016 and is the elected Chief Councillor for the Huu-ay-aht First Nations (HFN). His community is a party to the Maa-nulth Final Agreement (Treaty) which grants the HFN a seat on the ACRD Board. Chair Jack was first elected to the HFN in 2009 and was re-elected in 2011 shortly after the effective date of the Treaty.

Douglas Holmes joined the Regional District of Nanaimo as CAO in 2021. He started in local government in 1995 and has served both 'RDs' and Municipalities. He has participated on several panels and working groups, including in relation to amendments in legislation and inclusive governance. Mr. Holmes is a CPA and has a business degree from SFU. He currently serves as Vice President on the Board of the Local Government Management Association of BC.

BC Ministry of Indigenous Relations and Reconciliation – Panelist To be Confirmed

SUNDAY PLENARY SESSION

Striking the Balance: Engagement and Respect

Sunday, 8:55 am

This session is designed for elected officials (and those that support them), exploring strategies aimed at enhancing community engagement and fostering a culture of respect. Through a blend of interactive discussions, and expert led discussions this session will equip attendees with actionable tools to balance effective public communication, conflict resolution, and collaborative community efforts. It underscores the importance of establishing clear boundaries to secure respectful interactions and mitigate potential violent scenarios, crucial for both personal safety and the integrity of the democratic process.

PRESENTER:

Tracey Lorensen, award-winning speaker, is known for her humour and candour in helping her clients manage difficult situations. Her warm, energetic style combines her leadership experience, practical advice and real-life examples that resonate with audiences of all levels. With a keen interest in problem solving, Tracey has developed a series of proven techniques that help organizations identify their issues and take action to improve their dynamics and decision making.

Tracey has worked with local governments in a variety of capacities for more than 25 years. After 6 years of practicing workplace law in the public sector, Tracey served as Executive Vice President of E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the Principal in the management consulting firm Paragon Strategic Services Ltd, and CivicExcellence Tracey improves her clients' ability to perform by working with both elected and staff on areas that include conflict resolution, strategic planning, and leadership training.

In the past three years alone Tracey has facilitated more than 25 strategic plans for local governments throughout Canada and worked with individuals from more than 150 communities.

A sought-after facilitator and lecturer, Tracey has spoken extensively on a variety of topics including leadership, strategic planning, human resources, governance, and developing regional strategies. In addition, she has lectured at UBC's Faculty of Law, Royal Roads University, Capilano University, the Justice Institute of BC, the Local Government Leadership Academy and is a member of the faculty for BC's Local Government Management Association's MATI programs.

Tracey has partnered with the Canadian Association of Municipal Administrators (CAMA) and BC's Local Government Management Association (LGMA) to develop and deliver an ongoing series of more than 25 different web trainings for local government professionals nationwide. Most recently Tracey has partnered with other industry experts to launch CivicExcellence an online collaboration and E-learning community for local government elected and staff across Canada

PLENARY UPDATE SESSIONS

Island Corridor Foundation Update

Saturday, 9:55 am

Daniel Arbour will provide an update on the Corridor visioning initiative supported by the Province of BC. The ICF, which is a partnership between 5 regional districts and 14 First Nations, owns the 290km rail corridor linking Victoria to Port Alberni and Courtenay.

PRESENTER

Daniel Arbour, Co-Chair, Island Corridor Foundation, Director, Comox Valley RD, Area A

Community Energy Association Update

Saturday, 10:35 am

Local governments are facing increasing impacts and costs associated with climate change, and collaborative approaches are more important than ever. The Community Energy Association (CEA) is a non-profit that accelerates bold action by local governments and Indigenous communities related to climate and energy. CEA is the secretariat to the Vancouver Island and Coastal Communities Climate Leadership (VICC-CL) Steering Committee, which aims to connect local elected officials and staff from diverse communities in the VICC region and empower them to accelerate their work on climate change and meet their goals by sharing best practices, collaborating on problem solving and advocating to other orders of government. Together, CEA and VICC-CL are launching an inaugural virtual VICC Climate Summit in May 2024 that will bring together local government staff and elected officials from across the region to share, learn, and collaborate on regional climate solutions.

PRESENTER

Katherine Pearce, Climate Collaboration Coordinator, Community Energy Association

Federation of Canadian Municipalities Update

Sunday, 8:40 am

The Federation of Canadian Municipalities (FCM) is the national voice of local governments in Ottawa. This update will touch on new FCM programs secured in the past year and include a brief update on the future of federally-supported local government infrastructure programs.

PRESENTER

Daniel Arbour, FCM Director at Large, Director, Comox Valley RD, Area A

AVICC Advocacy Update

Sunday, 10:35 am

The primary function of AVICC is to advocate on behalf of, and for our members. After holding a strategic planning session in 2021, your Executive presented the results at the 2022 Convention, and membership endorsed an AVICC Advocacy Policy. This direction and the resolutions each year inform AVICC's advocacy priorities. Hear from members of the AVICC Executive with an update on the actions taken by AVICC towards advocacy, and the advocacy plans for the future.

PRESENTERS

Members of the AVICC Executive

SATURDAY CONCURRENT WORKSHOPS

Open and Closed Meetings – Why Should You Care?

Saturday, 1:30 pm

The most important and powerful duties and functions of a local government must be performed and exercised by its council or board, and an act or proceeding of the council or board is not valid unless it is authorized or adopted by a resolution or bylaw at a meeting. For these reasons, understanding what constitutes a meeting, whether a meeting must be open or closed, what may transpire at a meeting, and where and when the meeting can be held, are extremely important.

This session will explore these rules, which apply to municipalities, regional districts and the Islands Trust, as well as committees, commissions, boards of variance, parcel tax roll review panels, and other bodies set out in local government legislation.

PRESENTER

Joseph Scafe, Partner, Young Anderson Barristers & Solicitors

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First Nation Property Taxation & Assessment

Saturday, 1:30 pm

For the last forty-five years, First Nations in Canada have been developing property tax jurisdiction on their lands, and has witnessed remarkable growth in the past three decades.

This growth has been coupled by increased commercial and residential development, especially in urban areas where there is often a shortage of developable land. Development and tax jurisdiction provides a significant economic and fiscal benefit for First Nation communities and adjacent jurisdictions. The growth in First Nation property taxation is largely attributable to the work of First Nations leadership that are leading the way in expanding jurisdiction, the First Nations Tax Commission (FNTC), which has provided leadership and regulatory support, and the involvement of key regional assessment service providers such as BC Assessment.

This joint presentation between BC Assessment and the FNTC is designed to provide information on real estate development occurring on First Nation Land and the regulatory frameworks that support First Nation taxation. Special focus will be provided on the BC experience which has over 100 taxing First Nations.

PRESENTERS

Bill Dawson, Manager, First Nations Customers, BC Assessment

Trenton Paul, Director of First Nation Engagement and Law Review, First Nations Tax Commission

SATURDAY CONCURRENT WORKSHOPS

Building Wildfire Resiliency in Coastal Communities

Saturday, 1:30 pm

British Columbia is experiencing a serious and sustained increase in extreme wildfire behaviour and fire events particularly in the wildland-urban interface. More human activity and development is taking place in or near forests, creating greater consequences for the socioeconomic health and safety of citizens and visitors. At the same time, the impacts of climate change are increasing, fire size and severity are increasing, and fire seasons are becoming longer.

Prevention is more than stopping new, human-caused fires. FireSmart is based on the premise of shared responsibility and on promoting the integration and collaboration of wildfire prevention and mitigation efforts. All partners and stakeholders have a role to play.

This session will provide an overview of the resources and information available to governments, First Nations, businesses, and individuals to help prepare communities for the potential of wildland-urban interface fire.

MODERATOR

Sarah Fowler, Councillor, Village of Tahsis, AVICC Director at Large

PRESENTERS

Alan Berry, Senior Wildfire Officer Prevention, BC Wildfire Service – Coastal Fire Centre

Jessica Hawksworth, Wildfire Prevention Officer, BC Wildfire Service – Coastal Fire Centre

Jonathan Reimer, Manager, Emergency Programs, Protective Services, Capital Regional District

Willow Bloomquist, Fire Prevention Officer, Dashwood Volunteer Fire Department

The Future of Energy in BC

Saturday, 3:00 – 4:30 pm

As BC municipalities grapple with the challenges of rapid population growth, critical economic development, and ambitious climate targets, the need for reliable decarbonized energy has never been greater. Join this session where executives from BC's largest energy utilities will discuss their shared commitments to delivering low-carbon affordable energy to achieve the province's CleanBC Roadmap to 2030.

MODERATOR

Bruce Williams, President, Victoria Chamber of Commerce

PRESENTERS

Diana Stephenson, Senior Vice-President of Customer & Corporate Affairs, BC Hydro

Doug Slater, Vice-President External Relations & Regulatory Affairs, Fortis BC

SATURDAY CONCURRENT WORKSHOPS

Oceans, Oceans, Oceans!

Saturday, 3:00 – 4:30 pm

With so many British Columbians living in coastal communities, there is a lot at stake in protecting our oceans and coasts. We rely on our oceans for food, jobs, clean air and much more. Our stewardship of this important natural resource is part of our social fabric and is woven into the vast history of maritime and Indigenous traditions. This session will highlight some of the organizations working tirelessly to provide us with resources and solutions to help keep our oceans sustainable into the future.

Transport Canada's Oceans Protection Plan (OPP) is a national, whole-of-government plan to protect our oceans and coastlines. The session will first provide an overview of the Renewed Oceans Protection Plan including the Salish Sea Strategy. It will then explore in more detail actions to address wrecked, abandoned, or hazardous vessels on the coast, including the *Wrecked, Abandoned or Hazardous Vessels Act*.

The Pacific Salmon Foundation (PSF) / University of British Columbia's Strait of Georgia Data Centre collates and visualizes nearshore and marine data. For coastal municipalities, this means greater access to important information for decision making. This clinic will spotlight the Marine Reference Guide (MRG), an interactive data visualization tool, as well as data from the Resilient Coasts for Salmon project that will show the extent of coastal modification across the east coast of Vancouver Island. Join us to explore the MRG's many layers of ecological, anthropogenic, and oceanographic data, and how these data can inform our interactions with the sea.

The BC Seafood Alliance will share information about the Northern Shelf Bioregion Network Action Plan (NSB NAP) that was endorsed by the Minister of Fisheries in February 2023. The NSB stretches from Campbell River to the Alaska Border. The current NSB Plan will have severe social and economic impacts on coastal communities that may be irreversible. This session aims to highlight the issue and the solutions the sector is proposing to ensure vibrant and sustainable coastal economies for generations to come.

MODERATOR

Vanessa Craig, Chair RD Nanaimo, AVICC 2nd Vice President

PRESENTERS

Lauren Lavigne, Manager, OPP Engagement Hub, Pacific Region, Transport Canada

Ryan Greville, Manager, Navigable Waters Protection Program, Transport Canada

Kyla Sheehan, Project Manager, Resilient Coasts for Salmon, Pacific Salmon Foundation

Ben Skinner, GIS Specialist, Marine Science Program, Pacific Salmon Foundation

Grant Dovey, Vice President, BC Seafood Alliance

Mike Atkins, Treasurer, BC Seafood Alliance

SATURDAY CONCURRENT WORKSHOPS

Vancouver Island Circular Economy: Turning Goals into Action

Saturday, 3:00 – 4:30 pm

The Circular Economy Accelerator Program concluded its pilot program in the summer of 2023 spurring the transition to a sustainable, resilient economy and positioning Vancouver Island and Sunshine Coast as leaders in the circular economy. The program – the first of its kind in Canada – was designed to support businesses who seek to adopt circular economy principles, reduce waste and emissions, and develop innovative practices while increasing revenue and reducing operational costs.

The program was delivered by the Vancouver Island Coast Economic Developers Association (VICEDA) in partnership with the Synergy Foundation with support from Island Coastal Economic Trust and VICEDA regional partners, including the City of Campbell River, City of Nanaimo, Cowichan Valley Regional District, Gabriola Island Chamber of Commerce, Municipality of North Cowichan, City of Port Alberni, and Sunshine Coast Regional Economic Development Organization.

A panel discussion will provide highlights from pilot, share the perspective of local government economic development officers, the private sector and non-profit partners, as well as highlighting the cumulative reductions in waste and emissions. The Synergy Foundation and VICEDA are currently exploring opportunities for Phase 2 of the Circular Economy Accelerator Program.

MODERATOR

Jill Doucette, Executive Director, Synergy Foundation

PRESENTERS & PANELISTS

Georgia Lavender, Director, Program Operations, Synergy Foundation

Amrit Manhas, Economic Development Officer, City of Nanaimo

Tom Kinnear, Manager, Duncan Paving Co.

PROGRAM SPONSOR



DRAFT PROGRAM

From: Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>
Sent: Wednesday, March 20, 2024 12:05 PM
To: CFO <cfo@saywardvalley.ca>
Cc: Keir Gervais <cao@saywardvalley.ca>
Subject: Local Government Climate Action Program Funding

Reference: 409000

March 20, 2024

Village of Sayward
Sent via email: cfo@saywardvalley.ca

Dear Village of Sayward:

In Budget 2022, the Province provided \$76 million over three years for the Local Government Climate Action Program (LGCAP). Through ongoing engagement with LGCAP participants, the Province heard the need for predictable and increased funding to support local climate action, as well as the need for enhanced guidance and technical resources. As a result, I'm pleased to announce the Province is allocating the equivalent of three years of program funding to all participants (2024/25, 2025/26 and 2026/27). By providing this funding, local governments and Modern Treaty Nations can plan and fund their climate action projects with more certainty. This allocation comes with flexibility as it can be utilized until March 31, 2028. Please note this is an up front payment, meaning there will be no LGCAP disbursements in fiscal years 24/25, 25/26, and 26/27.

The Ministry of Environment and Climate Change Strategy (the "Province") will provide \$120,373 this March to Village of Sayward to support local climate initiatives aligned with the CleanBC Roadmap and the Climate Preparedness and Adaptation Strategy. To ensure transparency regarding the use of these funds, local governments and Modern Treaty Nations will be required to report annually on their actions to reduce emissions and prepare for climate impacts.

Mandatory reporting is required for each of the next three years:

1. Complete the online LGCAP survey (by July 31 of 2024, 2025, and 2026).
2. Have a Chief Financial Officer (or equivalent) sign the attestation form.
3. Complete an annual corporate greenhouse gas inventory if your local government has a population larger than 10,000 residents (based on 2020 BC Census figures). To be completed by July 31 of 2024, 2025, and 2026).
4. Publicly post your LGCAP survey and attestation (by September 30 of 2024, 2025, and 2026).

Required annual reporting is a valuable tool for monitoring local government and Modern Treaty Nation leadership on climate action. Reporting helps track LGCAP results and enables the Province to report on key performance indicators for the legislated Climate Change Accountability Report.

Based on LGCAP reporting to date, the majority of LGCAP investments have been used for:

- Staffing.
- Buildings initiatives (efficiency upgrades, energy efficiency programs and net zero buildings commitments).

- Transportation initiatives (EV charging plans and infrastructure, active transportation, EV fleet adoption).
- Investment in resilient municipal infrastructure, buildings, energy systems and transportation.
- Investments in reserve funds preparing for higher value infrastructure work.

In addition to actions that you are already taking to meet your climate action objectives the Province requests that you also consider:

- Preparing for the *Emergency Disaster Management Act* and the requirements for local authorities to complete risk assessments and associated Emergency Management Plans beginning in 2026.
- Applying a climate lens to infrastructure investments and policies.
- Using Environmental, Social and Governance (ESG) reporting for Municipal Financing Authority (MFA) investments.
- Continuing to explore/implement natural asset infrastructure inventories and/or natural asset infrastructure solutions.
- Continuing to support clean/alternate modes of transportation and consider your role in the upcoming Clean Transportation Action Plan.

There will be several program supports available on the [LGCAP website](#) including guidance on applying a climate lens, ESG reporting, natural assets, preparing for risk assessments and recommended resources on best investments to reduce emissions and prepare for a changing climate. Webinars will be held in April 2024 (registration details can be found [here](#)). In addition, the [Community Energy and Emissions Inventory](#) data for 2021 has been published with new transportation data to support energy and emissions planning and monitoring. If you have any questions, please contact LGCAP staff at LGCAP@gov.bc.ca.

In May, you will receive an email with instructions on how to access the online LGCAP survey reporting tool.

In recognition of the critical role communities play in reducing greenhouse gas and increasing climate resilience, the Province has provided over \$600 million to local government through the CleanBC Communities Fund, the Community Emergency Preparedness Fund, the Organic Infrastructure Program and LGCAP. These investments support local climate action in the built environment, transportation, water, waste and land use. I've been impressed by your work and look forward to our continued collaboration.

Finally, the Province requests that you hold off on any planned announcements related to LGCAP until a public announcement is made by the Province.

Sincerely,

George Heyman
Minister

cc: cao@saywardvalley.ca



STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: Progress Update: Consideration of Backyard Chickens (Hens)
Meeting date: April 2, 2022

PURPOSE

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

DISCUSSION

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

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

Council Meeting Date	Planned Process
April 16, 2024	▪ 1 st and 2 nd reading of the Zoning Amendment Bylaw
	▪ 1 st , 2 nd and 3 rd reading of the: Animal Control Bylaw, Public Nuisance Bylaw and Ticketing Bylaw
	▪ Council direct staff to schedule a Public Hearing for rezoning Bylaw 506
May 7, 2024	▪ Public Hearing for rezoning Bylaw
	▪ 3 rd and final reading of the: Animal Control Bylaw, Public Nuisance Bylaw and Ticketing Bylaw
	▪ 3 rd and final reading of the Zoning Amendment Bylaw

STAFF RECOMMENDATIONS

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'KG' with a large loop, positioned above a horizontal line.

Keir Gervais, CAO



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: **Chief Administrative Officer Operations Update**
Meeting date: **April 2, 2024**

PURPOSE

To provide Council with a general overview of administrative operations affecting the Village of Sayward.

Administration

The following is a bulleted summary of various tasks/projects/meetings/etc. the CAO was involved with in February and March.

- Wrote and sent letters of support to Sayward Futures Society.
- Prepared strategic and budget planning process to take place with Council.
- Contracted CFO to complete preparation of year-end for audit and prepare budget for Council input/approval.
 - Senior staff continue to meet with department managers/foreman for input into 2024 and five-year budgets.
- Met with WorkSafe BC Investigator.
- Met with Urban Systems to kick-start Asset Management planning project.
- With the support of neighbouring municipal staff and MAIS *support services*, CAO is learning to process various required finance/admin tasks until that vacant position is filled; payroll, AP, AR, cashouts, property tax inquiries, etc.
- Continue to liaise with Ministry of Municipal Affairs RE: governance support for the Village.
- Mayor and CAO met with MLA Babchuk to discuss Village priorities.
- Met with representatives from Oscar Daze Ball Tourney.
- Work with Village Approving Officer and Village Planner to organize Public Hearing for 18 Sayward Rd.
- Mayor Baker and CAO met with Lorna and Mike Adama to listen to their wishes/ideas/concerns RE subdividing their property.
 - CAO subsequently met with Mr. & Mrs. Agnew to provide a letter outlining required next-steps, process, and costs for re-zoning and subdivision.

- Met with Shaun Koopman, SRD to discuss the progress of various emergency management initiatives underway and in the queue.
- Work with Public Works Foreman on mitigation efforts for isolated flooding on MacMillan Rd.; vac truck scheduled to clean out culverts full of sand, rocks, wood debris.
- Worked with legal counsel on various matters.
- Work with Village Approving Officer and Village Planner to assist multiple property owners RE: requirements and process for building permits and related requirements.
- Work with auditor on asset retirement reporting.
- Executed funding agreement with Ministry of Emergency Management and Climate Readiness RE: Indigenous Engagement Requirements funding.
- Spoke with LGMA Executive Director RE: available resources to assist with governance issues.
- Canvass for available and willing Chief Election Officer to oversee By-election (ongoing).
- Advertised job posting for full time Finance/Administration Clerk (closes April 5).
- Engaged legal services RE: amended bylaws to allow for backyard chickens.
- Met with representative from Ministry of Jobs, Economic Development and Innovation to discuss opportunities to apply for REDIP application to benefit the Village.
- Met with and misc. email correspondence with representative from Ombudsperson Office.
- Corresponded with representative from WFP RE: unusual amount of turbidity flowing into water treatment plant; resolved.
- Produced March & April editions of the Sayward News.

RECOMMENDATIONS

THAT Council receive the Chief Administrative Officer Operations Update staff report for information.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Kelsey Recreation Centre Report - January 2024
Meeting date: April 2, 2024

This report summarizes the various activities of the Recreation Centre for January 2024.

Special Events:

- Annual Polar Bear Swim: January 1st
- Winter Break Camps: January 3, 5, 7, 8
- Folk Music Concert: January 14th
- Community Luncheon: January 10th

Donations/Grants

- Continue to seek out donations and grants.

Pool:

- Community fun Swim Challenge
- Pool Rental Comox Valley Ocean Fix Dive School: N/A
- Sayward School Rental every Wednesday from 1:00pm – 2:00pm

After School Program:

- Average 10-14 kids every Monday, Wednesday, Friday

Teen Program:

- Teen Night Friday's, average 8- 10 teens
- Maui Thai Class at the Kelsey Centre

JANUARY STATS

Aerobics

- Total Patrons: 42
- Townsite: 34
- Valley: 8

Weight Room

- Total Patrons: 46
- Townsite: 26
- Valley: 20

Pool

- Total Patrons: 257
- Townsite: N/A
- Valley: N/A

Seniors Social (free Program)

- Total Patrons: 14
- Townsite: 10
- Valley: 4

Carpet Bowling: (Free Program)

- Total Patrons: 50
- Townsite: N/A
- Valley: N/A

Community Yoga

- Total Patrons: 8
- Townsite: 4
- Valley: 4

Teen Night

- Total Patrons: 24
- Townsite: 11
- Valley: 13

Games Camp (Jan 21ST)

- Total Patrons: 8
- Townsite: 4

After School Program

- Total Patrons: 60
- Townsite: 22
- Valley: 38



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Kelsey Recreation Centre Report - February 2024
Meeting date: April 2, 2024

This report summarizes the various activities of the Recreation Centre for February 2023.

Special Events:

- Folk Music Concert: February 11th
- Community Luncheon: February 14th
- Centre Closure's February 19th for Family Day

Grants:

- Applied for ISPARC equipment grant to cover the cost of supplies for a 9-hole Disc Golf Course in the Village.

Donations:

- Continue to seek out donations for program costs

Pool:

- Swim Lessons every Monday and Wednesday
- Sayward School rental every Wednesday from 1:00pm – 2:00pm

After School Program:

- Average 10-14 kids every Monday, Wednesday and Friday
- Valentines Day Camp: February 14th
- Pro D Day Camp: February 16th

Teen Program:

- Teen Night is on Friday's; average 8- 10 teens
- 1st Annual Teen Sleepover: February 9th
- Tabletop Game Day: February 18th
- Teen Sushi Making Night: February 23rd.

FEBRUARY STATS

Aerobics

- Total Patrons: 29
- Townsite: 13
- Valley: 16

After School Program

- Total Patrons: 101
- Townsite: 32
- Valley: 69

Weight Room

- Total Patrons: 44
- Townsite: 35
- Valley: 9

Pool

- Total Patrons: 209
- Townsite: N/A
- Valley: N/A

Seniors Social (free Program)

- Total Patrons: 16
- Townsite: 4
- Valley: 12

Carpet Bowling: (Free Program)

- Total Patrons: 31
- Townsite: N/A
- Valley: N/A

Teen Program

- Total Patrons: 26
- Townsite: 14
- Valley: 12

Special Events: Valentine's

- Total Patrons: 25
- Townsite: 10
- Valley: 15

Pro D Day Camp

- Total Patrons: 13
- Townsite: 5
- Valley: 8



**VILLAGE OF SAYWARD
BYLAW NO. 504**

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2023-2027)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 483, 2022" was adopted on May 2, 2023;

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

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

1. This Bylaw may be cited as "**Five Year Financial Plan Amendment Bylaw No. 504, 2023**"
2. "Five Year Financial Plan Bylaw No. 498 2023" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the 16th day of January 2024.

Read a second time on the 16th day of January 2024.

Read a third time on the 16th day of January 2024.

Adopted on the ____ day of _____ 2024.

Certified a true copy of Bylaw
No. 504 this ____ day of

_____, ____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2023 - 2027 Financial Plan Bylaw No. 504, 2023
Schedule A

	2022	2023	2024	2025	2026
REVENUES					
Taxation					
Property Value Taxes	377,266	414,993	444,043	475,126	508,384
Parcel Taxes	8,108	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	11,725	13,627	13,900	14,178	14,461
Total Taxation	397,100	467,227	496,549	527,910	561,453
Fees and Charges					
Recreation	14,550	14,620	14,691	14,764	14,839
Licences/Permits	8,700	8,700	8,700	8,700	8,700
Sewer Utility	75,152	77,783	80,505	83,323	86,239
Water Utility	140,290	144,498	148,833	153,298	157,897
Solid Waste Fees	37,153	39,010	40,961	43,009	45,159
Other Revenue	85,308	80,668	81,039	82,421	82,814
Total Fees and Charges	361,153	365,280	374,730	385,515	395,649
Other Revenue					
Federal Government Grants	71,562	75,143	75,143	75,143	75,143
Provincial Government Grants	463,000	362,000	362,000	362,000	362,000
Capital Asset Grants	0	1,823,120	0	0	0
Other Grants	436,147	598,582	48,582	48,582	48,582
Total Other Revenue	970,709	2,858,845	485,725	485,725	485,725
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	413,591	103,880	14,000	0	0
TOTAL REVENUE	2,142,552	3,795,232	1,371,004	1,399,150	1,442,826
EXPENSES					
Municipal Purposes					
General Government Services	624,410	449,709	454,213	458,846	469,314
Fire, Emergency & Protective Services	68,741	53,774	55,087	54,997	55,665
Public Works, Roads, Drainage	156,500	136,350	138,775	141,279	143,868
Parks & Recreation	361,833	267,590	273,208	279,052	285,139
Sewer Utility	108,987	75,936	77,453	79,023	80,649
Water Utility	175,330	138,181	141,151	144,248	147,482
Solid Waste Operations	53,806	45,612	46,435	47,273	48,129
Interest Payment on Municipal Debt	1,837	16,538	16,396	16,320	16,320
Amortization	206,535	213,668	213,668	213,668	213,668
Annual Surplus/(Deficit)	384,573	2,397,873	-45,382	-35,556	-17,408

Village of Sayward
2023 – 2027 Five Year Financial Plan Bylaw No. 504, 2023
Schedule A, cont.

Capital Expenditures					
General Capital Expenditures	429,000	2,327,000	14,000	0	0
Sewer Capital Expenditures	77,000	150,000	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	20,050	35,937	35,929	22,287	22,287
Adjustment for Non-Cash Items (Amortization)	-206,535	-213,668	-213,668	-213,668	-213,668
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	65,058	98,604	118,357	155,825	173,973
FINANCIAL PLAN BALANCE	0	0	0	0	0