



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING AGENDA
May 14, 2024 – 11:00 AM
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 for tonight's Special meeting is for the purpose of permitting citizens in the gallery the opportunity to provide input into the 2024-2028 budget and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment relating to the 2024-2028 budget currently being considered by Council. 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 Special Meeting of Council for May 14, 2024, be approved.

5. Waive Notice of Special Council Meeting

Recommended Resolution:

THAT Council waive the notice requirement for the special meeting as provided for under section 127(4) of the *Community Charter*.

6. Minutes of Previous Meetings - None

7. Petitions and Delegation - None

8. Correspondence - None

9. Council Reports - None

10. Reports of Committees - None

11. Mayor's Report - None

12. Unfinished Business - None

13. Staff Reports - None

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

15. Bylaws

a) Five Year Financial Plan Bylaw No. 506, 2024

Recommended Resolutions:

- THAT Five Year Financial Plan Bylaw No. 506, 2024 be given first, second and third readings.

b) Tax Rates Bylaw No. 507, 2024

Recommended Resolutions:

THAT Tax Rates Bylaw No. 507, 2024 be given first, second and third readings.

c) Fees & Charges Amendment Bylaw No. 508, 2024

Recommended Resolutions:

THAT Fees & Charges Amendment Bylaw No. 508, 2024 be given first, second and third readings.

16. New Business

a) Scheduling to consider final readings of Financial Plan Bylaw, Tax Rate Bylaw, and Fees and Charges Bylaw – K. Gervais, CAO (verbal)

Recommended Resolutions:

THAT staff be directed to schedule a Special Council meeting at _____ am on May 16, 2024.

17. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to provide input into the 2024-2028 budget. 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."

18. In Camera - None

19. Adjournment



STAFF REPORT

For: Mayor and Council
Prepared by: Janice Aver, Acting CFO
Subject: Five Year Financial Plan Bylaw No. 506, 2024
Meeting date: May 14, 2024

BACKGROUND

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 2024 – 2028 Financial Plan was approved by Council at the May 9, 2024 Special Council meeting.

DISCUSSION

The Financial Plan process/timetable is below for information purposes.

	Item	Notes	Timeline
1	Special meeting to review and discuss Strategic Plan Priorities	Staff Report including a timetable for 2024-2028 financial planning sessions to Council	March 2024, DONE
2	Staff work on draft FP and Capital Plan for 2024-2028 based on SP, approved outstanding items not yet completed, and input from department managers		March 2024 to April 2024 - DONE
3	SP & FP Process: A. Special Council Meeting, present first draft of FP B. Special Council Meeting, detailed review of FP/Capital Projects C. Special Council Meeting, detailed review of FP/Capital Projects D. Council Approval of FP E. Special Council Meeting, Present 2024-2028 to Public, receive public input. F. Special Council Meeting, first three readings of Bylaws	Use each meeting to discuss and refine the Operating and Capital Plans. Provide time for Council review, public input, and questions. This timeline allows staff to research and report back to Council on identified topics as directed.	April 23, 2024 - DONE April 25, 2024 - DONE May 8, 2024 – DONE May 8, 2024 - DONE May 9, 2024 - DONE May 13, 2024 -

FINANCIAL PLAN 2024-2028

	G. Special Council Meeting, 4 th and final reading of bylaws	4 th and Final reading of bylaw	May 14, 2024 -
4	Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees)	1 st , 2 nd and 3 rd reading of bylaws 4 th and final reading of bylaws	May 13, 2024 May 14, 2024

Staff have prepared the 2024-2028 Financial Plan bylaw as outlined in the table above and recommend that Council give first, second and third readings at this time.

STAFF RECOMMENDATIONS

THAT Five Year Financial Plan Bylaw No. 506, 2024 be given first, second and third reading.

Respectfully submitted,

Janice Aver
Acting CFO

Attachments:

- ***Five Year Financial Plan Bylaw No. 506, 2024***



VILLAGE OF SAYWARD

BYLAW NO. 506

A BYLAW TO CONFIRM AND ADOPT THE 2024-2028 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. 506, 2024**”.
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 2024-Jan-01 to 2028-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. 498 cited as “Five Year Financial Plan Bylaw No. 498, 2023” is hereby repealed.

Read a first time on the 14th day of May 2024.

Read a second time on the 14th day of May 2024.

Read a third time on the 14th day of May 2024.

Adopted on the ____ day of May 2024.

Certified a true copy of Bylaw No. 505
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2024 – 2028 Five Year Financial Plan Bylaw No. 506, 2024 – Schedule A

	2024	2025	2026	2027	2028
REVENUES					
Taxation					
Property Value Taxes	456,492	502,142	552,356	607,591	668,351
Parcel Taxes	38,607	38,607	30,499	30,499	30,499
Utilities/Payments in Lieu of Taxes	15,574	16,152	16,754	17,383	18,038
Total Taxation	510,673	556,900	599,609	655,473	716,888
Fees and Charges					
Recreation	33,006	32,004	32,033	32,062	32,091
Licences/Permits	12,100	12,100	12,100	12,100	12,100
Sewer Utility	92,528	95,767	99,119	102,588	106,178
Water Utility	161,490	166,334	171,324	176,464	181,758
Solid Waste Fees	48,744	50,450	52,216	54,043	0
Other Revenue	164,210	165,757	166,318	166,893	167,483
Total Fees and Charges	512,078	522,412	533,109	544,150	499,611
Other Revenue					
Federal Government Grants	75,149	75,149	75,149	75,149	75,149
Provincial Government Grants	384,000	384,000	384,000	384,000	384,000
Capital Asset Grants	1,860,076	0	0	0	0
Other Grants	380,353	27,500	27,500	27,500	27,500
Total Other Revenue	2,699,578	486,649	486,649	486,649	486,649
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	0	0	10,100	0	0
TOTAL REVENUE	3,722,329	1,565,961	1,629,467	1,686,272	1,703,148
EXPENSES					
Municipal Purposes					
General Government Services	751,916	594,228	611,516	608,830	616,449
Fire, Emergency & Protective Services	78,638	79,134	82,121	83,605	85,591
Public Works, Roads, Drainage	158,521	160,807	165,426	166,131	168,928
Parks & Recreation	339,799	347,257	354,216	361,442	368,952
Sewer Utility	96,020	99,222	100,983	102,807	104,698
Water Utility	154,853	157,896	161,075	164,398	167,877
Solid Waste Operations	48,500	49,420	50,358	51,316	52,292
Interest Payment on Municipal Debt	16,396	16,320	14,840	14,840	14,840
Amortization	260,038	260,038	260,038	260,038	248,535
Annual Surplus/(Deficit)	1,817,649	-198,361	-171,106	-127,133	-125,012

Village of Sayward
2024 – 2028 Five Year Financial Plan Bylaw No. 506, 2024 – Schedule A cont'd

Capital Expenditures					
General Capital Expenditures	1,860,076	0	10,100	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	35,929	22,287	15,659	15,659	15,659
Adjustment for Non-Cash Items (Amortization)	-260,038	-260,038	-260,038	-260,038	-248,535
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	181,682	39,390	63,173	117,246	107,864
FINANCIAL PLAN BALANCE	0	0	0	0	0

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 2023.

Table 1: Funding Sources, Fiscal 2023

Taxation	\$	510,673	13.08%
Fees, Charges & Other Revenue	\$	512,078	13.12%
Federal & Provincial Grants	\$	2,699,578	69.15%
Appropriation from Surplus/Reserves	\$	181,682	4.65%
Proceeds from Borrowing	\$	-	0.00%
	\$	3,904,011	100.00%

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependency 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 2023.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2023

Class 1 - Residential	253,230	55.473%
Class 2 - Utilities	3,424	0.750%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	155,675	34.102%
Class 6 - Business & Other	31,610	6.925%
Class 7 - Managed Forest	11,412	2.500%
Class 8 - Recreation/Non-Profit	1,141	0.250%
Class 9 - Farm	-	0.000%
	\$ 456,492	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.



STAFF REPORT

For: Mayor and Council
Prepared by: Janice Aver, Acting CFO
Subject: 2024 Tax Rates Bylaw No. 507, 2024
Meeting date: May 14, 2024

BACKGROUND

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 2024 – 2028 Financial Plan was approved by Council at the May 9, 2024 Council meeting. The purpose of this report is to provide to Council the 2024 Tax Rates Bylaw for first, second and third reading.

DISCUSSION

The tax rate bylaw attached to this report establishes tax rates for the Village of Sayward (Village) and for other government agencies for which the Village levies and collects taxes. The variable tax rate system in B.C. levies property tax to owners based on the assessed value of their properties. The annual tax rate is based on the revenue the Village budgets to collect (\$456,492 for 2024) and the assessed values of all the properties in the Village. The assessment data is sourced from the Revised Roll from BC Assessment.

The Village of Sayward must establish rates by bylaw for the Vancouver Island Regional Library services (VIRL), the Strathcona Regional District (SRD), the Comox Strathcona Regional Hospital District (CSRHD), and Comox Strathcona Waste Management services (CSWM). Tax rates for VIRL are based on invoiced amounts to the Village by the Library board as per their adopted financial plan. Similarly, tax rates for the SRD, CSRHD, and CSWM are based on amounts requisitioned to the Village by these entities as per their adopted financial plan.

Property Tax Deferral

Certain residential property owners may be eligible for property tax deferment. Property tax deferment is an existing low interest loan program that helps qualified B.C. homeowners pay their annual property taxes on their principal residence. Homeowners that are 55 or older, a surviving spouse, a person with disabilities, or a family with children may qualify for deferment. Information on property tax deferment can be found on the Village's website here:

<https://www.sayward.ca/municipal-services/property-taxes-assessment>

Tax Comparables

The following chart has been provided for information purposes outlining the taxes and charges on a representative house for north island municipalities for 2022 (source:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden>):

Taxes and Charges on a Representative House - 2023

Municipalities	House Value	School	General Municipal	Regional District	Hospital	BCA, MFA and Other	Total Res Variable Rate Taxes	Total Res Parcel Taxes	Total Res User Fees	Total Residential Property Taxes and Charges
Campbell River	715,714	958	2,306	522	187	24	3,997	169	1,085	5,251
Comox	876,920	1,068	1,775	493	227	30	3,593	140	1,170	4,903
Courtenay	771,524	939	1,892	444	201	26	3,502	245	1,173	4,920
Cumberland	837,350	1,020	1,925	493	219	205	3,862	398	998	5,258
Gold River	301,215	918	1,135	64	78	121	2,316	0	986	3,302
Port Alice	239,537	525	1,463	143	60	86	2,277	0	510	2,787
Port Clements	207,055	537	406	156	104	66	1,269	515	567	2,351
Port Hardy	355,593	780	1,402	248	89	114	2,633	0	1,210	3,843
Port McNeill	388,415	852	1,225	406	97	123	2,703	0	646	3,349
Sayward	393,208	527	1,513	102	103	115	2,360	0	1,081	3,441
Tahsis	158,356	483	1,241	42	41	51	1,858	0	887	2,745
Zeballos	116,780	356	1,376	34	31	46	1,843	0	623	2,466

The adoption of the property tax rate bylaw is the last step in the financial planning process. Property tax notices are expected to be mailed after the May long weekend. Homeowner grants and property tax deferrals are now administered by the Province of BC directly. Property owners wanting to use these programs, need to use them directly on the Province's website. Links to the applicable websites can be found on the Village's website here:

<https://www.sayward.ca/municipal-services/property-taxes-assessment>

STAFF RECOMMENDATIONS

THAT Tax Rates Bylaw No. 507, 2024 be given first, second and third reading.

Respectfully submitted,

Janice Aver
Acting CFO

Attachments:

- ***Tax Rates Bylaw No. 507, 2024***



VILLAGE OF SAYWARD

BYLAW NO. 507

A BYLAW TO FIX RATES UPON REAL PROPERTY IN THE VILLAGE OF SAYWARD AND TO PROVIDE FOR THE PAYMENT OF TAXES IN 2024

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. 507, 2024**".

2. The following rates are hereby imposed and levied for the year 2024:

- (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 and Broadband 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 and Municipal Member Administration 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 states, and shall be payable by 4:00 p.m. PST July 2, 2024, 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, 2024 and the said unpaid taxes together with the amount added as 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 to Section 241 of the *Community Charter*.

Read a first time on the 14th day of May 2024.

Read a second time on the 14th day of May 2024.

Read a third time on the 14th day of May 2024.

Adopted on the ____ day of May 2024.

Certified a true copy of Bylaw No. 506
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule 'A'
Tax Rates for 2024

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 2024:

Municipal Purposes			Regional Purposes			
A		B	C	D	E	F
			RD Admin: Emergency, Gen RD 911, Refuse & Gov't & Broadband Member Admin Regional Hospital			Comox Strathcona Waste Management
Taxation Class	General & Debt	Library				
Class 1: Residential	4.42843	0.1609	0.1056	0.0865	0.2572	0.0746
Class 2: Utilities	39.26250	1.4264	0.3696	0.7665	0.9001	0.6613
Class 5: Light Industry	41.41737	1.5047	0.3591	0.8086	0.8744	0.6976
Class 6: Business/Other	21.00425	0.7631	0.2587	0.4101	0.6301	0.3538
Class 7: Managed Forest	57.95988	2.1056	0.3168	1.1315	0.7716	0.9763
Class 8: Recreational/Non-Profit	7.95282	0.2889	0.1056	0.1553	0.2572	0.1340



STAFF REPORT

For: Mayor and Council
Prepared by: Janice Aver, Acting CFO
Subject: Fees & Charges Amendment Bylaw No. 508, 2024
Meeting date: May 14, 2024

BACKGROUND

The Village's Fees & Charges Bylaw supports all of the Village's strategic goals by providing financial resources to support the services and programs delivered by the Village. The purpose of this report is to seek Council approval for an amendment to Bylaw No. 451, 2019 Fees & Charges Bylaw.

DISCUSSION

Council approved Fees & Charges Bylaw No. 451, 2019 on May 7, 2019 as part of the financial planning process. At a minimum, this bylaw is amended annually to amend fees associated to user rates, including water, sewer, and solid waste. Other amendments are also considered from time to time and the Bylaw is then amended accordingly (bylaw can be amended at any time).

For 2024, an amendment to the water, sewer, and solid waste rates is a priority in order to ensure these rates are in place before the property tax process begins around the third week of May.

The amendments included in Fees & Charges Amendment Bylaw No. 507, 2024 are as follows (indicated by ~~striketrough~~ and **red**):

Schedule D – Solid Waste Collection

This schedule has been updated to include the 2024 rates as approved in the 2024 Financial Plan.

SCHEDULE D SOLID WASTE COLLECTION

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

DESCRIPTION	FEE
Up to two approved receptacles	\$282.95 \$302.76 per year
Each additional receptacle	\$5.00 for each additional

Schedule E – Water Rates

This schedule has been updated to include the 2024 rates as approved in the 2024 Financial Plan.

SCHEDULE E WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$448.60 \$462.06
Hotel, Motels	per unit	\$224.30 \$231.00
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$448.60 \$462.06
Trailer Park	per pad	\$448.60 \$462.06
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,486.00 \$4,620.60
Office, Shop, or Store	(equivalent to one dwelling unit)	\$448.60 \$462.06
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$448.60 \$462.06
- Plus for Grocery	(equivalent to one dwelling unit)	\$448.60 \$462.06
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$448.60 \$462.06
Laundromat	per washing machine (equivalent to one dwelling unit)	\$448.60 \$462.06
Schools	(equivalent to 26 dwelling units)	\$11,663.60 \$12,013.56
Small Craft Harbour	(equivalent to 2 dwelling units)	\$897.20 \$924.12
Harbour Lease	(equivalent to 10 dwelling units)	\$4,486.00 \$4,620.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,140.20 \$3,234.42
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$42,168.40 \$43,433.64
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$224.30 \$231.00
Others not specified	each	\$448.60 \$462.06

Schedule F – Sewer Rates

This schedule has been updated to include the 2024 rates as approved in the 2024 Financial Plan.

SCHEDULE F SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$349.90 \$362.15
Hotel, Motels	per unit	\$174.95 \$181.07
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$349.90 \$362.15
Trailer Park	per pad	\$349.90 \$362.15
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,499.00 \$3,621.50
Office, Shop or Store	(equivalent to one dwelling unit)	\$349.90 \$362.15
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$349.90 \$362.15
- Plus for Grocery	(equivalent to one dwelling unit)	\$349.90 \$362.15
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$349.90 \$362.15
Laundromat	per washing machine (equivalent to one dwelling unit)	\$349.90 \$362.15
Schools	(equivalent to 26 dwelling units)	\$9,097.40 \$9,415.90
Small Craft Harbour	(equivalent to 2 dwelling units)	\$699.80 \$724.30
Harbour Lease	(equivalent to 10 dwelling units)	\$3,499.00 \$3,621.50
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,449.30 \$2,535.05
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$32,890.60 \$34,042.10
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$174.95 \$181.07
Others not specified	each	\$349.90 \$362.15

STAFF RECOMMENDATIONS

THAT Fees & Charges Amendment Bylaw No. 508, 2024 be given first, second and third reading.

Respectfully submitted,

Janice Aver, Acting CFO

Attachments:

- ***Fees & Charges Amendment Bylaw No. 508, 2024***



VILLAGE OF SAYWARD

BYLAW NO. 508

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. 508, 2024**".

2. AMENDMENT

1. 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.
2. 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.
3. Schedule "F" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "F" and replacing it with "Schedule E – Sewer User Rates" attached to this bylaw.

Read a first time on the 14th day of May 2024.

Read a second time on the 14th day of May 2024.

Read a third time on the 14th day of May 2024.

Adopted on the ____ day of May 2024.

Certified a true copy of Bylaw No. 507
___ day of _____, 2024

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

SCHEDULE D
SOLID WASTE COLLECTION

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

DESCRIPTION	FEE
Up to two approved receptacles	\$302.76 per year
Each additional receptacle	\$5.00 for each additional

SCHEDULE E
WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$462.06
Hotel, Motels	per unit	\$231.00
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$462.06
Trailer Park	per pad	\$462.06
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,620.60
Office, Shop, or Store	(equivalent to one dwelling unit)	\$462.06
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$462.06
- Plus for Grocery	(equivalent to one dwelling unit)	\$462.06
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$462.06
Laundromat	per washing machine (equivalent to one dwelling unit)	\$462.06
Schools	(equivalent to 26 dwelling units)	\$12,013.56
Small Craft Harbour	(equivalent to 2 dwelling units)	\$924.12
Harbour Lease	(equivalent to 10 dwelling units)	\$4,620.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,234.42
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$43,433.64
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$231.00
Others not specified	each	\$462.06

SCHEDULE F
SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$362.15
Hotel, Motels	per unit	\$181.07
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$362.15
Trailer Park	per pad	\$362.15
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,621.50
Office, Shop or Store	(equivalent to one dwelling unit)	\$362.15
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$362.15
- Plus for Grocery	(equivalent to one dwelling unit)	\$362.15
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$362.15
Laundromat	per washing machine (equivalent to one dwelling unit)	\$362.15
Schools	(equivalent to 26 dwelling units)	\$9,415.90
Small Craft Harbour	(equivalent to 2 dwelling units)	\$724.30
Harbour Lease	(equivalent to 10 dwelling units)	\$3,621.50
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,535.05
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$34,042.10
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$181.07
Others not specified	each	\$362.15