



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 16, 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 April 16, 2024, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

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

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

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

THAT the minutes from the Special Council meeting held on April 4, 2024, be adopted.

THAT the minutes from the Committee of the Whole meeting held on April 4, 2024, be adopted.

THAT the minutes from the Special Council meeting held on April 9, 2024, be adopted.

6. Petitions and Delegations

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

7. Correspondence

- a) Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs, RE: Potential for Drought Conditions in 2024
- b) Cpl. Sebastien Brunet, Detachment Commander, Sayward Detachment, RCMP RE: 2024-2025 Policing Priorities
- c) Lorna Agnew, 754 Sayward Rd. RE: Request for Letter of Support for changing the speed limit along Sayward Rd., within Village Boundaries, from 70 kilometers per hour to 50 kilometers per hour.
- d) Councillor Kohen Gilkin RE: Letter of Resignation
- e) Oscar Daze Slow-Pitch RE: Request for use of Village Sports Field
- f) Michelle Babchuk, MLA North Island RE: Monthly Update, March 2024
- g) Rachel Blaney, MP, North Island-Powell River RE: intentions to step down as NDP Whip as of April 4, 2024
- h) Ravi Kahlon, Minister of Housing RE: legislative changes to encourage housing supply and growth.

Recommended Resolution:

THAT correspondence a) to h) be received.

8. Council Reports

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

9. Reports of Committees

- e) COTW, March 13, 2024

Recommended Resolution:

THAT the Committee of the Whole recommends to Council that, based on current resources, the Village of Sayward will not participate in meetings to discuss dissolution.

10. Mayor's Report – None

11. Unfinished Business - None

12. Staff Reports

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

Recommended Resolutions:

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

b) Memo - Outstanding 2023 Council Meeting Minutes – Keir Gervais, CAO

Recommended Resolution:

THAT Council receive the Outstanding 2023 Council Meeting Minutes memo for information and discussion.

c) Memo – Incomplete Five-Year Financial Plan Amendment Bylaw - Keir Gervais, CAO

Recommended Resolution:

THAT Council receive the Incomplete 2023 Budget Amendment memo for information and discussion.

d) Chief Administrative Officer Operations Update

Recommended Resolutions:

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

13. Emergency Services/Public Works/Recreation Department Reports

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

Recommended Resolution:

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

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

Recommended Resolution:

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

14. Bylaws

a) Zoning Amendment Bylaw No. 504, 2023

Recommended Resolution:

THAT Zoning Amendment Bylaw No. 504, 2023 be given third reading.

15. New Business

- a) Council Appointments and Portfolios – The Mayor usually makes appointment recommendations at the Letter of Resignation as Village of Sayward Committee Appointee to Sayward Futures Society – Councillor Burchett.

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; and,
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

18. Adjournment



REQUEST TO APPEAR AS DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Requests and ALL supporting documentation & written background material must be submitted no later than 12:00 p.m. on the Wednesday prior to the meeting at which Council will hear the delegation.

PowerPoint presentations, if applicable, must be submitted to Corporate Officer by 12:00 p.m. on the day of the meeting.

Confirmation: Delegations are not confirmed until you are contacted by Village staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting.

Each delegation to a Regular Council meeting is permitted ten (10) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Kirk Bittman, Dan Simmard

Organization Name, if applicable:

Oscar Daze Slo-Pitch

Meeting date requested:

See <https://www.sayward.ca/government-bylaws/council-meetings> for schedule of upcoming meetings

March 19, 2024

Suggested title of presentation:

Oscar Daze Tournament

Topic of discussion:

Please be specific and provide details. Additional information can be emailed to village@saywardvalley.ca with the DELEGATION INFORMATION and DELEGATION DATE in the subject line.

April 19, 2024

Purpose of presentation:

- ☐ Provide information only
☒ Make a specific request of Council

Details of Council request, if applicable:

Field Usage

Do you wish to make a PowerPoint presentation?

See "deadlines" section on page 1 of this form.

Yes	No
☐	☒

Do you wish to provide written background material to Council in advance?

See "deadlines" section on page 1 of this form.

Yes	No
☒	☐

Contact Person:

Brittany Bittman

Phone Number:

250-302-0300

Email:

Brittany.shaw88@hotmail.com

Personal information on this form is collected under the authority of the Community Charter and Local Government Act for the purposes of administering delegations to Village of Sayward Council meetings. Names and other personal

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

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

Council Present:

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

Staff in Attendance:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:02 pm.

2. Public Input

MOTION R24/17

MOVED AND SECONDED

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

Opposed Cllr Tinsley

CARRIED

- a) Janet Bruce, 410 Macmillan Dr: Asked to have her addressed amended as it was recorded in the previous meeting minutes, and about the status of the budget and the OCP. *The Mayor stated that budgeting is beginning right away and COW (Committee of the Whole) meetings are being scheduled right away.*
- b) Melina Gradisar, 261 Ambleside Dr: Asked about the presence of the media. *Mayor Baker explained that CBC has been in the community for the day discussing disincorporation further to the topic being raised by Area A resident Mr. Alex Turner.*
- c) Alex Turner, 1720 Sayward Rd: Asked if there is an update about the date of the COW meeting he will be invited to. *CAO indicated that Mr. Turner will be invited to a COW meeting in March once the meeting dates are confirmed.*

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

3. Introduction of Late Items

MOTION R24/18

MOVED AND SECONDED

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

CARRIED

MOTION R24/19

MOVED AND SECONDED

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

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

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen
DEFEATED

4. Approval of Agenda

MOTION R24/20

MOVED AND SECONDED

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

5. Minutes of Previous Meetings

MOTION R24/21

MOVED AND SECONDED

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegation

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

7. Correspondence

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

MOTION R24/22

MOVED AND SECONDED

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

CARRIED

RE: correspondence a)

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

MOTION R24/23

MOVED AND SECONDED

THAT correspondence c) be received; and,

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

CARRIED

MOTION R24/24

MOVED AND SECONDED

THAT correspondence d) be received; and,

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

Opposed Cllr Poulsen

CARRIED

MOTION R24/25

MOVED AND SECONDED

THAT correspondence e) be received; and,

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

CARRIED

MOTION R24/26

MOVED AND SECONDED

THAT correspondence f) be received; and,

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

CARRIED

MOTION R24/27

MOVED AND SECONDED

THAT correspondence g) be received; and,

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

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

MOTION R24/28

MOVED AND SECONDED

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

CARRIED

11. Unfinished Business

12. Staff Reports

MOTION R24/29

MOVED AND SECONDED

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

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

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

CARRIED

MOTION R24/30

MOVED AND SECONDED

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

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

MOTION R24/31

MOVED AND SECONDED

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R24/32

MOVED AND SECONDED

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

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

MOTION R24/33

MOVED AND SECONDED

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

Opposed Mayor Baker, Cllr Burchett, Cllr Poulsen

DEFEATED

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

15. New Business

MOTION R24/34

Moved and Seconded

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

Opposed Cllr Poulsen

CARRIED

16. Public Question Period

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

17. In Camera

MOTION R24/35

Moved and Seconded

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

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

CARRIED

18. Rise & Report - None

19. Adjournment

The meeting was adjourned at 11:29 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MARCH 5, 2024
COUNCIL CHAMBERS**

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

Council Present:

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

Staff in Attendance:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:00 pm.

2. Public Input

- a) Lorna Agnew, 754 Sayward Rd: Asked about the zoning to their property. *The CAO outlined the history of the work staff have completed, the legal review, the recent decision by Council, and the opportunity that Mr. and Mrs. Agnew have to make application for rezoning and subdivision should they wish.*
- b) Mark Agnew, 754 Sayward Rd: Expressed his disappointment in how he and his wife have been treated since they began inquiring about subdividing their property. *Mayor Baker confirmed that he, the CAO and Mr. and Mrs. Agnew are meeting tomorrow to discuss their concerns.*
- c) Serena Gill of Lot 2 Kelsey Way: Informed Council that she and her husband are proceeding with building on Lot 2 Kelsey Way and that they have submitted their application. *Mayor Baker thanked Ms. Gill.*

Introduction of Late Items

MOTION R24/36

MOVED AND SECONDED

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

CARRIED

3. Approval of Agenda

MOTION R24/37

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 5, 2024, be approved, as amended.

Opposed Cllr Poulsen

CARRIED

4. Minutes of Previous Meetings

MOTION R24/38

MOVED AND SECONDED

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

CARRIED

5. Petitions and Delegation - None

6. Correspondence

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

MOTION R24/39

MOVED AND SECONDED

THAT correspondence a) be received.

CARRIED

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

MOTION R24/40

MOVED AND SECONDED

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

CARRIED

10. Unfinished Business

MOTION R24/41

MOVED AND SECONDED

THAT Council receive the CAO verbal update regarding discussions with the RCMP about public concerns about fireworks in the Village and advertising about the Village Fireworks Bylaw in the Sayward News.

Opposed Cllr Burchett

CARRIED

11. Staff Reports

MOTION R24/42

MOVED AND SECONDED

THAT Council receive the Regional Collaboration Opportunity – Indigenous Engagement Requirements staff for information and discussion; and,
THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that the Village commits it's \$40,000 Indigenous Engagement Requirement funding grant to the Strathcona Regional District to fund a multi-year Emergency Services Indigenous Engagement Coordinator staff position.

CARRIED

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

13. Bylaws - None

14. New Business

MOTION R24/43

MOVED AND SECONDED

THAT Council donate the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's to the Library as books to remain the Library and for withdraw, if the Library agrees to accept them, and

THAT staff be directed to schedule the Ethnohistory presentation in the Council Centre

CARRIED

15. Public Question Period

- a) Mark Agnew of 754 Sayward Rd: Asked if the housing grant will be spent on 754 Sayward Rd. *The CAO indicated that the housing grant referred to has eligible and ineligible expenses categories, and that spending the grant on any one private property is not an eligible expense.*
- b) Mark Agnew, 754 Sayward Rd: Asked who gives direction about how the housing grant is dispersed. *The CAO indicated that spending the grant on any one private property is not an eligible expense and outlined various eligible expenses categories.*

16. In Camera

MOTION R24/44

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

CARRIED

17. Rise & Report - None

18. Adjournment

The meeting was adjourned at 10:42 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
March 13, 2024
COUNCIL CHAMBERS**

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

Elected Officials Present:

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

Staff in Attendance:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 5:38 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C24/1

MOVED AND SECONDED

THAT the agenda for the In-camera Meeting of Council for March 13, 2024, be approved.

CARRIED

4. Petitions and Delegations - None

5. Correspondence - None

6. Council Reports - None

7. Reports of Committees - None

8. Unfinished Business - None

9. Staff Reports - None

10. New Business - None

11. Public Question Period

12. In-Camera

MOTION C24/2

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*:

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

CARRIED

13. Adjournment

The meeting was adjourned at 7:42 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
APRIL 4, 2024 7:00 PM
COUNCIL CHAMBERS**

Elected Officials Present:

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

Staff in Attendance:

Keir Gervais, CAO
Janice Aver, Acting CFO

1. Call to Order

The meeting was called to order at 7:15 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C24/3

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for April 4, 2024, be approved.

APPOSED Cllr Burchett

CARRIED

4. Petitions and Delegations – None

5. Correspondence - None

6. Council Reports – None

7. Reports of Committees - None

8. Mayor's Report - None

9. Unfinished Business - None

10. Staff Reports - None

11. New Business - None

12. Rise & Report

13. In-Camera

MOTION C24/4

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)(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.

APPOSED: Cllr Burchett

CARRIED

14. Adjournment

The meeting was adjourned at 7:50 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 9, 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.

Elected Officials Present:

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

Staff in Attendance:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 6:03 PM

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S24/3

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 9, 2024, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

- a) Review of Rezoning Application before Council RE: 18 Sayward Rd.

MOTION S23/4

MOVED AND SECONDED

THAT Council receives the presentation by John Manson; and,

THAT staff be directed to add Bylaw 504 to the April 16, 2024 agenda for 3rd reading.

CARRIED

12. Staff Reports - None

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

14. Bylaws - None

15. New Business – None

*** Councillor Tinslye left the meeting at 7:41 PM*

16. Public Question Period

- a) Alex Turner of 1720 Sayward Rd.: asked Council if they had an update RE: his request to meet with Council to discuss dissolution. *Mayor Baker responded that an update will be provided AT THE April 16 regular Council meeting.*
- b) Jason Johnson of 151 Sayward St.: Asked if, in light of the change of ownership with Western Forest Products, staff have asked the new ownership about their thoughts about water usage at the log sort. *Councillor Burchett indicated he would raise the topic at the next Mid Island Forestry Lands Advisory Group meeting.*

17. In Camera - None

18. Adjournment

The meeting was adjourned at 7:49 PM

Mayor

Corporate Officer

Circular No. 24:05
February 29, 2024

To: Chief Administrative Officers

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

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

The Province has several online resources to support local governments through drought conditions. The [BC Drought and Water Scarcity Response Plan](#) provides an overview of drought response in the province, including management responsibilities, pre-drought preparedness, descriptions of the provincial drought levels and the potential regulatory actions that may be taken. This plan is updated annually, so please look for the updated 2024 plan on the [BC drought information web site](#) mid-April.

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

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

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

To improve drought resilience, all local governments should be monitoring water supplies to gauge their current conditions and anticipate future water scarcity, as well as prepare a water conservation plan. This [Water Conservation Guide](#) provides guidance on creating these plans, which should be kept current and reviewed and updated at least every five years. An up-to-date water conservation plan endorsed by a local government's Council or Board is required for water and wastewater application-based capital funding through the Ministry of Municipal Affairs.

To understand trends in water availability, it is important to have procedures in place to regularly monitor available information about water conditions, including information provided through the [BC Drought Information Portal](#) and Water Survey of Canada streamflow gauges relevant to your area. If your water sources (raw water storage and inflows, or groundwater levels) are not gauged, consider establishing a water supply monitoring program, which will enable you to quantify the water available to your community and adjust water use accordingly. Professional consultants can help design an appropriate monitoring program for your systems.

A Water Conservation Plan can help you develop, or update, a Water Conservation Bylaw, which may limit water use seasonally or in stages based on projections of water availability. As well as bylaws that implement water use restrictions, bylaws can be tied to permit approval processes, such as building or plumbing bylaws that offset additional water demands through conservation improvements or require water efficient or drought tolerant landscaping. Public outreach and communication can be an effective tool to explain the importance of water conservation, its impacts and what individuals need to do to participate. Universal water metering is also a very useful tool for demand management. If you have water metering, consider pricing structures that encourage water conservation. Other examples of opportunities for conservation can include rebates towards low flow appliances and rain barrels, or the elimination of once-through cooling systems in commercial buildings.

It is helpful to consider options for the future, even if these cannot be ready for 2024. Capital projects that improve drought resilience include leakage reduction, universal water metering, water reuse or reclamation, increased raw water storage and development of secondary or back-up water sources.

Caretaking the natural cycle that results in recharge of local water sources can also ensure that fresh water is retained or returned to local waterbodies and aquifers to maintain availability of drinking water and environmental flows. Consider how to protect watersheds and retain and absorb stormwater runoff. Low impact development, permeable infrastructure, and natural assets can retain valuable water.

The following sites have associated resources:

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

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

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

Brian Bedford



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

Keir Gervais

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

Good day Keir,

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

These priorities need to be general and not address one simple problem (such as a loud bird dispersing cannon, for example).

Examples would be:

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

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

Thank you,

Seb

Cpl. Sebastien Brunet

Detachment Commander
Sayward Detachment
Royal Canadian Mounted Police
610 Kelsey Way, Box 100
Sayward, BC, V0P 1R0
sebastien.brunet@rcmp-grc.gc.ca
Office: 250-282-5522

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

MAR 6, 24

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



RORNA AANEW
754 SAGUARD RD.
SAGUARD B.C.
V0P1R0

Kohen. N. Gilkin
Councillor
March 11th 2024

Letter of Resignation.

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

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

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

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

Kohen Gilkin.



Distinguished members of Sayward Village council,

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

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

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

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

Sincerely,

Oscar Daze Slo-Pitch

Keir Gervais

From: Michele Babchuk, MLA North Island <michele.babchuk.mla@leg.bc.ca>
Sent: March 28, 2024 1:35 PM
To: Keir Gervais
Subject: MLA Babchuk Monthly Update March 2024

[View this email in your browser](#)



It's hard to believe it's the end of March already, and spring has (almost) arrived! Outside of the Legislature, I spent time in Port Hardy, Quadra Island, and Campbell River meeting with community groups, service providers, First Nations, healthcare professionals, healthcare unions, and constituents. It's so important to me to connect with residents from across the North Island region to hear about how we can work to make life better for everyone who calls the North Island home. I am honoured to represent our region and advocate for enhanced services and programs for our communities.

My heart continues to go out to North Island Nations who are experiencing great loss and grief during their state of emergency.

In this legislative session so far, and since the budget was tabled in February, we've taken action to:

- ease family costs by expanding the BC Family Benefit
- introduce a new BC Electricity Affordability credit
- increase the Climate Action Tax Credit

- crack down on housing speculators with a new flipping tax
- build thousands more homes for middle income British Columbians by launching BC Builds
- expand the First Time Home Buyers Program
- strengthen healthcare with better access to cancer care
- help seniors to stay in their homes longer
- support for new health services across the province, including a new 6-bed detox centre in Campbell River

To learn more about our government's work and Budget 2024:

<https://www.bcbudget.gov.bc.ca/2024/default.htm>



NEW DEMOCRAT GOVERNMENT HIGHLIGHTS

Minimum wage increases to \$17.40 an hour on June 1

B.C. strengthens information sharing protections in child welfare legislation

Budget measures ensure homes are for people, not speculators

More funding helps B.C. families with school expenses

More B.C. firefighters will benefit from expanded psychological wellness program

Province announces minimum nurse-to-patient ratios, retention and recruitment investments

Mobile app, culturally appropriate services help families access justice

B.C. implements federal changes for new international students

Mineral Tenure Act reform

Life-saving cancer therapy now being provided in British Columbia

Province takes action to fund IVF, support families

Province supports seniors living independent, healthy lives at home

Commercial truck drivers to face higher penalties for hitting overpasses

Province takes early action to prepare for wildfire, drought season

Province creates clearer pathways for workers coming to B.C.

Enhanced technology will help better predict wildfire movement, growth

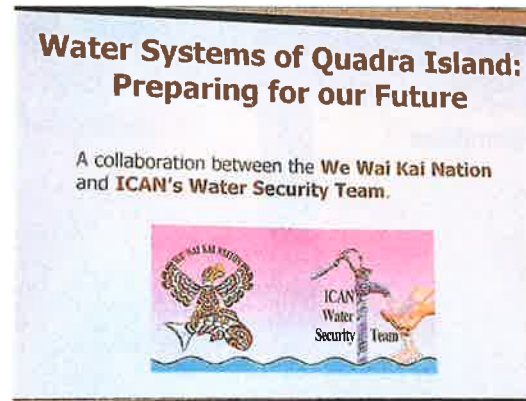
AT THE LEGISLATURE

Clockwise from top left: Alzheimer Society of B.C.; Jonathon Lok, Quatern Limited Partnerships, at the B.C. Centre for Innovation and Clean Energy presentation; Jesse Challoner and Stewart Dumont, Campbell River Professional Fire Fighters Association (Local 1668), at the annual Legislative Conference; the B.C. Real Estate Association



I had a wonderful day attending the Quadra Island Climate Action Network's presentation event with Robyn Mawhinney, SRD Area C Director.

I learned so much about the proactive work ICAN's Water Security Team is doing on Quadra Island, along with the We Wai Kai Nation.



MEDICAL DETOX SERVICES COMING TO CAMPBELL RIVER

A 6-bed medical detox service is coming to Campbell River to support people on their recovery journey. This new health-care service will be the first community-based medical detox north of Nanaimo and will provide a seamless continuum of addictions care, with 24/7, 365 staff support.

This is part of the Road to Recovery initiative and our government's work to expand treatment options for people living with addiction challenges. It's great to see these increased services for people in the North Island region that depend on them.

Find out more: <https://news.gov.bc.ca/releases/2024MMHA0012-000308>

A Pathway to Hope: <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/mental-health-and-addictions-strategy>

NORTH ISLAND CONNECTIVITY

For people living and working in rural and remote communities in the North Island, having high-speed internet ensures access to opportunities for business, education, job training and access to services comparable to urban centres.

I am so pleased that a \$3.7M joint provincial and federal investment will be bringing high-speed broadband internet access to nearly 900 homes in Alert Bay, Sointula, and Mitchell Bay.

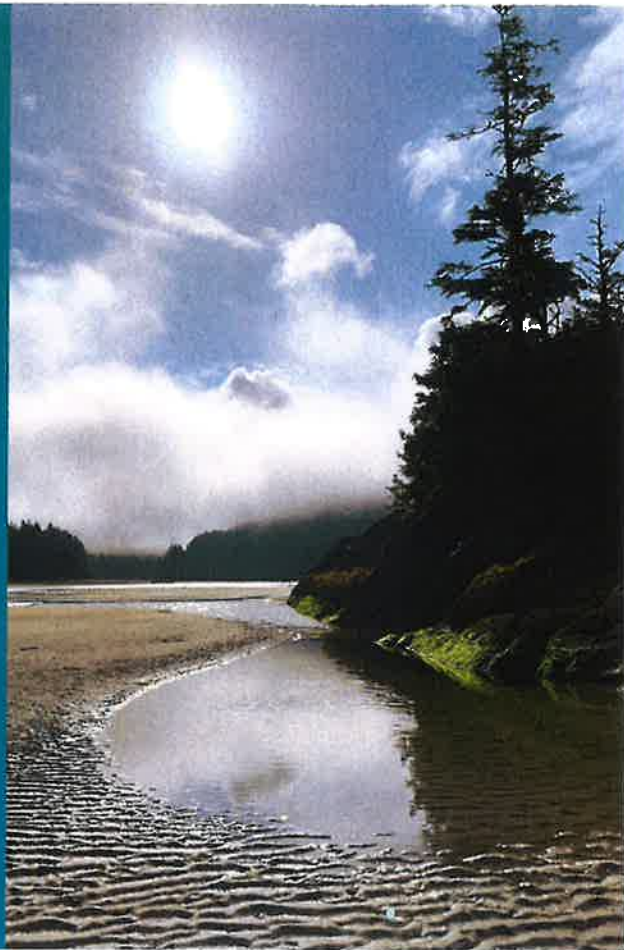
Our government has invested \$584M in connectivity projects in the province since 2017 and, as the Premier's Liaison on Cellular and Connectivity, I am so pleased to see this investment here in the North Island.

Find out more at: <https://bcndpcaucus.ca/news/ndp-mla-michele-babchuk-says-high-speed-internet-on-its-way-to-people-in-alert-bay-and-mitchell-bay/>.

"On remote islands like Cormorant Island and Malcolm Island, connectivity isn't just about convenience, but is a vital necessity.

Connectivity means access to essential services, emergency assistance, and making sure that our rural communities don't get left behind."

**Michele Babchuk, MLA
North Island**



I dropped by Foundry Campbell River to check out their weekly Art Group program. It's such a welcoming, positive and creative space for youth in our community! Thank you to Andrew, Sierra and team, and Art Group participants for letting me hang out with you to create some art and have some laughs together!

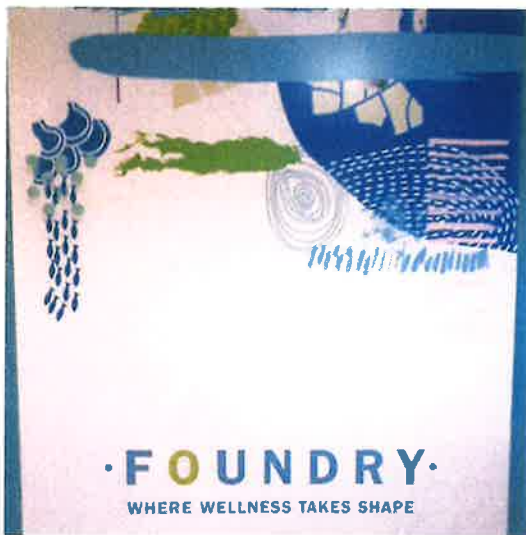
Foundry offers a wide range of free services for young people ages 12-24.

For more information:

Foundry Campbell River: <https://www.jhsni.bc.ca/index.php/foundry-campbell-river/>

Foundry Port Hardy: <https://foundrybc.ca/porthardy/>

Foundry virtual services: <https://foundrybc.ca/virtual/>



FUNDING FOR ACTIVE TRANSPORTATION PROJECTS

Here in the North Island, and across BC, more and more people are choosing walking, running and cycling to explore the outdoors and to get around in their communities.

I'm excited to share that two North Island projects received funding through our government's Active Transportation Infrastructure Grants program:

Port Hardy –Columbia/Huddleston Trail Connector, sidewalk extension connecting Municipal Hall to existing trail network \$200,959

Strathcona Regional District –Area C Active Transportation Network Plan, site assessments and data collection for an implementation plan \$50,000

Find out more: <https://bcndpcaucus.ca/news/ndp-mla-michele-babchuk-says-more-active-transportation-options-are-rolling-out-for-people-across-the-north-island/>



If you have any issues or concerns about any provincial issue, please don't hesitate to reach out to my offices.

We are here to help!

CAMPBELL RIVER OFFICE 250.287.5100

PORT HARDY OFFICE 250.949.9473

EMAIL: MICHELE.BABCHUK.MLA@LEG.BC.CA

Our office hours are Monday to Thursday 10AM-3PM by appointment.



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You are receiving this email because you indicated you were interested in getting updates from my constituency office in North Island. If this is not the case, please use the unsubscribe button. Thank you for taking the time to read my email.

Our mailing address is:

908 Island Highway
Campbell River, B.C.
V9W 2C3

It is a privilege to live and work on the traditional territories of the Kwakwaka'wakw, Nuu-chah-nulth, and Coast Salish peoples.

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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA



Rachel Blaney

Member of Parliament
North Island-Powell River

Rachel.Blaney@parl.gc.ca
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Campbell River Office

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Campbell River, BC V9W 4E4
(250) 287-9388
Toll free 1(800) 667-8404

Powell River Office

4683 Marine Avenue
Powell River, BC V8A 2L1
(604) 489-2286

April 4, 2024
Campbell River, BC

Dear Mayor Mark Baker and Council,

This letter is to advise you that I have recently met with my caucus and leadership to advise them of my intentions to step down as NDP Whip as of April 4, 2024.

A strong sense of duty and social commitment initially brought me to politics after years of serving my community in the non-profit sector. I have had the honour of serving the constituents of North Island-Powell River for the last 9 years however family circumstances, which I had not anticipated, will require my attention in the coming years. I have therefore decided not to run in the next federal election. I will remain your Member of Parliament until the next election, which must be held by October 2025.

It has been an incredible journey and a true privilege to serve as Member of Parliament for the people of this riding. I have resigned the position as Whip so that I may use the rest of my term to focus on my increasing family and constituency needs.

I thank you for your continued partnership and collaboration for the betterment of the communities we serve and look forward to working together until the end of my term.

Sincerely

Rachel Blaney, MP / Députée (she/her/elle)
North Island - Powell River
Coast Salish, Kwakwaka'wakw and Nuuchahnulth Territory



VIA EMAIL

Ref: 66489

April 8, 2024

Their Worship Mark Baker
Mayor of the Village of Sayward
Email: mayor@saywardvalley.ca

Dear Mayor Mark Baker:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

.../2

**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Keir Gervais, City Manager/CAO (cao@saywardvalley.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>

April 1, 2024



Letter of Resignation for Village of Sayward Committee Appointment to Sayward Futures Society

Effective immediately I will no longer continue in my duty as Village of Sayward Liaison for the Sayward Futures Society. I will however, continue to volunteer in community initiatives with Sayward Futures Society as I have been doing since I moved to Sayward.

A handwritten signature in black ink, reading "Scott Burchett". The signature is written in a cursive style with a horizontal line underneath the name.

Councillor Scott Burchett



STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: **Progress Update: Consideration of Backyard Chickens (Hens)**
Meeting date: April 16, 2022

PURPOSE

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

DISCUSSION

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

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

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

STAFF RECOMMENDATIONS

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

Respectfully submitted,

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

Keir Gervais, CAO



**STAFF MEMO
FOR INFORMATION**

For: Mayor and Council
From: Keir Gervais, CAO
Subject: **Outstanding 2023 Council Meeting Minutes**
Meeting date: April 16, 2024

DISCUSSION

Due to processing errors and workload/staff capacity, the following 2023 Council meeting minutes have not been approved:

- October 3 Regular
- October 24 Special
- November 7 Regular
- December 5 Regular

This brief memo is to inform Council that the above noted meeting minutes will be completed by staff and presented to Council for approval as part of the May 7, 2024 Council agenda.

Respectfully submitted,

Keir Gervais, CAO



**STAFF MEMO
FOR INFORMATION**

For: Mayor and Council
From: Keir Gervais, CAO
Subject: **Incomplete Five-Year Financial Plan Amendment Bylaw**
Meeting date: April 16, 2024

DISCUSSION

Council has approved first three readings of the Five-Year Financial Plan Amendment Bylaw. Council has asked questions about aspects of the Bylaw, which staff have not answered yet. This memo is to inform Council that the Five-Year Financial Plan Amendment will be discussed as part of the scheduled financial and strategic planning discussions and presented to Council for fourth and final readings approval as part of the May 7, 2024 Council agenda.

Respectfully submitted,

Keir Gervais, CAO



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: **Chief Administrative Officer Operations Update**
Meeting date: **April 16, 2024**

PURPOSE

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

Administration

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

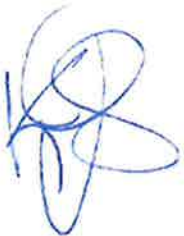
- Wrote and sent letters of support to Sayward Futures Society.
- Prepared strategic and budget planning process to take place with Council.
- Contracted CFO to complete preparation of year-end for audit and prepare budget for Council input/approval.
 - Senior staff continue to meet with department managers/foreman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

- Met with Shaun Koopman, SRD to discuss the progress of various emergency management initiatives underway and in the queue.
- Worked with Public Works Foreman on mitigation efforts for isolated flooding on MacMillan Rd.; vac truck scheduled to clean out culverts full of sand, rocks, wood debris.
- Worked with legal counsel on various matters.
- Worked with Village Approving Officer and Village Planner to assist multiple property owners RE: requirements and process for building permits and related requirements.
- Worked with auditor on asset retirement reporting.
- Executed funding agreement with Ministry of Emergency Management and Climate Readiness RE: Indigenous Engagement Requirements funding.
- Spoke with LGMA Executive Director RE: available resources to assist with governance issues.
- Canvassed for available Chief Election Officer to oversee By-election (staff report May 7, 2024).
- Advertised job posting for full time Finance/Administration Clerk (closes April 5).
- Engaged legal services RE: amended bylaws to allow for backyard chickens.
- Met with representative from Ministry of Jobs, Economic Development and Innovation to discuss opportunities to apply for REDIP application to benefit the Village.
- Met with and misc. email correspondence with representative from Ombudsperson Office.
- Corresponded with representative from WFP RE: unusual amount of turbidity flowing into water treatment plant; resolved.
- Produced March & April editions of the Sayward News.
- Worked with colleagues at We Wai Kai First Nations to schedule the Ligw'idax^w Ethnohistory Presentation at Kelsey Centre on May 9th.

RECOMMENDATIONS

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

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: **Kelsey Recreation Centre Report - January 2024**
Meeting date: April 16, 2024

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

Special Events:

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

Donations/Grants

- Continue to seek out donations and grants.

Pool:

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

After School Program:

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

Teen Program:

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

JANUARY STATS

Aerobics

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

Weight Room

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

Pool

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

Seniors Social (free Program)

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

Carpet Bowling: (Free Program)

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

Community Yoga

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

Teen Night

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

Games Camp (Jan 21ST)

- Total Patrons: 8
- Townsite: 4

After School Program

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



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: **Kelsey Recreation Centre Report - February 2024**
Meeting date: April 16, 2024

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

Special Events:

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

Grants:

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

Donations:

- Continue to seek out donations for program costs

Pool:

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

After School Program:

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

Teen Program:

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

FEBRUARY STATS

Aerobics

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

After School Program

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

Weight Room

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

Pool

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

Seniors Social (free Program)

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

Carpet Bowling: (Free Program)

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

Teen Program

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

Special Events: Valentine's

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

Pro D Day Camp

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



VILLAGE OF SAYWARD

BYLAW NO. 504, 2023

A BYLAW TO AMEND ZONING BYLAW NO. 309, 2000

WHEREAS the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations for Sayward and vicinity pursuant to Part 14 of the *Local Government Act*;

AND WHEREAS the Council for the Village of Sayward wishes to amend "Zoning Bylaw No. 309, 2000" having due regard to the requirements of the *Local Government Act*;

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

1. CITATION

This bylaw may be cited as "**Village of Sayward Zoning Amendment Bylaw No. 504, 2023**".

2. AMENDMENT

Bylaw No. 309 being the "Village of Sayward Zoning Bylaw, 2000" is hereby amended as set out in Schedule "A" attached to and forming part of this bylaw.

Read a first and second time on the 3rd day of October 2023.

Public Hearing held on the 3rd day of October 2023.

Read a third time on the ____ day of _____ 2024.

Adopted on the ____ day of _____ 2024.

Mayor

Corporate Officer

Schedule "A"

Map Amendment

Bylaw No. 309, "Village of Sayward Zoning Bylaw, 2000", is hereby amended by by changing the zoning of:

THAT PART OF LOT 304, SAYWARD DISTRICT, LYING TO THE NORTH OF A BOUNDARY PARALLEL TO THE SOUTHERLY BOUNDARY OF SAID LOT AND EXTENDING FROM A POINT ON THE WESTERLY BOUNDARY OF SAID LOT DISTANT 1600 FEET FROM THE SOUTH WEST CORNER OF SAID LOT, EXCEPT THAT PART IN PLAN 41428 AND PLAN EPP9026

From the Forestry 1 (F-1) to the zones as shown on Appendix "A" forming an integral part of this Bylaw.

Appendix A

