



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
FEBRUARY 20, 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 February 20, 2024, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

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

6. Petitions and Delegations

- a) Bob Sampson RE: Request for support for the Sayward Valley Folk Music Society.

7. Correspondence

- a) Ministry of Housing, RE: Funding Allocation Notification
- b) Update to September 14, 2023 Correspondence RE: Sayward Valley Folk Music Society, Sayward Futures Society
- c) Request for Support/Proposal from Sayward Valley Folk Music Festival (Bob Sampson)

- d) Sayward Futures Society, Request for Letter of Support RE: Destination BC grant application
- e) Sayward Futures Society, RE: Request to use Kelsey Centre shower facilities as part of the Kusum Klimb event on June 22, 2024 for forgiveness of associated user fees
- f) BC/Yukon Command of the Royal Canadian Legion, RE: sponsoring an advertising space in the "Military Service Recognition Book"
- g) Strathcona Regional District News, Bylaws No. 512 and 515 – Regional Housing Service Approved
- h) Strathcona Regional District News, RE: SRD Virtual Emergency Support Services Information Sessions
- i) Strathcona Regional District News, RE: Regional Poverty Reduction Plan – Community Insight Events
- j) Infrastructure Canada, RE: unsuccessful application to the Government of Canada's Green and Inclusive Community Buildings (GICB) program - *Green and Inclusive Kelsey Recreation Centre*

Recommended Resolution:

THAT correspondence a) to j) be received.

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report

- a) **Letter of Support for the Large Cultural Cedar Canoe Carving and Forest Stewardship Revitalization Project through the Indigenous Forestry Initiative**

11. Unfinished Business - None

12. Staff Reports

- a) **Application to Rezone 18 Sayward Rd (Adama Developments) - Kevin Brooks, Village Planner**

Recommended Resolutions:

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.

- b) **Consideration of Backyard Chickens (Hens) – Keir Gervais, CAO (handout to follow)**

Recommended Resolutions:

See handout.

c) Verbal Report RE: Misc Operational Updates – Keir Gervais, CAO (handout to follow)

Recommended Resolutions:

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

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

14. Bylaws

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

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 505, 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.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JANUARY 16, 2024
COUNCIL CHAMBERS**

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

Present: Deputy Mayor Tom Tinsley
Mayor Mark Baker (via TEAMS)
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen (via TEAMS)

In Attendance: Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:00 p.m.

2. Public Input

- a) Janet Bruce of 261 Macmillan Dr.: Asked about the status of the OCP and the 2024 budget. *CAO indicated the OCP is still being worked on, and that Committee of the Whole meeting dates will be presented to Council for consideration later this week.*
- b) Janet Bruce of 261 Macmillan Dr.: Commented about legal matters she's hearing about and asked who is paying Mayor Baker's legal fees. *Deputy Mayor Tinsley indicated that such matters are going through the proper process and information will be released to the public in due time.*
- c) Melina Gradisar of 261 Ambleside Dr.: Asked about why the microphone is not picking up everyone that speaks into it. *CAO indicated he would follow-up with the audio system supplier regarding the technical issues.*
- d) Lee Ettinger of 220 Sayward Heights: Asked Council to have the Fireworks Bylaw posted on the Village website, and that Council remind the RCMP about their duty to enforce Village bylaws. *CAO indicated the Fireworks Bylaw can be posted on the Village website, and that he would follow-up with the RCMP.*
- e) Carmen _____ of 230 Ambleside Rd.: Asked about the savings resulting from the new street light bulbs. *Mayor Baker indicated that BC Hydro imposed the changeover to LED lighting upon the Village.*

- f) Melina Gradisar of 261 Ambleside Dr.: Asked about what is happening with the chickens. *Deputy Mayor Tinsley indicated that miscellaneous Village business has delayed the matter of backyard chickens from being further reported on by staff.*

3. Introduction of Late Items

- a) Cllr Burchett requested the merits of a policy RE: providing the public virtual access to Council meetings to be added to the agenda – added as 15. a)

CARRIED

4. Approval of Agenda

MOTION R24/1

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 16, 2024, be approved as amended.

Opposed Cllr Burchett

CARRIED

5. Minutes of Previous Meetings - None

MOTION R24/2

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the February 6, 2024 Regular Council Meeting Agenda.

THAT the minutes from the Special Council meeting held on October 24, 2023, be deferred to the February 6, 2024 Regular Council Meeting Agenda.

THAT the minutes from the Special Council meeting held on November 7, 2023, be deferred to the February 6, 2024 Regular Council Meeting Agenda.

THAT the minutes from the Regular Council meeting held on December 5, 2023, be deferred to the February 6, 2024 Regular Council Meeting Agenda.

CARRIED

Mayor Baker called a recess of the Regular Council Meeting at 7:34 PM and reconvened at 7:48 PM without Councillor Burchett in attendance.

6. Petitions and Delegation

MOTION R24/3

MOVED AND SECONDED

THAT Council invite Alex Turner to a Committee of the Whole Meeting in March 2024.

CARRIED

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 R24/4

MOVED AND SECONDED

THAT correspondence b), c), d), e), f), g), i) be received.

CARRIED

Councillor Poulsen left the Regular Council Meeting at 8:01 PM, declaring a conflict of interest as she is a Board Member of the Sayward Community Food Table Society.

MOTION R24/5

MOVED AND SECONDED

THAT correspondence a) be received; and,

THAT Council direct staff be directed to contact Sayward Community Food Table Society and request further information about what the grant funding will be used for.

CARRIED

Councillor Poulsen returned to the Regular Council Meeting at 8:06 PM.

MOTION R24/6

MOVED AND SECONDED

THAT correspondence h) be received; and,

THAT staff be directed to work with Sayward Futures Society towards the use of Kelsey Centre for the showing of the Bill's Trail – the Kusum Klimb story video presentation.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

MOTION R24/7

MOVED AND SECONDED

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

THAT Council approves the Licence of Occupation agreement between the Village of Sayward and the Minister of Environment; and,

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

Opposed Cllr Poulsen

CARRIED

12. Staff Reports

MOTION R24/8

MOVED AND SECONDED

THAT Council receive the Regional Grant Opportunity – UBCM Emergency Support Services staff report for information and discussion; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2024 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

That the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

MOTION R24/9

MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2024 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

MOTION R24/10

MOVED AND SECONDED

THAT Council receive the Public Sector Accounting Board Standard on Asset Retirement Obligations and Proposed Asset Retirement Obligation Policy staff report for information and discussion; and,

THAT Council adopts the Asset Retirement Obligation Policy as presented.

CARRIED

MOTION R24/11

MOVED AND SECONDED

THAT Council receives the Grant Applications – Approved Funding 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.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

MOTION R24/12

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre - November 2023 staff report for information and discussion.

CARRIED

MOTION R24/13

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre - December 2023 staff report for information and discussion.

CARRIED

14. Bylaws

MOTION R24/14

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given first, second and third reading.

CARRIED

15. New Business

MOTION R24/15

MOVED AND SECONDED

THAT no later than twelve months from now, Council reconsider providing TEAMS links to the public.

Opposed Cllr Poulsen

CARRIED

16. Public Question Period

- a) Lee Ettinger of 220 Sayward Heights: Referred to the Kelsey Centre staff reports which detail greater usership of Kelsey Centre Sayward Valley (Area A) users versus Village users and asked when Village residents will be provided a discount or tax break as they are about the status of the OCP and the 2024 budget. *Mayor Baker referred to the recent AAP (Alternative Approval Process) RE: loan authorization for re-development of Strathcona Gardens, indicating that neither the Village or the Valley (Area A) supports being contributors to the Strathcona Gardens; however, this is an opportunity that the Valley should be supporting the Kelsey Centre, which is in the works.*
- b) David Melinski of 431 Macmillan Dr.: Commented that he has been listening to the issues regarding our TEAMS broadcasting of the Council meetings, and suggested he may have a technical solution and that he would be willing to communicate with staff and determine whether we have the licensing to allow this solution. *Deputy Mayor noted that the CAO had noted the comment and possible opportunity.*
- c) Lee Ettinger of 220 Sayward Heights: *Referred to the recent AAP (Alternative Approval Process) RE: loan authorization for re-development of Strathcona Gardens that recently wrapped up and asked when we [residents] will hear about the results and asked when they [SRD Area A] will be pressed to become [financial] contributors to the Kelsey Centre. Deputy Mayor Tinsley responded, indicating his understanding that the Village will not be paying towards Strathcona Gardens, and stated that Council and staff are working towards financial solutions for the Kelsey Centre and that this work takes time. Mayor Baker added that the reports RE: the recent AAP (Alternative Approval Process) RE: loan authorization for re-development of Strathcona Gardens should be before the SRD Board in May.*

17. In Camera

MOTION R24/16

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,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

18. Rise & Report

MOTION IC24/2

MOVED AND SECONDED

THAT Council receive the Approving Officer's staff report - Van Brocklin Rezoning – 2012 for information and discussion; and,

THAT Council instruct staff to correct the current OCP Map that shows that portion of the parcel described as "the part of East 10 Chains of the East ½ of the NW ¼ of Sec. 30, TP3, Sayward District, Except Those Parts in Plans 280 RW and 1240R" lying to the south of Sayward Road to recognize that Council changed the OCP designation of this land to "Residential" in 2012; and,

THAT Council and staff consider the implications of the R-1 zoning of the above noted parcel on Council's consideration of the revised OCP document currently in progress.

CARRIED

19. Adjournment

The meeting was adjourned at 11:13 PM

Mayor

Corporate Officer



VIA EMAIL

Ref: 63760

December 21, 2023

Keir Gervais
Chief Administrative Officer
Village of Sayward
Email: cao@saywardvalley.ca

Dear Keir Gervais:

I am writing to notify you of the funding allocation for the Village of Sayward from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Village of Sayward will receive \$151,313 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing



SAYWARD FUTURES SOCIETY

Our Community, Our Future

January 20, 2024

RE: Sayward Valley Folk Music Society

To Keir Gervais,

This letter is a follow-up to the September 14th correspondence to the Mayor and Council regarding the 2023 agreement between Sayward Futures Society (SFS) and the Village of Sayward to host events for Sayward Valley Folk Music Society (SVFMS). At that time, the Council generously approved the extension to the 2023 program from six (6) events to twelve (12). The Council also agreed to work towards a 2024 contract, recognizing the importance of these community events that would not have been possible without the continued support of the Village of Sayward which we appreciated.

For the past several months SFS has been working with Robert Sampson of the Sayward Valley Folk Music Society towards a 2024 music program. We now need to inform you and the Sayward Village Mayor & Council that we have been unable to reach a reasonable agreement with Mr. Sampson and as such Sayward Futures Society will no longer be involved with the music program.

We have previously reminded Mr. Sampson that SFS needs to attend any meeting(s) with the Village of Sayward, in order to support him but also as it is SFS that is bound by the conditions of any future Working Agreement. It should be known that Robert Sampson has not been on the Sayward Futures Society's Board of Directors since January 2023, nor has he been meeting with you on our behalf.

We appreciate the Village of Sayward's past support of this program. We sincerely wish Mr. Sampson continued success in bringing music to our community and trust he will be in touch to continue discussions directly with yourself and the Village. Sayward Futures Society has issued a cheque as per our 2023 agreement to the Village for your 50% of the revenues from this past year in the amount of \$426.40 — that you will find enclosed.

It should also be noted that our designated space allocated to SFS in the Sayward News can no longer be shared with the Sayward Valley Folk Music Society as we are no longer involved with these events should Mr. Sampson wish to continue advertising.

Thank you for your cooperation in this matter, please reach out if you have any questions.

Sincerely,

Jason Johnson
Chair
Sayward Futures Society

**Sayward Valley Folk Music Society
c/o Bob Sampson
595 Sabre Road
250 282-0134
rsampson1950 @ outlook.com**

Mister Mayor and members of the Village Council :

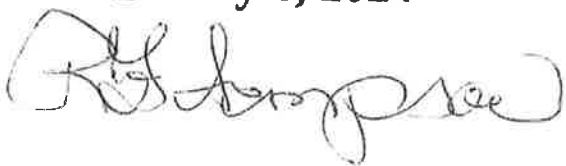
Thank you for the opportunity to speak with you this evening.

I wish to thank you for your kind permission to use the Kelsey Centre for our Sunday night concert series in 2023. There were a few things that we needed to work out but in the end everything functioned smoothly. This year promises to be a good year and after meeting with Keir and Michelle we managed to work out a plan that would see us through 2024.

Since our arrangements for the coming season were made, a copy of our schedule was given to Michelle to co- ordinate dates for the concerts. I am also presenting to the council a copy of this schedule of events and a year end statement for 2023.

I expect good things to develop as we bring all this talent to our stage and more people become involved.

**Thank You,
Bob Sampson
February 6, 2024**

A handwritten signature in dark ink, appearing to read 'Bob Sampson', written in a cursive style.

The Sayward Valley Folk Music Society was founded in 2017 by Bob and Karen Sampson. Bob, a musician and Karen, a visual artist, had long been active before moving to Sayward 20 years ago. They decided to make Sayward their home and bring with them their idea of sharing their backgrounds with the community. The first concerts were held at the Heritage and in 2017 and moved to the Kelsey Centre in 2019 with approval from the village council.

SVFMS will be entering its eighth year of Sunday night musical gatherings beginning in 2024 with the generous support of the Village of Sayward.

Over the years, we have been able to stay true to our founding vision of a strictly non-profit, volunteer run, community based organization, committed to providing an accessible, inclusive acoustic venue where people of all ages can come together to enjoy a variety of music by professional musicians.

Our concerts are held on the second Sunday evening of every month except December.

Admission to each event is \$20.00 for an advance ticket or \$25.00 at the door. Children 16 and under are free.

Memberships are offered at a reduced rate.

All receipts go to paying our performers and administration fees. If you have never attended our concert series please consider trying us out. It is a good opportunity to meet with friends and to make new ones. You won't find a more

3.

attentive audience anywhere.

Truly, it takes a community to run the SVFMS and immense gratitude goes out to the folks doing the work- from set- up and take down, booking acts, handling the door, providing lodging for our guest performers, advertising, paying the bills, etc.

A lot of work goes into putting these events together.

**Proposal to Sayward Village Council
from
Sayward Valley Folk Music Society**

Purpose of proposal:

To request that the Sayward Village Council consent to our continued use of the Kelsey Recreation beginning January 1, 2024

The Sayward Valley Folk Music Society is a not for profit group. Our purpose is to:

- 1.) Preserve and promote a variety of acoustic folk music in the community of Sayward**
- 2.) To develop and offer to all interested persons, whatever programs and functions may be deemed desirable to achieve the above objective**
- 3.) To support and encourage participation in developing music and the arts in the Sayward area.**

We present one Sunday evening concert per month from January thru November. 11 concerts total at the Kelsey Recreation Centre. Each concert begins at 7:00 and ends at 9:00

As most of you know, this concert series has been very successful in bringing live music, by professional musicians to the community. It has also been instrumental in bringing people together from outside of Sayward and contributing to an increase in awareness in the area and tourism.

All income from the concerts is used to cover performance fees, advertising and supplies.

Sayward Valley Folk is totally community supported through memberships, price of admission, ticket sales, and private donation.

A group of volunteers help the concerts to operate smoothly by assisting in set up, collecting admission at the door and cleaning up after the concerts.

**Proposal to Sayward Village Council
from
Sayward Valley Folk (cont.)
2.**

My request, based on the meetings with Keir Gervais and Michelle Davis in planning for our 2024 concert series:

That the Kelsey Centre continue to provide the venue, at no cost, to Sayward Valley Folk as previously agreed upon in 2023.

Sayward Valley Folk will meet one Sunday evening a month, Doors will open at 6:30. Concert will begin at 7:00 and end at 9:00. We will have access to the Kelsey Centre from 3:00 to 10:00pm To allow us to set up, take down, and cleanup after the concert.

There will be no concert in December.

Dates of all concerts will be provided to council at least 3 months in advance.

SVF will continue to use the village logo on all of our advertising and to give credit to the Village of Sayward in all written articles and at all performances.

SVF will continue to pay the cost of insurance for each event.

SVF will maintain the concession. So there is no cost to village for hiring staff. SVF will provide tea and coffee at no charge.

No alcohol will be served.

SVF requests that we be given free advertising space in the Sayward News letter to advertise our monthly concerts at the Kelsey Centre. That space would amount to 1/4 to 1/2 of a page, whichever the council deems appropriate.

**Proposal to Sayward Village Council
from
Sayward Valley Folk**

3.

There will be an admission charge for each concert of \$25 at the door. Advance tickets will be available at the Fisherboy Store and the Village office. Advance tickets are \$20. Annual Memberships are available for individuals (\$100) and family (\$200). This will admit members to all 11 concerts at no extra cost. Children 16 and under are admitted free with adult supervision.

Any money remaining after performers are paid will be placed in our SVF account to be used to cover added expenses should we have a shortfall at any of our concerts.

If the council requests, SVF will provide a statement of finances and proof of insurance to you for inspection on a monthly or annual basis.

It is hoped that by the end of 2024 and each consecutive year we will be able to contribute some moneys to needy social programs in our community.

Thank You for your consideration and continued support.

**Bob Sampson
Sayward Valley Folk
250 282-0134
saywardvalleyfolk@outlook.com**

Dated: January 28, 2024

A handwritten signature in black ink, appearing to read 'Bob Sampson', written in a cursive style.

SVFMS 2024 Concert Dates

January 14 CoConspitators (Quebec).....\$400.00 *(20)

February 11 Kurt Loewen (Calgary).....\$250.00 (13)

March 10 Kristina Olsen/ Michael Dunn (Seattle)..\$400

April 14 Rube And Rake (NFDL).....\$400

May 19 Ryder Bachman Band.....\$500 (25)

June 9 Kevin Mitchell.....\$200 (10)

July 14 Simon Kempston (Scotland)...\$300 (15)

August 11 Jemma Hicken....\$200

September 8 Siskia deLaronde/Nathan Tinkham...\$400

October 6 Richard Grainger (England)...\$300

November 10 TBA

Total Out..... \$3350.00 *(No. of people to break even)

**Sayward Valley Folk Music Society
Financial Statement
Sept. 2022 to November 2023**

<u>Date</u>	<u>Performer</u>	<u>Door</u>	<u>Performer</u>	<u>Posters</u>	<u>Insurance</u>	<u>Supplies</u>	<u>Mem.</u>	<u>Credit</u>	<u>Debit</u>
*9/11	Kevin Mitchell	380	180	11.50		42.94		134.06	
11/19	Ryder Bachman	520	500	14.05	34				28.05
1/15	Wardens	950	500	13.05	34		280	682.95	
2/12	Don Alder	600	350	13.05	34			202.95	
3/5	Claire Coupland	465	250	13.07	20	18.81		163.12	
4/16	John Lind	235	250	13.07	20				48.07
5/14	Mark Wonneck	320	300	13.07	20				13.07
6/11	Awakeneers	525	500	13.68	20				8.68
7/9	Eastern Trad.	600	300	15.79	20			264.21	
8/12	Old Time Fiddlers	150	500	15.79	20				385.79
9/10	Winter Wilson	315	400	14.73	20				119.73
10/15	Sampson	200	Donation	17.89				182.11	
11/12	Valdy	600	500	15.79	20			64.21	
Total							1693.61		603.39

Total credits 1090.22 (at Kelsey)
- 134.06 (from Cable house concert before moving to Kelsey)

956.16 split 50% with Village 478.08

Village gets 478.08

SVFMS gets 478.08 + 134.06 (Kelsey and cablehouse combined) = \$612.14

You have my consent to pay to the Kelsey Centre the \$478.08 as agreed in our 2023 contract. I would appreciate a cheque issued to me for the amount of 612.14. This will help with our operating expenses going forward.

**Thank You,
Bob Sampson**



SAYWARD FUTURES SOCIETY

Our Community, Our Future

February 8, 2024

RE: Sayward Tourism

Dear Sayward Mayor & Council,

Sayward Futures Society (SFS) is recognized as an "Affiliate" tourism provider for the Sayward region under the Destination BC umbrella. Affiliate status means you have access to various supports the Destination BC staff provide such as social media training, guidance, support for an online presence as well as access to brochures from all other BC communities and when available, grants.

There is currently a small grant available that would provide support for printed materials such as a new brochure for our area as well as possible wayfinding and informational signage regarding wilderness aspects such as flora and fauna descriptions for our trail systems or our estuary.

As part of our application, they do request a letter of support from the municipality where we are located to be included. The deadline is February 21, 2024.

SFS respectfully requests a letter of support from the Village of Sayward stating that we provide the tourism services for the Sayward region. This will ensure we have a fair chance at securing this grant to improve our printed tourism materials and possibly even local signage and wayfinding, especially for our trail systems.

We greatly appreciate your support, thank you!

Sincerely,

Jason Johnson
Chair
Sayward Futures Society



SAYWARD FUTURES SOCIETY

Our Community, Our Future

February 8, 2024

RE: The 2024 Kusam Klimb — June 22, 2024

Dear Sayward Mayor & Council,

Sayward Futures Society (SFS), under contract with Recreation Sites and Trails BC, is responsible for the maintenance and activities that take place on the Mt. H'Kusam Trail. Under this agreement, SFS is responsible for the Kusam Klimb event.

With the Ministry's approval and support, SFS has contracted Coastline Endurance Running (CER) to be the operators of the 2024 Kusam Klimb event as they operated the 2023 Kusam Klimb with remarkable success.

Now in the beginning stages of planning for the 2024 Kusam Klimb, scheduled for Saturday, June 22nd, 2024, SFS together with CER respectfully request the Village of Sayward's support for what is now the second largest race in the province.

SFS and Coastline Endurance Running would appreciate the use of the Kelsey Centre shower facilities for the full day of the Kusam Klimb, June 22nd for participants. To keep costs down, we ask that Council approve the use of these facilities at no charge to SFS or CER.

Thank you in advance for your consideration and SFS looks forward to the opportunity of working with the Village of Sayward to create a successful and memorable weekend for visitors and residents alike!

Sincerely,

Jason Johnson
Interim Chair
Sayward Futures Society



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2024, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 140 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **150 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Craig Thomson
President of BC/Yukon Command of The Royal Canadian Legion



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

"Military Service Recognition Book"

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,071.43	+ \$103.57	= \$2,175.00
Inside Front/Back Cover (Full Colour)	\$2019.05	+ \$100.95	= \$2120.00
Full Colour 2-Page Spread (COLOUR)	\$3,950.00	+ \$188.10	= \$3,950.00
Full Page (Full Colour) 7" X 9.735"	\$1,880.95	+ \$94.05	= \$1,975.00
Full Page B&W 7" X 9.735"	\$1,257.14	+ \$62.86	= \$1,320.00
½ Page (Full Colour) 7" X 4.735"	\$1,100.00	+ \$55.00	= \$1,155.00
½ Page B&W 7" X 4.735"	\$752.38	+ \$37.62	= \$790.00
¼ Page (Full Colour) 3.375" X 4.735"	\$680.95	+ \$34.05	= \$715.00
¼ Page B&W 3.375" X 4.735"	\$533.33	+ \$26.67	= \$560.00
1/10 Page (Business Card-Full Colour)	\$366.67	+ \$18.33	= \$385.00
1/10 Page B&W (Business Card) 3.375" X 1.735"	\$ 314.29	+ \$15.71	= \$330.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5



January 25, 2024

Bylaws No. 512 and 515 – Regional Housing Service Approved

Campbell River, BC – The Strathcona Regional District (SRD) has received consent through its Alternative Approval Process to establish a regional housing service with the intent to consider several housing related challenges in the region either directly or in partnership with other entities.

The housing service was adopted by the SRD Board of Directors yesterday through Bylaws No. 512 and 515 which authorize the SRD to establish a regional housing service and borrow up to \$10 million for that purpose.

The Strathcona Regional District (SRD) initiated an Alternative Approval Process (AAP) on November 8, 2023 to determine elector support for Bylaws No. 512 and 515. The elector response period ran for 53 days and closed on January 2, 2024. A total of 392 qualified electors (0.11%) submitted valid response forms to oppose the adoption of the bylaws by the Regional Board without first obtaining the approval of the electors by voting. Under the Alternative Approval Process, approval of the electors is obtained if the number of elector responses received is less than 10 percent of the total number of electors within the region (34,551 electors).

Now that Bylaws No. 512 and 515 have been approved by the Board, the Regional District will be able to start considering a number of service provision options moving forward. “The regional housing service will allow the SRD to address some of the pressing issues related to housing in this region including the lack of workforce housing, housing to meet the needs of seniors, and other housing challenges,” said SRD Board Chair, Mark Baker.

Over the next few months, the SRD will determine whether there are projects that require immediate attention and whether the SRD should be providing public funding to address potential solutions.

For more information about the new regional housing service please visit www.srd.ca/regional-housing-aap.

-##-

MEDIA CONTACT:

Dave Leitch, SRD Chief Administrative Officer
(250) 830-6703 | dleitch@srd.ca

February 8, 2024

SRD Virtual Emergency Support Services Information Sessions

Campbell River, BC – Have you ever wondered how a family receives help when they are displaced by a disaster? Emergencies and disasters can occur unexpectedly, causing significant disruptions and putting people's lives and well-being at risk. Emergency Support Services (ESS) is the “heart of emergency response” that helps people have their basic needs cared for. ESS volunteers help communities prepare for, respond to, and recover from these events effectively.

The Strathcona Regional District (SRD) oversees eight Emergency Support Services programs that are specifically tailored to meet the needs of different communities. These programs are an integral part of SRD's comprehensive regional strategy for disaster planning and are crucial for communities to enhance their resilience, protect lives, and facilitate a swift recovery in the face of emergencies and disasters.

Communities require Emergency Support Services for many reasons.

- Emergencies often result in the displacement of individuals and families from their homes. ESS respondents fully assess those displaced by the emergency to evaluate their needs immediately following the event; complete documentation and ensure the appropriate supports are provided, such as shelter, clothing, food, comfort.
- Emergencies can cause emotional distress and trauma. ESS respondents support the recovery of impacted individuals by providing referrals to partner agencies and other community-based assistance.

Within ESS there is a Pet Care Team because it is recognized that failure to care for pets during an emergency has negative implications for the emotional and physical well-being of both the guardian and the animal. During disasters the Pet Care Team offers assistance by providing services such as:

- Setting up of temporary animal intake shelters, including care and maintenance of animals.
- Reuniting pets with their guardians.

The Regional District invites community members to learn more about your community's Emergency Support Services by attending a **virtual** information session.

- Session 1 - Tuesday February 27th from 7:00 pm – 7:30 pm
- Session 2 - Wednesday February 28th from 7:00 pm – 7:30 pm

Both sessions will be the same. No preregistration is necessary. For more information and to obtain the Zoom link for these sessions please visit www.srd.ca/ess-recruitment.

If you would like more information or are interested in volunteering but unable to attend one of these sessions, please contact Shaun Koopman, SRD Manager of Emergency Services at skoopman@srd.ca or 250-830-6702.

-##-

Media Contact:

Shaun Koopman, SRD Manager of Emergency Services 250-830-6702 | preparedness@srd.ca

February 9, 2024

Regional Poverty Reduction Plan – Community Insight Events

The Strathcona Regional District (SRD) is developing a Poverty Reduction Plan that outlines goals and actions designed to decrease the impact of poverty within the community. This Plan is being developed in partnership with the City of Campbell River and the Campbell River and District Coalition to End Homelessness, and collaboratively with other government agencies and organizations.

The purpose of a Poverty Reduction Plan is to create a clear path forward to improve living conditions and increase the opportunities available to those living in poverty. The SRD's Poverty Reduction Plan will provide in depth research, analysis, and recommendations related to eight (8) priority action areas: Housing / Families, children, and youth / Education and training / Employment / Income support / Social support / Discrimination and stigma / Safe, affordable, transportation.

The Strathcona Regional District (SRD) has received \$147,700 from the Union of B.C. Municipalities (UBCM) Poverty Reduction Planning and Action Program to move forward with a Poverty Reduction Strategy for the region. The Province of British Columbia's Ministry of Social Development and Poverty Reduction is also providing funding to support local governments in reducing poverty at the local level and to support the Province's own Poverty Reduction Strategy, TogetherBC.

"The SRD is appreciative to have received funding to assist with the creation of a Poverty Reduction Plan for the region," said Aniko Nelson, SRD Senior Manager of Community Services. "In the wake of overlapping economic crises, it is more important now than ever to assess and be proactive to the needs of our communities".

Engagement with member municipalities, First Nations, community organizations, service providers, and people with lived and living experience and the larger community will be an important part of the creation of the Poverty Reduction Plan.

Community Insight Forums are scheduled to take place later this month. Diverse feedback from community members will assist the SRD in understanding the context of poverty within the Strathcona Regional District. Community members are invited to attend the upcoming Community Insight Forums to learn more about the Poverty Reduction Plan.

Please join us for a two-hour session in your community and enter for a chance to win door prizes. Meal and child entertainment will be provided. No registration is required.

Campbell River - February 26th, 2024, 1 – 3 PM
Campbell River Community Center - 401 11 Ave

Campbell River - February 26th, 2024, 5 – 7 PM
Maritime Heritage Center - 621 Island Hwy

Tahsis - February 27th, 2024, 11 AM – 1 PM
Ocean View Restaurant - 115 Alpine View

Gold River - February 27th, 2024, 3:30 – 5:30 PM
Gold River Village Hall - 499 Muchalat Drive

Cortes Island - February 28th, 2024, 11AM – 1PM
Mansons Hall - 983 Beasley Rd

Quadra Island - February 28th, 2024, 3 – 5 PM
Quadra Island Community Centre - 970 W Rd

Zeballos - February 29th, 2024, 11 AM – 1 PM
Zeballos Community Hall, 161 Maquinna Ave

Additional community engagement opportunities will be provided in the near future. For more information, please visit the SRD's Poverty Reduction Plan project page at www.srd.ca/poverty-reduction-plan.

-##-

Media contact:

Aniko Nelson – SRD Senior Manager, Community Services 250-830-6708 | anelson@srd.ca



Village of Sayward
Lisa Clark
652-A H'kusam Way, PO Box 29, Sayward, BC V0P 1R0

Dear Lisa Clark,

Thank you for submitting your application to the Government of Canada's Green and Inclusive Community Buildings (GICB) program.

While we sincerely appreciate your interest in this initiative, I regret to inform you that your project, *Green and Inclusive Kelsey Recreation Centre* (AP-000003464), did not meet program requirements and, as a result, has not been selected for funding.

Please note that the assessment results are final. Projects that do not meet program requirements cannot be approved by Infrastructure Canada or the Minister of Housing, Infrastructure and Communities.

The specific reason(s) for our final decision is/are:

- Your application's RETScreen report did not include necessary building or energy information, or other components required to validate the total energy, fuel consumption or GHG emission reductions associated with your project.
- Your application's RETScreen report did not demonstrate that the project will achieve at least 10% in energy efficiency improvements compared to the building's baseline energy consumption.
- Your application's RETScreen report did not demonstrate that the project can achieve greater greenhouse gas emission reductions relative to the building's baseline.
- Your overall score for the merit assessment did not meet the minimum required score.

The GICB program received considerable interest from communities across Canada. Due to the competitive nature of the program, the Department could only assess projects based on the information provided. For more detailed information on how we evaluated your application, and the above-noted reason(s), you may wish to consult the [Applicant Guide](#).

We understand that your organization put significant effort into preparing this application. We commend your commitment to making your community a more sustainable place to live, and for seeking to improve the lives of all residents. Should new funding opportunities arise, Infrastructure Canada will contact you to provide more details and encourage you to submit a new application.

If you have additional questions about the program, please contact us at gicbp-pbcvi@infcc.gc.ca and we would be happy to answer them. Additionally, you can find more information about our other funding programs at www.infrastructure.gc.ca.

Thank you once again for your application, and my very best wishes for your future endeavours.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Paul Loo". The signature is fluid and cursive, with the first name "Paul" and last name "Loo" clearly distinguishable.

Paul Loo

Director General

Resilient and Innovative Communities Directorate

Infrastructure Canada



Village of Sayward

February 20, 2024

Dear Natural Resources Canada:

Re: Support for the Large Cultural Cedar Canoe Carving and Forest Stewardship Revitalization Project through the Indigenous Forestry Initiative

On behalf of the Village of Sayward (Sayward), I am writing to provide our support for the Large Cultural Cedar Canoe Carving and Forest Stewardship Revitalization Project, an initiative of the N̓anwaḱolas Council (N̓anwaḱolas) and three of its member Nations—the We Wai Kai, We Wai Kum and K'ómoks Nations.

The project is situated in the H'Kusam Forest, which is located less than a few kilometers outside of Sayward. This project is a priority of the N̓anwaḱolas member Nations given that it will contribute to fulfilling their forest stewardship obligations, some of which are addressed through the Large Cultural Cedar (LCC) Operational Protocol and a Forest Landscape Plan for the H'Kusam Forest. Further, this project will contribute to the revitalization of ancestral land-based practices and their associated knowledge, such as canoe carving *in situ*. The renewal and recovery of this lost aspect of the carving practice brings together carvers from different member Nations and will help to promote intergenerational mentoring and teaching, knowledge sharing and engagement across the N̓anwaḱolas First Nation communities. The Sayward community will also receive long-term benefits from this important cultural project wherein the permanent establishment of a traditional forest practices/stewardship site (i.e., the eco-cultural interpretive forest) will provide opportunities for educational and commercial historic tours, which may draw tourists and locals alike to the region.

The Village of Sayward values building a genuine reciprocal relationship with N̓anwaḱolas and its member Nations and looks forward to supporting a project that will revitalize cultural practices and enhance forest and cultural resource stewardship in the surrounding area. The Sayward community will work with N̓anwaḱolas to develop project protocols for safety, site security and access to amenities for carvers in their on-site stay.

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

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.

We encourage you to support this project and would be happy to connect with you if you wish to discuss further. I can be reached at 250-203-5428, or by email at mark.baker@saywardvalley.ca.

Sincerely

Mayor Mark Baker

Village of Sayward

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

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.



STAFF REPORT

To: Mayor and Council
From: Kevin Brooks, Village Planner
Subject: Application to Rezone 18 Sayward Rd (Adama Developments)
Meeting date: February 20, 2024

BACKGROUND

The owner of 18 Sayward Rd (Adama Developments, 0947204 BC Ltd) made an application to rezone the property in June of 2020.

On Oct 3, 2023, Council gave first and second reading to Bylaw 504, which rezones the property at 18 Sayward Road as follows:

- Rezoning of 22.44 hectares from F-1 to R-1;
- Rezoning of 0.27 hectares from F-1 to R/C;
- Rezoning of 0.54 hectares from F-1 to C-2;

as described and noted on Attachment "A".

Council also passed the following resolution at the meeting of Oct 3, 2023:

"That Council direct staff to report back to Council with the proposed CAC (Community Amenity Contribution) prior [to] Public Hearing."

In a letter of September 5, 2023 (see Attachment "B"), the developer had offered a range of possible Community Amenity Contributions (CAC's) for this application. Both the developer and staff agree that the best option for the Community is the construction of an upgraded turn around at the end of Sayward Road. The cost of the works generally depicted in Attachment "C" is estimated at \$52,500 at today's market prices (see Attachment "D").

The proposed CAC works would be located on Ministry of Transportation and Infrastructure jurisdiction, and staff have received preliminary indications that they are also in favour of the proposed improvements. However, additional design work and consultation is likely required before the concept can be finalized and implemented. These works would be constructed at the time of the first phase of a subdivision application, which will follow the rezoning process.

Staff are recommending that the Village accept the developer's proposal to offer the turn around improvements generally as detailed in Attachment's "C" and "D" as the CAC for this project, provided that the Village is able to convert the value of the works (at 125% to allow for inflation) should the turn

around be found to be impractical by the Village at time of design to a cash contribution to apply towards infrastructure improvements for the Village generally. This would be secured through a restrictive covenant which 'runs with the land' and obligates the owner of the property to provide the CAC at time of subdivision. The covenant will require execution prior to final reading of the rezoning application.

Should Council concur with this approach, it would be appropriate to move the project forward to Public Hearing.

Staff also wish to note that a separate approval from MOTI is required for this property as it is in proximity to Sayward Rd before Council can get final adoption to the rezoning.

STAFF RECOMMENDATIONS

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,

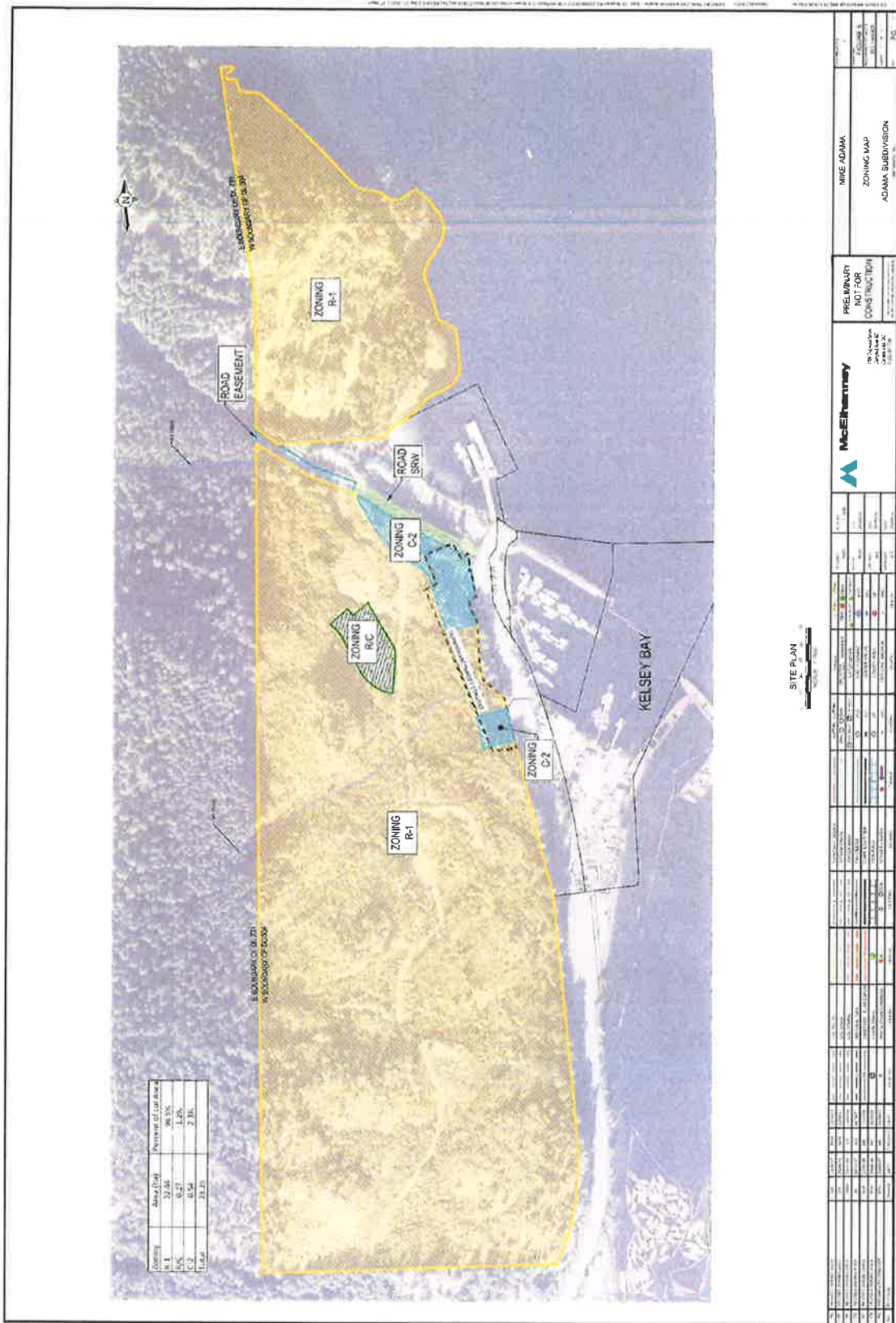
THAT Council direct staff to schedule a Public Hearing for rezoning Bylaw 504.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'K. Brooks', with a small dot at the end.

Kevin Brooks
Planner
Village of Sayward

Attachment "A"



Attachment "B"

Keir Gervais, CAO
John Manson, Approving Officer
Kevin Brooks, McElhanney
Village of Sayward
652 H'Kusam Way
PO Box 29
Sayward, BC, V0P 1R0

September 5, 2023

RE: Mike Adama, 18 Sayward Road Re-Zoning Application

To Mr. Gervais, Mr. Manson, and Mr. Brooks,

This letter details: a) an adjustment to the zoning itself; b) an adjustment to the park boundary; and c) the amenity options.

- A) RV Park zone of **PA – 1** has been removed and returned to the zone of **R – 1**. This will reduce water consumption. Please see attached the original Figure 2 for review and the revised Figure 5 demonstrating the adjustment.
- B) The initial park area has been adjusted. **Note:** the park can be accessed through a trail, designated as an easement from the public boat launch, along the water's edge of the property to the revised park boundary. An additional park area will be designated to right of the property zoned R/C. The boundaries of the additional park will be determined through the subdivision process. The two parks combined will meet the 5% requirement. Please see attached the original Figure 2 for review and the revised Figure 5 demonstrating the adjustment of the current park boundary.
- C) Amenity Options agreed to with previous CAO Ann MacDonald and with the current approving officer, John Manson — cash contributions towards one of the following or construction of item 4:
 - 1. Water meter at log sort, or
 - 2. Water meter Feasibility Study for the Village, or
 - 3. Water (Smart) Meter at the Water Treatment Plant (WTP) for consistent water readings leaving WTP, or
 - 4. Expand the turnout at the end of Sayward Road

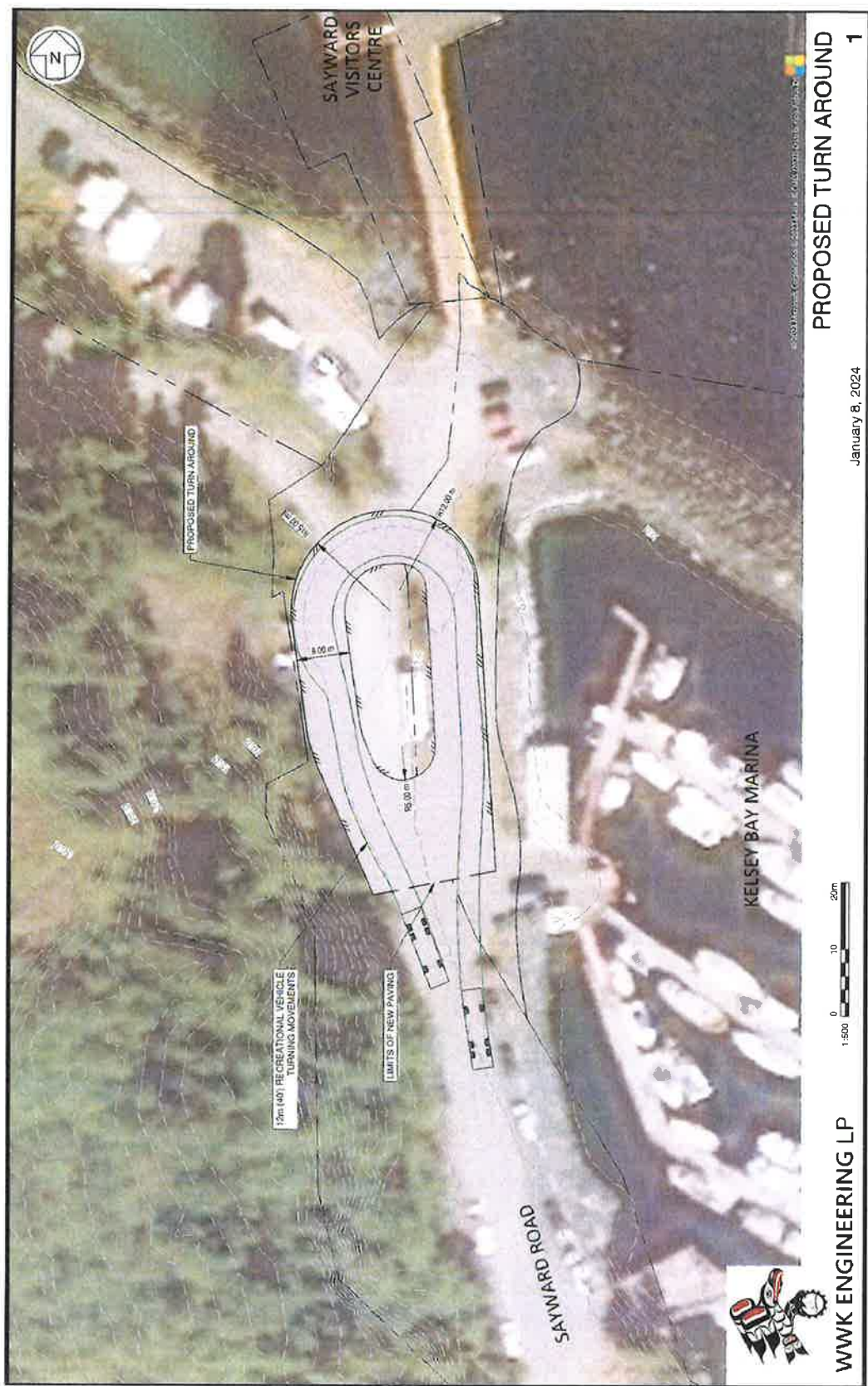
I look forward to hearing from you shortly to finalize each of these items *prior* to the October 3, 2023, Council Meeting, allowing the zoning application to be finalized at that time.

Thank you,

Sincerely,

Mike Adama
0947204 BC Ltd.
PO Box 67
Sayward, BC V0P 1R0

cc. John Sorenson, McElhanney; Mayor & Council



Attachment "D"



Date: 2024-01-09

WWK Project Number: 00021

Permit to Practice # 1005143

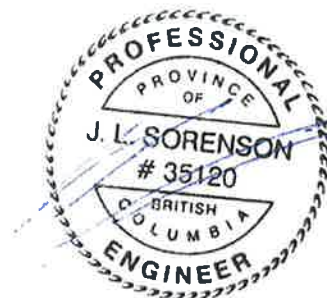
ADAMA DEVELOPMENT

Mike Adama

18 Sayward Road, Sayward BC

Proposed Turn Around CLASS C COST ESTIMATE

DESCRIPTION	UNIT	UNIT PRICE	TOTAL PRICE
Mobilization	1 LS	\$ 9,800.00	\$ 9,800.00
Erosion and sediment control	1 LS	\$ 1,650.00	\$ 1,650.00
Removal and disposal of existing asphalt	100 sq. m	\$ 8.00	\$ 800.00
75mm Asphalt c/w Base and Subbase	165 sq. m	\$ 97.50	\$ 16,087.50
Common excavation	60 m3	\$ 50.00	\$ 3,000.00
Signage	1 LS	\$ 1,600.00	\$ 1,600.00
Paint Markings	1 LS	\$ 3,300.00	\$ 3,300.00
Subtotal			\$ 36,237.50
Engineering (15%)			\$ 5,435.63
Contingency (30%)			\$ 10,871.25
Total			\$ 52,544.38





STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: **Consideration of Backyard Chickens (Hens)**
Meeting date: February 20, 2024

BACKGROUND

Further to a October 24, 2023 staff report RE: Consideration of Backyard Chickens, Council resolved the following:

THAT Council receive the Backyard Chickens staff report for information and discussion.

THAT Council direct staff to research possible issues with animal to animal and animal to human conflict and report findings to Council in January.

DISCUSSION

See handout.

STAFF RECOMMENDATIONS

See handout.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- **City Of Campbell River, Public Information RE: URBAN HENS: COMMON CONCERNS**
- **City of Campbell River, Public Information RE: GUIDELINES FOR KEEPING URBAN HENS**
- **October 24, 2023 Staff Report**
 - **Thinking of keeping backyard chickens? BC SPCA Views on Urban Chickens**
 - **WildSafeBC's position paper on urban chickens**

URBAN HENS: COMMON CONCERNS

Are chickens noisy?

With the exception of announcing when they've laid an egg with some limited clucking, hens are generally considered quite quiet. To minimize noise, hens must be locked in their coop at night and let out into their enclosed run no earlier than 7 a.m. Roosters and other noisy fowl are not permitted.

Do chickens smell?

Urban hen owners are required to clean coops on a regular basis. Failure to do this can result in a ticket and fine. If hen owners opt to compost the manure, they can store a maximum of 3 cubic feet (0.085m³) at a time in an enclosed structure.

Do chickens attract rats or predators?

Urban hen owners must register with the City and are given information about best coop-building practises. They are also advised that they are responsible for ensuring pests and predators cannot enter the coop and are required to clean up any food scraps and store feed in a rodent-proof container.

Can chickens be slaughtered in my neighbourhood?

Urban hens cannot be slaughtered or disposed of on residential property. Hen owners are required to deliver their birds to a farm, pound keeper, veterinarian, abattoir or other facility with the legal ability to dispose of them.

How close can a chicken coop be to my property line?

Chicken coops must meet the minimum setback requirements as indicated in the Zoning Bylaw. For more information contact the City's Land Use Services at 250-286-5725

What if my neighbours don't take care of their chickens?

Urban hen owners must treat their animals in accordance with the *Prevention of Cruelty to Animals (PCA) Act*, which addresses the need for adequate food, water, shelter, ventilation, and veterinary treatment. The maximum penalty for violating this act can range from a \$75,000 fine to two years in prison. To report an animal in distress, please call the SPCA's Animal Cruelty Reporting Hotline at 1-855-622-7722.

What if my neighbours have too many chickens?

A maximum of 6 chickens can be kept on a residential property or property zoned Public Areas 1 (PA-1).

Can my neighbours sell their chicken eggs?

While the sale of meat and manure is only permitted in rural zones, the small scale sale of eggs is acceptable in the City.



Will the City know if my neighbours have chickens?

Urban hen owners are required to obtain a licence from the City of Campbell River. This enables the City to advise flock owners of their duties and responsibilities and will help ensure bylaws are enforced. Licences will also help the City track local food production statistics.

Will chicken coops be kept in good condition?

During registration, urban hen owners are given access to guidelines for building and maintaining chicken coops. Coops and pens must be properly maintained to keep chickens healthy and safe and to reduce potential disturbance in the neighbourhood.

What if my neighbours' chickens are on my property?

Chickens must be enclosed in coops and pens to prevent them from escaping. If chickens are out and about, please contact Animal Control at 1-888-754-1397.



More questions?

Email the City of Campbell River: info@campbellriver.ca

301 St. Ann's Road
Campbell River BC, V9W 4C7
Tel. 250-286-5700
www.campbellriver.ca

GUIDELINES FOR KEEPING URBAN HENS

Understand City Bylaws & Relevant Legislation

Animal Control Bylaw: This Bylaw provides the guidelines, rules and regulations for the keeping of animals within the City of Campbell River. Available at: www.campbellriver.ca

Zoning Bylaw: This Bylaw provides the land-use regulations within the City of Campbell River. Available at: www.campbellriver.ca

National Avian On-Farm Biosecurity Standard, Canadian Food Inspection Agency: This is a provincial initiative that provides guidelines for the handling and keeping of poultry in Canada. It is intended to prevent disease-causing agents from entering or leaving a premise that houses poultry. Available at: www.tinyurl.com/nk35lkw

Prevention of Cruelty to Animals Act, R.S.B.C. 1996, C. 372: This Provincial Act aims to increase protection for abused and neglected animals in British Columbia. It enhances animal welfare by requiring basic levels of care, and sets penalties for violating the act. Available at: www.tinyurl.com/loc3vk5

Guidelines for the Sale of Foods at Temporary Food Markets: This document is prepared by the BC Centre for Disease Control and provides guidelines for the sale of shell eggs at temporary food markets. Available at: www.tinyurl.com/cgd8e2q

Know How to Care For Your Hens

Animal Welfare Requirements: You must ensure that each hen maintains good health. Provide adequate food, water, shelter, light, ventilation, veterinary care, and the space to perform essential behaviours such as scratching, dust-bathing and roosting. Hen enclosures must be kept in good repair and sanitary condition, free from vermin, obnoxious smells and substances. Hen owners in violation of this are liable for municipal fines and may also be charged by the SPCA for violating the *Prevention of Cruelty to Animals (PCA) Act*. Violating the PCA Act can result in fines of up to \$75,000 or two years in prison.

Cost, Time and Education: Keep in mind that both start-up costs (such as infrastructure) and ongoing costs (such as vet care, food, bedding and medicine) will be required as hens can live up to 14 years or longer. Hens require care twice a day and will also require additional time for cleaning, grooming, feeding, parasite control, etc. You will also have to arrange for someone to look after your flock if you are away or unable to care for them.



RESOURCES:

How to Prevent Disease - <http://tinyurl.com/nzbc4cc>

Hen Basics - <http://tinyurl.com/om8plk4>

Basic Care - <http://tinyurl.com/q4qyapx>

Humane Treatment - <http://tinyurl.com/ptu2v43>

Diet and Nutrition - <http://tinyurl.com/qclwnu>

SPCA Hen Factsheet - <http://tinyurl.com/otqvbzr>

Canadian Code of Practice - <http://tinyurl.com/nn7o4ud>



More questions?

Email the City of Campbell River: info@campbellriver.ca

301 St. Ann's Road
Campbell River BC. V9W 4C7
Tel. 250-286-5700
www.campbellriver.ca

GUIDELINES FOR KEEPING URBAN HENS

Be a Good Neighbour

Noise Mitigation: One of the primary concerns is that urban hens will make too much noise and disrupt the neighbourhood. To reduce the potential for noise pollution, roosters and any other type of fowl (such as ducks or peacocks) are prohibited in all areas except those zoned rural. Urban hens must be kept in their coops after sunset and before 7:00 a.m. to avoid disrupting your neighbours.

Reducing Rodents and Other Pests: To reduce the presence of unwanted pests, coops/pens must be constructed and maintained to prevent any rodent from harbouring underneath or within its walls. They must also be designed to prevent entrance from unwanted pests. Food should be kept indoors in an air-tight rodent proof container and leftover feed must be removed in a timely manner.

Odour Reduction: It is recommended to remove all manure and wet bedding weekly and ensure that a thorough, complete cleaning and disinfecting of the coop and its furnishings is completed at least once a year. The biosecurity procedures recommended by the Canadian Food Inspection Agency must also be followed. Manure that is intended for composting or fertilizing must be kept within a fully enclosed structure and no more than three cubic feet (0.085m³) of manure can be stored at a time.

Chickens Running at Large: Hens must be contained to your property within their pen/coop at all times. They are not allowed to run freely in urban environments. You are liable for potential fines and impoundment costs associated with chickens that trespass onto private or public property.

Butchering of Hens and End of Life Disposal: Chickens cannot be slaughtered on a residential property. Hens must be delivered to a pound keeper, farm, veterinarian, abattoir or other facility with the legal ability to dispose of them.

Reducing Predation: It is your responsibility to ensure that your hens are protected from predators and pests by providing a secure pen and coop, monitoring their health and hygiene and keeping feed in a dry and secure location. Wildlife (such as raccoons, rats, and bears) and domesticated animals (such as dogs or cats) can pose a threat to your hens.



RESOURCES:

Identifying Predators – <http://tinyurl.com/oqubhpn>

Identifying Predators and Pests – <http://tinyurl.com/pzv5vex>



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GUIDELINES FOR KEEPING URBAN HENS

Know The Rules and Your Personal Responsibilities

Mandatory Licencing: You may not keep hens on a residential lot unless you obtain a licence as a hen owner from the City. This allows the City to confirm that you understand the regulation requirements and can help Animal Control Officers to find owners whose chickens have escaped from their coops/pens. This record of contact information also gives the City the ability to communicate with owners in case of an outbreak of disease. An inventory of urban hen owners enables the City to keep accurate information on local food production. Licences can be revoked for contravention of City bylaws. For more information refer to the Animal Control Bylaw.

Maximum Flock Sizes: Hen owners can keep a maximum of six chickens on properties in residential or Public Areas-1 zones provided that the placement of the pen/coop complies with property setbacks and meets the minimum size requirements. On properties that are zoned Rural 1, 2 and 3, and residential properties in the Quinsam Livestock Boundary that are 0.4 hectares (1 acre or larger), up to 10 hens are permitted per 0.4 hectares. Keep in mind that chickens are social creatures so a minimum of two is recommended.

Ensuring Human Health: The risk of pathogen transmission from backyard chicken keeping appears to be low and does not present a great threat to public health. Risk can be mitigated with proper hen housing as well as good hygiene when handling hens and eggs.

Coop/Pen Placement: The keeping of hens is treated as an ancillary use in residential zones. As such, coops/pens are required to meet the minimum setback requirements for ancillary structures as regulated in the City's Zoning Bylaw. Even if your coop is mobile, it must not be within these setbacks. As well, coops and pens must be a minimum of 3 metres from dwelling doors and windows.

Coop/Pen Construction: Both coops/pens and the yards that contain them must be fenced. Coops cannot be larger than 10m² in floor area and no higher than 3m. A minimum of 0.37m² in floor area and 0.92m height is required for each hen. Each hen requires its own nesting box and perch.

Restrictions on the sale of meat and manure: Urban hens can be kept as pets or for personal egg consumption. They are not intended to be used for commercial purposes. The small scale sale of excess eggs is acceptable provided that the guidelines for the sale of shell eggs, as set by the BC Centre for Disease Control's [*Guideline for the Sale of Food at Temporary Food Markets*](#), are followed.

Manure Disposal: A maximum of 0.085 m³ (3 cubic feet) of manure can be stored on site in an enclosed container. Chicken manure cannot be disposed in the sewage, storm water or yard-waste collection systems. Small amounts of manure can be disposed of with household garbage, provided it is wrapped in a sealed plastic bag.

RESOURCES:

Chicken Coops 101 - <http://tinyurl.com/nwwofm8>

Egg Handling - <http://tinyurl.com/qfu4ocd>

Manure Composting - <http://tinyurl.com/pmsnz9v>

How to Grow Healthy Chickens - <http://tinyurl.com/opqll8v>



Mobile chicken pens are often used to rotate chicken grazing areas.



More questions?

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GUIDELINES FOR KEEPING URBAN HENS

End-of-Life Disposal

The City's Animal Control Bylaw does not allow for the back-yard slaughter, burial, disposal of urban hens. Deceased hens must be properly disposed of at an appropriate facility. Carcasses that are improperly disposed can smell, attract insects and pests, harbour potentially dangerous diseases and contribute to water contamination. Burial is not considered a viable option, particularly in areas that have high water tables, unsuitable soils and dense human populations.



Photo Credit: Rikki MacCuish, Sierra Club

Where to Dispose of Chickens: Local facilities with the legal ability to dispose of chicken carcasses should be considered. Some farms, veterinarians and abattoirs have this ability. The 2014 rates for [Vancouver Island Animal Cremation](#) facility (Courtenay) in 2014 were general pet cremation for \$25 (under 15 lbs) or \$1.40 per pound (over 15 lbs). You may also want to bag and freeze your chicken to prevent decomposition prior to delivery.

Garbage Collection: Chicken carcasses are not permitted in the garbage or yard waste curbside collection. As a hen owner you are responsible for ensuring the proper disposal of your hens. You must also meet the *National Avian On-Farm Biosecurity Standard* as set by the Canadian Food Inspection Agency.

Illegal dumping: Disposing of chickens or carcasses on public or crown land could be considered illegal dumping. To report an incident, contact the Campbell River Bylaw Enforcement (250-286-5776) or the Conservation Officer Service (1-877-952-7277). You can also download the [TrashOut Mobile App](#) to record illegal dumps. In addition, the [Wildlife Act](#) mandates that any person who intentionally feeds, or leaves an attractant for dangerous wildlife be fined for their offence. A first conviction can result in a \$2,500 to \$250,000 fine or two years imprisonment. A second conviction can result in a \$5,000 to \$500,000 fine or three years imprisonment.

Slaughtering Hens

Your Options: After hens have stopped laying eggs they can still be useful as family pets, back-yard pest control, natural fertilizer producers and kitchen-scrap consumers. However, if you do not want to keep hens that cannot lay eggs, you can arrange to have them slaughtered for food at a licensed abattoir.

Local Abattoir: According to the Ministry of Health, the closest abattoir that processes chickens is [Paradise Meadows Poultry](#) (Black Creek, BC). Its operators were contacted and confirmed that the 2014 rate was \$4 + GST per chicken.



More questions?

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GUIDELINES FOR KEEPING URBAN HENS

Health And Welfare Concerns:

Veterinary Costs: If your birds become sick take them to a veterinarian, and if the disease is communicable, report it to the local Public Health Officer. Please contact the City of Campbell River as well so that other hen owners can be notified of the potential for disease, and receive tips on how to identify infected birds.

Reporting Abuse: To report an animal in distress, call the toll free *Animal Cruelty Reporting Hotline* at 1-(855)- 622-7722 any time between 8:30am to 6:00pm on weekdays and 9:00am to 5:00pm on weekends. If an animal emergency occurs outside of the call line's hours of operation, contact the local RCMP detachment at (250)-286-6221.

Filing False Reports: Be aware, intentionally providing false or misleading information is considered an offence under the *Prevention of Cruelty to Animals Act*.



RESOURCES:

How to Recognize Disease – <http://tinyurl.com/pbn7z62>

Six Basic Biosecurity Tips – <http://tinyurl.com/o7krtp>

Preventative Medicine for Backyard Chickens – <http://tinyurl.com/pgqzbdf>

Six Winter Tips for Your Flock – <http://tinyurl.com/q3ge9wo>

Cheat Sheet for Raising Backyard Hens – <http://tinyurl.com/ol6mlak>



More questions?

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STAFF REPORT

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

BACKGROUND

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

MOTION R22/98

MOVED AND SECONDED

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

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

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

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

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

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

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

CARRIED

MOTION R22/158

MOVED AND SECONDED

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

CARRIED

MOTION R22/198
MOVED AND SECONDED

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

Opposed Cllr Burchett

CARRIED

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

DISCUSSION

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

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

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

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

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

If Council chooses to go forward with allowing the keeping of backyard chickens Council should consider the adoption of a bylaw (or amendments to current bylaws) that set out standards by which birds can be kept. Consideration must be given to adequate care by potential owners, the risk of attraction and attacks from wildlife or roaming domesticated dogs or cats, and the lack of veterinarian services in the Sayward area. Staff have attached 2 documents

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

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

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

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

301 Uses Permitted In All Zones

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

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

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

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

Animal Control Bylaw:

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

- definition of backyard chickens (no roosters)
- maximum amount of chickens
- maximum enclosure height, and parameters on construction specs
- minimum age of chickens
- prohibition on slaughtering of chickens
- leftover feed and manure to be disposed regularly

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

Public Nuisance Bylaw (draft status):

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

Ticketing Bylaw:

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

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

STAFF RECOMMENDATIONS

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

Respectfully submitted,



Keir Gervais, CAO

Attachments:

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

BC SPCA (https://spca.bc.ca) > News Stories (https://spca.bc.ca/news/) > Thinking of keeping backyard chickens?

Thinking of keeping backyard chickens?

February 7, 2022

The BC SPCA supports consumers seeking alternatives to eggs produced by caged laying hens. Raising backyard laying hens has become a popular option in both rural and urban areas. However, hens can be a lot of work and bring their own unique challenges, so they aren't the right fit for everyone.



If you are thinking of keeping hens, it is important to consider if you have the knowledge, time, resources, and commitment needed to care for them. Make sure you are prepared to properly care for hens before buying them – poultry veterinarians or experienced farmers are good sources of information. Often, social media is not a reliable source.

Here are some important questions to ask yourself:

Are there legal obligations to caring for backyard laying hens?

Consult your local bylaws first to know if backyard hens are permitted in your area, and if there are any specific requirements that must be followed. Try searching your municipality's name and "backyard chickens." Here are a few commonly asked about locations:

- **Cranbrook** (<https://cranbrook.civicweb.net/document/5350>)
- **Kamloops** (<https://www.kamloops.ca/our-community/community-initiatives/food-urban-agriculture/urban-hens>)
- **Prince George**
(<https://www.princegeorge.ca/City%20Services/PublishingImages/Pages/AnimalControlServices/Responsible%20Animal%20Ownership%20Bylaw%202019.pdf>)
- **Smithers** (<https://www.smithers.ca/node/405>)
- **Vancouver** (<http://vancouver.ca/people-programs/backyard-chickens.aspx>)
- **Victoria** (<http://www.vacs.ca/bylaw-regulations/backyard-chickens/register-your-chickens>)

It is very important to the well-being of hens to have at least two hens so they don't get lonely. However, municipalities may have restrictions on the maximum number of hens permitted on one property. New hens must be carefully introduced to the flock to ensure they get along.

Hens will lay eggs on their own; a rooster is not required. But what happens if you accidentally get a rooster? Hens and roosters look very similar as chicks, and even experienced breeders sometimes mistake a rooster for a hen. Municipalities who allow backyard laying hens often do not allow roosters due to noise. Ensure you have made arrangements in advance with the breeder to return any unexpected roosters to them.

Those caring for backyard laying hens must follow the requirements of the Canadian Code of Practice (<https://www.niacc.ca/codes-of-practice/pullets-and-laying-hens>) for laying hens. However, it is recommended to go above and beyond what is required in this Code in order to further improve your hens' welfare.

Can you provide a suitable environment for laying hens?

Laying hens require a comfortable, clean, well-ventilated, and secure house that provides them enough space to walk around and flap their wings. Hen houses (or coops) can be bought from stores, or you can make your own. Hen houses must have litter for chickens to scratch around in, perches for roosting, and comfortable nest boxes for hens to lay their eggs. They must also protect hens from the weather and predators like wild animals or cats and dogs.

Do you have an outdoor area that hens can explore? Exploring an outdoor environment allows hens to perform many natural behaviours, such as scratching around in the dirt, foraging through the grass, and dustbathing. The outdoor area should be enclosed with secure fencing to keep other animals out, and must be safe to ensure hens cannot become trapped within it or injured by it. Feed should be stored in secure containers and in an enclosed area to prevent attracting wildlife.

Do you have access to veterinary care in your community?

Is there a veterinarian in your community that has experience treating chickens? It is essential you have a relationship with a veterinarian to help keep your hens healthy, and who can assist you if any health concerns come up, including euthanasia.

Do you know how to prevent and detect disease in chickens?

Chickens are susceptible to diseases that can cause serious illness and even death. It is important that you follow guidelines to reduce the risk of disease. These include:

- Preventing contact between your hens and wild birds or other animals
- Regular cleaning of the hens' environment and equipment (e.g., feed and water dispensers)
- Recognizing common symptoms of health problems, and notifying your veterinarian of concerns. Signs to look for include:
 - Lack of energy or appetite
 - Coughing, difficulty breathing, or sneezing
 - Discharge from nostrils or eyes
 - Diarrhea
 - Decreased egg production
 - Hunched posture, head tucked under wing, drooping wings or tail
 - Lameness (abnormal walk)
 - Hiding
- Limit exposure to visitors – people can spread diseases to hens too
- Keep new hens separate when entering your flock until it's known they are healthy



Are you aware of the risks to human health associated with keeping laying hens?

Chickens can carry various viruses and bacteria that can infect people, including Bird flu ([Avian influenza](https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/animal-health/reportable-notifiable-diseases/avian-influenza-ai) (<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/animal-health/reportable-notifiable-diseases/avian-influenza-ai>)), Campylobacteriosis (*Campylobacter* bacteria), *E. coli* (*Escherichia coli* bacteria), and Salmonellosis (*Salmonella* bacteria). In most cases, these diseases are spread through the feces (poop) of infected chickens, contaminated food, or the environment.

It is very important that proper hygiene practices are followed to reduce your risk of disease. This includes:

- Always washing your hands after handling hens, or anything in their environment
- Not eating or drinking where your hens live or roam
- Not allowing hens to enter your home
- Wearing a separate pair of shoes for hen care, and keeping these shoes outdoors
- Remaining outdoors when cleaning equipment (e.g., feed and water containers)

Do you know how to feed laying hens a well-balanced diet?

Providing laying hens a proper diet is essential to keeping them happy and healthy. Pet store bird feed may not meet the nutritional needs of your hens. A good quality commercial poultry feed should be the main part of their diet. Always consult with your veterinarian to ensure you are meeting the nutritional requirements of your hens throughout their lives.

To help your hens digest their food, they should have access to grit, such as gravel. It is very important your hens receive enough calcium in their diet, as calcium is used to produce eggs. If not, calcium deficiency can lead to osteoporosis (weak bones), as calcium normally used to form strong bones is instead being used for egg production.

In addition to feed, hens must have constant access to clean drinking water.

Do you know how to provide enrichment to your hens to keep them happy?

Enrichment mentally stimulates chickens and allows them to perform natural behaviours. If your hens are not provided with enrichment, they may become stressed and frustrated. This could lead to the development of harmful behaviours such as feather pecking or bullying of other hens.

Enrichment can come in many different forms (<https://spca.bc.ca/news/backyard-chickens-enrichment/>), such as providing platforms for hens to explore, toys for hens to play with, or treat dispensers. It is important for enrichment items to be changed regularly, so that the hens do not become bored.

What will you do with hens who have stopped laying eggs?

Hens can live for five to 11 years, yet their egg-laying diminishes significantly after the first year. Hens may stop laying eggs well before they reach the end of their natural life. Like any senior pet, older hens need special care to keep them healthy.

How will you dispose of chicken waste?

How will you dispose of used litter, feathers the hens shed, and all that poop in an environmentally conscious way? Chicken waste can make a great garden compost, but do you have the time and space to carefully compost it?



Laying hens can be a great addition to your backyard as a source of eggs. But like any animal, it's important to ensure you are prepared and equipped to meet their unique needs – leading to happy and healthy hens.

For more information, [email the BC SPCA \(mailto:farminfo@spca.bc.ca\)](mailto:farminfo@spca.bc.ca).

FarmSense newsletter

Are you passionate about farm animal issues? Subscribe to FarmSense newsletter. Four times per year you will receive news and information on what the BC SPCA is doing to help further farm animal welfare in Canada!

First Name

Last Name

 Email Address

SIGNUP



WildSafeBC position paper on the raising of urban livestock

WildSafeBC understands and supports the concepts of local food security and we recognize that the raising of chickens and urban animal husbandry can be a part of a local food strategy. At the same time we would recommend that any production of food be done in a manner that is environmentally responsible and sustainable. Part of that responsibility lies in ensuring local food production does not create attractants for local wildlife.

WildSafeBC does not take a stance on whether or not animal husbandry (keeping of chickens, goats, pigs, bees, etc.) should be allowed in a municipal setting, but, if a municipality does allow for it then we encourage the adoption of bylaws that set out the following standards by which the practice can be undertaken. Please note that the recommendations are not meant to be exhaustive but only address those issues around reducing human/wildlife conflicts.

Important: The following guidelines can only reduce conflict, not completely rid a community of the conflict that will be created by allowing an attractant such as chickens within their boundaries.

If farm animals are to be kept in an urban setting, then the following minimum guidelines should be observed:

1. The raising of any domestic animals be conducted in such a manner as to not attract wildlife.
2. Specific measures that should be taken include:
 - a. The enclosure should have a properly installed and well maintained electric fence set up around its perimeter (see WildSafeBC's document called Electric Fence Guidelines)
 - b. The enclosure should be built in such a way as to exclude larger wildlife such as fox, coyote, cougar even without the application of electric fencing.
 - c. For chickens and small animals a coop or hutch within the enclosure should provide the animals with a safe roosting/nesting area and should be able to be closed for the night and be built so as to exclude small predators such as weasels, skunks or martens.
 - d. Enclosures should be located away from cover and within good sight lines for people approaching the enclosure.
 - e. Animals should be fed in such a manner as to ensure that no feed is left uneaten and available to wildlife. Feed which is not used by the animals should be cleaned out on a daily basis.
 - f. All feed should be stored in airtight, wildlife-resistant containers in locations that are not easily accessed by wildlife.
 - g. Any other wildlife attractants in close proximity to the enclosure must be managed so as not to attract wildlife to the enclosure.
3. In the event that the enclosure is breached by wildlife the incident should be reported immediately to the provincial hotline (1-877-952-7277).



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: 2023-2027 Five-Year Financial Plan Bylaw Amendment
Meeting date: February 20, 2024

BACKGROUND

On January 16, 2024 the following resolution was passed by Council:

MOTION R24/14

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given first, second and third reading.

CARRIED

DISCUSSION

The attached Bylaw No. 505, 2023 has been prepared based on Council's direction.

RECOMMENDATIONS

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

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- ***Permissive Tax Exemption Bylaw No. 505, 2023***



VILLAGE OF SAYWARD

BYLAW NO. 505

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. 498, 2023" 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. 505, 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. 505 this ____ day of

_____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2023 - 2027 Financial Plan Bylaw No. 505, 2023
Schedule A

	2023	2024	2025	2026	2027
REVENUES					
Taxation					
Property Value Taxes	414,993	456,492	502,142	552,356	607,591
Parcel Taxes	38,607	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	14,600	15,134	15,690	16,271	16,877
Total Taxation	468,200	510,233	556,439	607,234	663,075
Fees and Charges					
Recreation	21,250	21,280	21,311	21,342	21,374
Licences/Permits	10,900	10,900	10,900	10,900	10,900
Sewer Utility	92,099	92,528	95,767	99,119	102,588
Water Utility	157,586	161,490	166,334	171,324	176,464
Solid Waste Fees	45,555	48,744	50,450	52,216	54,043
Other Revenue	91,058	91,521	92,996	93,484	93,986
Total Fees and Charges	418,449	426,463	437,758	448,385	459,355
Other Revenue					
Federal Government Grants	71,568	75,149	75,149	75,149	75,149
Provincial Government Grants	1,206,360	360,000	360,000	360,000	360,000
Capital Asset Grants	1,350,198	0	0	0	0
Other Grants	110,242	43,582	43,582	43,582	43,582
Total Other Revenue	2,738,368	478,731	478,731	478,731	478,731
Proceeds From Borrowing	400,000	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	235,631	0	0	10,100	0
TOTAL REVENUE	4,260,647	1,415,427	1,472,928	1,544,449	1,601,161
EXPENSES					
Municipal Purposes					
General Government Services	607,687	493,746	500,747	518,036	515,355
Fire, Emergency & Protective Services	114,842	78,292	78,802	81,802	83,300
Public Works, Roads, Drainage	154,531	155,194	155,940	160,774	161,701
Parks & Recreation	341,269	332,248	339,072	346,157	353,521
Sewer Utility	95,368	92,544	94,276	96,068	97,924
Water Utility	146,448	147,610	150,903	154,336	157,920
Solid Waste Operations	49,000	49,870	50,757	51,663	52,586
Interest Payment on Municipal Debt	16,538	16,396	16,320	16,320	16,320
Amortization	214,986	214,986	214,986	214,986	214,986
Annual Surplus/(Deficit)	2,519,980	-165,459	-128,875	-95,693	-52,452
Capital Expenditures					
General Capital Expenditures	1,950,576	0	0	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	35,937	35,929	22,287	22,287	22,287
Adjustment for Non-Cash Items (Amortization)	-214,986	-214,986	-214,986	-214,986	-214,986
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	748,451	13,598	63,824	97,006	140,247
FINANCIAL PLAN BALANCE	0	0	0	0	0