



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
January 13, 2026 - 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 **January 13, 2026**, be approved [as presented **or** as amended].

**5. Minutes of Previous Meetings**

Recommended Resolutions:

**a)** THAT the minutes from the **Regular Council Meeting** held on **December 2, 2025**, be adopted [as presented **or** as amended].

**b)** THAT the minutes from the **Special Council Meeting** held on **December 16, 2025**, be adopted [as presented **or** as amended].

**6. Petitions and Delegations – None**

**7. Correspondence**

**Note: Council received the following correspondence with Approval of the Agenda. Council members, however, are welcome to move discussion of any piece/s of correspondence.**

- a) Darryl Lyons letter to Council – dated January 6-2026
- b) Jacalyn Lyons letter to Council – dated January 7-2026
- c) Association of Vancouver Island and Coastal Communities (AVICC) 2025 Advocacy and Regional District Legislative Reform Update dated December 17-2025
- d) Request for Council Support – BC Coastal Marine Strategy dated December 4-2025
  - i. Request
  - ii. Motion for Consideration
  - iii. Coastal Marine Strategy Brief

**8. Council Reports – None**

**9. Reports of Committees – None**

**10. Mayor’s Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

**a) Bylaw 519 – Five Year Financial Plan Amendment**

- i. RTC - Five Year Financial Plan Bylaw Amendment
- ii. Five Year Financial Plan Amendment Bylaw No. 519, 2025

Recommended Resolution/s

1. THAT Five Year Financial Plan Amendment Bylaw No. 519, 2025 be given first, second, and third readings.

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

**14. Bylaws – None**

**a) Council Procedure Bylaw 416-2015 Amendment**

- i. Bylaw 518-2025 Council Procedure Bylaw Amendment

Recommended Resolution/s

2. THAT Council Procedure Amendment Bylaw No. 518, 2026 be adopted.

**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 - None**

**18. Adjournment**

- a) **THAT the Village of Sayward Council adjourns its January 13, 2026 Regular Meeting.**

**Time:** \_\_\_\_\_ .



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
December 2, 2025  
COUNCIL CHAMBERS**

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

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Debbie Coates (via Teams)  
Councillor Jason Johnson  
Councillor Sue Poulsen

**In Attendance:** Andrew Young, CAO/CO  
Lisa Clark, Chief Financial Officer  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

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

**2. Public Input**

- a) Maureen Haslehurst of 520 MacMillan Drive stated that there is a Facebook post quoting \$500,000 and counting has been spent on legal fees. Ms. Haslehurst inquired if there is still a leak of confidential information.

**3. Introduction of Late Items - None**

**4. Approval of Agenda**

**MOTION R25/290**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for **December 2, 2025**, be approved as presented.

**Opposed Cllr Burchett**

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R25/291**

**MOVED AND SECONDED**

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

**CARRIED**

**6. Petitions and Delegations – None**

**7. Correspondence**

**a) Recent documentation and letters concerning proposed Professional Reliance Act**

- i. Email from George Anderson MLA regarding proposed Professional Reliance Act dated November 14, 2025 with attachments
- ii. Briefing Note Q&A re proposed Professional Reliance Act
- iii. Homes for Living email dated November 10, 2025 re proposed Professional Reliance Act
- iv. UDI-CV Board of Trade letter dated November 14, 2025 re proposed Professional Reliance Act
- v. Opinion piece from George Anderson MLA re proposed Professional Reliance Act dated November 5, 2025
- vi. UBCM newsletter dated November 19, 2025 encouraging Local Governments to respond to proposed Professional Reliance Act
- vii. City of Pitt Meadows letter dated November 26, 2025 expressing concern with proposed Professional Reliance Act
- viii. Lidstone & Co bulletin dated November 19, 2025 expressing concern with proposed Professional Reliance Act
- ix. Vancouver Sun article dated November 14, 2025 regarding proposed Professional Reliance Act

**b) UBCM Small Community Representative letter dated November 20, 2025.**

**MOTION R25/292**

**MOVED AND SECONDED**

THAT staff reach out to connect with Aidan McLaren-Caux, our UBCM Small Community Representative.

**Opposed Cllr Burchett**

**CARRIED**

- c) Media Statement from Village of Sayward and SRD dated November 25, 2025 regarding Water Conservation and Landslide Update (includes photographs of the Newcastle Creek logjam)**

**8. Council Reports – None**

**9. Reports of Committees – None**

**10. Mayor’s Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

**a) Council Procedure Bylaw 416-2015 Amendment**

- i. Report to Council - Amendment to Bylaw 416, 2015 Council Procedure Bylaw
- ii. Bylaw 518-2025 Council Procedure Bylaw Amendment
- iii. Public Notice to Amend Bylaw 416-2015 Council Procedure Bylaw

**MOTION R25/293**

**MOVED AND SECONDED**

THAT Council Procedure Amendment Bylaw No. 518, 2026 be given first, second, and third reading.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R25/294**

**MOVED AND SECONDED**

THAT Staff post notice of the proposed amendment on the Village’s public notice board, in the January 2026 Sayward News, on the Village website, and on the Village’s Facebook page; and,

THAT Staff provide Council with a summary of any public comments received on the proposed amendment before final adoption.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**b) Sayward Royal Canadian Legion (RCL) Service Agreement - Share Shed**

- i. Report to Council – Sayward RCL Service Agreement - Share Shed
- ii. Draft Service Agreement – Share Shed 2026

**MOTION R25/295**

**MOVED AND SECONDED**

THAT Council approves the renewal of the Share Shed Service Agreement between the Village of Sayward and the Sayward Royal Canadian Legion for two (2) years starting January 1, 2026; and,

THAT Council authorizes the Mayor and Corporate Officer to execute the Share Shed Service Agreement on behalf of the Village.

**CARRIED**

**c) Sayward News Re-Imagined**

- i. Report to Council – Sayward News Re-Imagined
- ii. Bylaw 451 – Fees and Charges – Appendix General Administration
- iii. Bylaw 451 – Fees and Charges Amendment – Appendix B Sayward News
- iv. Gerald Whalley email re Sayward News – possible new model

**MOTION R25/296**

**MOVED AND SECONDED**

THAT Council approves the proposed adjustments to the content and distribution of the Sayward News as described in this report to Council.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R25/297**

**MOVED AND SECONDED**

THAT adjustments to the Sayward News be deferred until discussions can be held in 2026.

**Opposed Mayor Baker, Cllr Coates, Cllr Johnson**

**DEFEATED**

**d) Financial Plan 2026-2030**

- i. Report to Council – Financial Plan 2026-2030

**MOTION R25/298**

**MOVED AND SECONDED**

THAT Council schedule the following dates for Committee of the Whole meetings for Financial Planning purposes:

Tuesday, February 3, 2026, at 6 pm

Tuesday, February 17, 2026, at 6 pm

Tuesday, March 3, 2026, at 6 pm

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**e) Financial Projection to December 31, 2025**

- i. Report to Council – Financial Projection to December 31, 2025

**MOTION R25/299**

**MOVED AND SECONDED**

THAT Council approves the following amendments to the 2025-2029 Financial Plan:

- a. Deferment of the 2025 capital reserve transfers for water and sewer.
- b. A transfer of up to \$80,000 from the Growing Communities Fund Reserve for equipment purchases in 2025.

c. The use of unappropriated surplus for any remaining deficit in 2025; and, THAT Council direct staff to prepare a Revenue Anticipation Bylaw for 2026 for Council consideration.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**f) Revenue Anticipation Bylaw**

- i. Report to Council – Revenue Anticipation Bylaw
- ii. Bylaw 517 – Revenue Anticipation Bylaw 2026

**MOTION R25/300**

**MOVED AND SECONDED**

THAT Council gives first, second, and third reading to Revenue Anticipation Bylaw No. 517, 2026; and,

THAT Council authorizes the Mayor and Chief Financial Officer to sign the necessary forms to procure short-term financing from the Municipal Finance Authority.

Note: Councillor Burchett started to make a statement which Mayor Baker ruled was not relevant to the consideration of the proposed bylaw. Councillor Burchett continued to interject notwithstanding Mayor Baker's attempts to restore order to the meeting. Mayor Baker called a 10-minute recess of the meeting at 7:28 pm. The RCMP escorted Councillor Burchett out of the Council meeting at 7:35 pm.

Note: The meeting was scheduled to resume at 7:38 pm; however, a technical issue with the telecommunications equipment had arisen which took several minutes to resolve. The technical issue was resolved at around 7:50 pm, and the Council meeting resumed at 7:53 pm.

The Motion was

**CARRIED**

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

**14. Bylaws – None**

**15. New Business – None**

**16. Public Question Period**

- a) Maureen Haslehurst of 520 MacMillan Drive commented that there has been no publishing of Council's activities in the Sayward News since June, and this creates a void where people say things that are not true.
- b) Jan Bakker of 200 Kelsey Way inquired if Council receives monthly financial statements. Mr. Bakker then asked if there was any progress in finding a grant for opening the pool. Mr. Bakker also inquired if the Village has a bylaw like Campbell River for the indemnification of Council members.

Mr. Bakker was advised to contact Village staff to get a copy of the Village of Sayward's Indemnification bylaw.

**17. In Camera**

**MOTION R25/301**

**MOVED AND SECONDED**

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

1. 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
2. 90(1)(c) labour relations or other employee relations;
3. 90(1)(d) security of the property of the municipality;
4. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
5. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

**CARRIED**

**18. Adjournment**

**MOTION R25/302**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its December 2, 2025 Regular Meeting.

**Time: 9:40 pm**

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Mayor

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Corporate Officer



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
December 16, 2025  
COUNCIL CHAMBERS**

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

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Debbie Coates (via Teams)  
Councillor Jason Johnson  
Councillor Sue Poulsen (via Teams)

**In Attendance:** Andrew Young, CAO/CO  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

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

**2. Public Input**

a) Art Bowbrick of 77 Kelsey Lane expressed his hope of getting through the evening without bothering the RCMP.

**3. Introduction of Late Items - None**

**4. Approval of Agenda**

**MOTION S25/27**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for **December 16, 2025**, be approved as presented.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED MOTION S25/28**

**MOVED AND SECONDED**

THAT Revenue Anticipation Bylaw No. 517, 2026 be deferred to the January 13<sup>th</sup>, 2026 meeting of council.

**Opposed Mayor Baker, Cllr Coates, Cllr Johnson**

**DEFEATED**

**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 – None**

**12. Staff Reports – None**

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

**14. Bylaws**

**a) Revenue Anticipation Bylaw**

- i. Bylaw 517 – Revenue Anticipation Bylaw 2026

**MOTION S25/29**

**MOVED AND SECONDED**

THAT Revenue Anticipation Bylaw No. 517, 2026 be adopted; **and**,  
THAT Council authorizes the Mayor and Chief Financial Officer to sign the necessary forms to procure short-term financing from the Municipal Finance Authority.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**15. New Business**

**a) Extension of Natural Gas Service to Sayward**

**MOTION S25/30**

**MOVED AND SECONDED**

THAT the Strathcona Regional District (SRD) be requested to undertake a study at the region's expense to determine the cost to extend natural gas service to the Village of Sayward and surrounding area.

**Opposed Cllr Poulsen**

**CARRIED**

**16. Public Question Period**

- a)** Milena Gradisar of 261 Ambleside Road asked how the borrowed funds will be used, including whether it might go towards legal costs.
- b)** Jackie Lyons of 291 Ambleside commented that Council members know what municipal funds are being spent on.
- c)** Darryl Lyons of 291 Ambleside wished to discuss the Village's Code of Conduct.

Councillor Burchett interjected when Ms. Lyons spoke, and Councillors Burchett and Poulsen interjected when Mr. Lyons spoke. At 7:32 pm Mayor Baker called a ten-minute recess in the meeting. The meeting was recalled to order by Mayor Baker at 7:42 pm; however, neither Councillor Burchett or Councillor Poulsen were present. After the CAO confirmed that Councillor Burchett and Councillor Poulsen had both left the meeting, Mayor Baker called the meeting to order again at 7:45 pm.

- d)** Maureen Haslehurst of 520 MacMillan Drive shared her understanding of the \$890,000 borrowing noting ongoing confusion about its purpose. Ms. Haslehurst explained that staff had outlined ways to address an anticipated \$234,000 shortfall, including using this line of credit to support cashflow for the MacMillan Drainage project, describing it as proactive financial planning.

**17. In Camera**

**MOTION S25/31  
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*:

- a) 90(1)(c) labour relations or other employee relations.
- b) 90(1)(d) security of the property of the municipality.
- c) 90(1)(g) litigation or potential litigation affecting the municipality;
- d) 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.
- e) 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

**CARRIED**

**18. Adjournment**

**MOTION S25/32  
MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its December 16, 2025 Special Council Meeting.

Time: 8:23 pm

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

January 6, 2026

The Mayor and Council of the Village of Sayward.

652 – A H'Kusam Way,

Sayward, B.C.

VOP1R0

To The Mayor and Council of the Village of Sayward.

This is a letter of complaint that I have prepared for The Mayor and Council. I would like this letter placed on the agenda for the open Council Meeting of January 13<sup>th</sup>, 2026.

**Complaint against Counsellor Scott Burchett .**

At the December 16, 2025 counsel meeting I stood at the podium to make a statement and ask a question. I advised the counsel that I would be using the counsellors names and was met with objections from Counsellor Burchett citing Point of Order. . Mayor Baker advised them that there were no village by-laws that prohibited me from using their names.

- 1- Councillor Burchett then accused me of gaslighting.
- 2- Councillor Burchett sat grinning and laughing out loud at me.
- 3- Councillor Burchett then stated that I was a friend of the Mayor and I shouldn't speak.
- 4- Councillor Burchett then repeated "go away, you can leave" several times while motioning with his hands and then puckered" his lips and blew me a kiss.
- 5 -The Mayor called a recess due to Counsellors Poulsen and Burchett's inappropriate behaviour, Counsellor Burchett rose and walked past me while I was still standing at the podium and took on a aggressive and threatening stance. I perceived this as a threat to myself, a 79 year old senior citizen and taxpayer.
- 6- Councillor Burchett proceeded to the back of the Counsel chambers , turned and told me very loudly to "F--K OFF"
- 7- In my opinion, due to Mr Burchett's inappropriate behaviour and unprofessionalism at this meeting, and other meetings, perhaps he should consider another career path.

Darryl W Lyons,  
291 Ambleside Dr.  
Sayward, B.C.

Cc: Mr. Andrew Young, CAO of the village of Sayward

January 7, 2026

To the Mayor, Council of the Village of Sayward.  
652 A-HKusam Way.  
Sayward B.C.  
VOP 1R0

I have prepared this letter of complaint against Councillor Scott Burchett, for the Mayor and Council to be placed on the agenda for the upcoming open council meeting of January 13<sup>th</sup>, 2026.

LETTER OF COMPLAINT AGAINST COUNCILLOR SCOTT BURCHETT.

On December 16<sup>th</sup>, while in attendance of the public council meeting I witnessed as did the council and four other members of the gallery the unprofessional behaviour of Councillor Scott Burchett.

During the first question period, when a member of the gallery rose, namely Mr. Art Bowbrick, he questioned the Mayor as to why Councillor Burchett had been ejected with the aid of the RCMP from the last meeting as he saw no actions on Councillor Burchett ,s behaviour that may have lead to this happening. Mr Bowbrick used the Councillors name out loud and I did not see Councillor Burchett jump up or down and yell point of order over this.

As the meeting progressed, Councillor Burchett kept questioning the CAO regarding specific financial request as to where the monies had gone. Councillor Burchett as far as I was concerned did not seem happy with the CAO,s answers.

During the second question period I rose to speak to Council and stated my concern that Councillor Burchett might be aware as much as the other council members as to where it was spent.Councillor Burchett became very upset I had used his name out loud, but the Mayor said there was no by-law stating I could not. Councillor Burchett appeared very agitated by this. During this time Councillor Burchett did nothing but laugh continuously out loud.

My Husband Darryl, then got up to speak, Councillor Burchett and Councillor Poulsen, who was on Zoom, they both lost control. They began screaming and yelling so loudly over the topic Darryl was discussing. During this time Councillor Burchett told my husband he was a friend of the Mayor's and had no right to speak!! He kept motioning with his hand in a shove off manner and would say...run along, you can go now and even blowing kisses, and throughout this all laughing at the top of his voice.. The Mayor had to call a ten minute recess.

While my husband was still standing at the podium, Councillor Burchett rose and made his way to the back of the room, he approached my husband in a very aggressive, threatening manner, I was so concerned for Darryl's safety at that point. As he past my husband, he turned and yelled at the top of his voice.....F \* \* K OFF..!!!!!! My husband is a 79 year old senior and taxpayer of the village. I was really concerned that something more physical was coming.

We both then left to go outside for a smoke and when we returned prior the start of the meeting Councillor Burchett was gone. Prior the start the CAO rose to make a call to Councillor Poulsen, only to return and announce she too had left the meeting

Another member, Mrs. Maureen Haslehurst got up to speak and after her time the meeting went....."in Camera "

Where will all of Councillor Burchett's actions lead.?? Both my husband and I are VERY concerned for our safety in attending further Council meetings.

I believe these actions of Councillor Burchett's should be cause for severe sanctions and having him step down from his position as Councillor for the Village of Sayward.

Thank you for your time.

Mrs. Jacalyen ( Jackie) Lyons

291 Ambleside Dr.

Sayward BC

VOP 1R0 ....Ph 250 282 3728 .....cc.Mr Andrew Young. CAO

Village of Sayward BC.



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## AVICC 2025 Advocacy & RD Legislative Reform Update

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From Theresa Dennison <tdennison@avicc.ca>

Date Wed 12/17/2025 3:55 PM

To AVICC Info <info@avicc.ca>

### ***Please forward to elected officials, the CAO and Corporate Officer:***

This year has been a strong success for AVICC's advocacy efforts, and we want to extend our sincere thanks to all members for your participation and engagement. Your input at convention, through resolutions, surveys, and discussions has been instrumental in shaping our priorities and ensuring that the voice of AVICC regional local governments is heard at the provincial level.

#### **Regional District Legislative Reform**

Over the past year, AVICC has worked closely with all five Area Associations to advance the initiative to **modernize the *Local Government Act* provisions for regional districts**. This effort included a province-wide virtual engagement session in February 2025 with over 250 participants, presentations at each Area Association convention and the CAO Forum, and a comprehensive survey that gathered more than 100 responses from local governments and First Nations. Information collected through these activities were used to inform the "**Regional District Legislation Roadmap**," developed by Don Lidstone, K.C., which analyzed outdated sections of *the Act* and proposed solutions to address governance gaps, financial fairness, and the need for greater authority to respond to emergencies, climate resilience, and other pressing issues.

In June, the Area Association Presidents submitted a jointly signed letter and the *Roadmap* to UBCM requesting that Regional District Legislative Reform be added to their workplan, supported by feedback from sessions, surveys, and written submissions. The UBCM Executive agreed to include this initiative in its July meeting as a "Special Project" in its 2025/2026 workplan. UBCM also sent a letter to the Ministry of Housing and Municipal Affairs requesting they review the *Roadmap* document and meet to discuss how to move forward the modernization of the legislation. We have received confirmation from the Minister of Housing and Municipal Affairs that the *Roadmap* document is under review, and that discussions with the Province will take place imminently. Members are encouraged to continue engaging with provincial representatives to maintain momentum and ensure that reforms reflect the needs of regional districts, including equitable Indigenous representation, streamlined processes, and modernized governance tools.

#### **AVICC Advocacy Update – 2025/2026**

For details on **AVICC's advocacy work at the 2025 UBCM Convention**, please visit our post on the [AVICC website](#). We also recently hosted a successful virtual education and discussion session focused on the *Cowichan Tribes v. Canada* case, and we're pleased to announce that another **virtual education and discussion session on Housing Corporations** will take place in February, so stay tuned for more information in early 2026. Thank you to our members who submitted session proposals for the 2026 AVICC AGM & Convention – we received a record number proposals, and the AVICC Executive has begun the challenging exercise of developing

our convention program. We are excited about the high level of enthusiasm and engagement demonstrated by our members and are grateful for the interest.

We would also like to share that the Community Action Initiative is pleased and proud to invite you to join us for a special webinar on **Thurs Jan 23 from 12pm-1:30pm** exclusive for Local Government Elected Officials and Staff with **Dr. Jennifer Charlesworth, B.C.'s Representative for Children and Youth**. Please register using [this link](#). **Questions about this program should be directed to [cai@caibc.ca](mailto:cai@caibc.ca).**

We encourage all members to stay engaged as we move forward with advancing advocacy on behalf of AVICC local government and First Nation members. Together, we can keep building momentum for positive change. If you have any questions or comments, please do not hesitate to reach out.

On behalf of the AVICC Executive, we wish you all health and happiness throughout the holiday season and look forward to connecting with you in 2026!

All the best,

Theresa Dennison

Executive Director | Association of Vancouver Island and Coastal Communities

236.237.1202

[tdennison@avicc.ca](mailto:tdennison@avicc.ca)

[www.avicc.ca](http://www.avicc.ca)



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

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

**From:** [Natalie Groulx](#)  
**To:** [Sayward Finance-Admin](#)  
**Subject:** Request for Council Support – BC Coastal Marine Strategy  
**Date:** December 4, 2025 9:19:57 AM  
**Attachments:** [Coastal Marine Strategy Motion For Consideration Dec 2025.pdf](#)  
[Coastal Marine Strategy Brief Dec 2025 CPAWS BC WCEL.pdf](#)

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Dear Mayor Baker and Members of Council,

On behalf of the Canadian Parks and Wilderness Society – BC Chapter (CPAWS-BC) and West Coast Environmental Law, I am reaching out to request your Council’s support for the BC Coastal Marine Strategy (CMS) and accompanying legislative framework to ensure its long-term success.

The strategy, co-developed by the Province of BC and coastal First Nations, provides [a blueprint](#) for protecting marine ecosystems, supporting local economies, and strengthening community resilience along our coast.

**We respectfully request that your Council consider passing a motion of support and directing the Mayor to write to Premier David Eby and the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, expressing your support for the BC Coastal Marine Strategy and its implementation, and urge the Provincial Government to enshrine the BC Coastal Marine Strategy into law.**

The initiative has received formal endorsements from the Association of Vancouver Island and Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM). Endorsement from your Council would provide significant additional support at the local level.

Thank you for your time and consideration. Please find attached:



- A council motion template, and
- A brief on the need and value of the BC Coastal Marine Strategy.

We also welcome the chance to brief you on the opportunities within the Coastal Marine Strategy for your community.

Warm regards,


--

**Natalie Groulx (she/her)**  
Acting Conservation Director  
Ocean Program

 [natalie@cpawsbc.org](mailto:natalie@cpawsbc.org)  
 [604-685-7445 x 6](tel:604-685-7445)



CPAWS-BC

 #227- 312 Main St, Vancouver, BC, V6A 2T2  
Lands and waters of the Coast Salish Peoples

 [cpawsbc.org](http://cpawsbc.org)



**[Make a gift for nature today.](#)**

This message was sent from the unceded and traditional homelands of the ləkʷəŋən.

At CPAWS-BC, we value and respect flexible work arrangements. As such, my work week may look different from yours. Please do not feel obligated to respond outside of your normal working hours; I will respond when I am able. My working hours are 8am to 4:30pm PT, Monday-Thursday. [Learn more here.](#)



## BLUEPRINT FOR THE COAST

### **Motion:**

WHEREAS in July 2024, following extensive consultation with First Nations and stakeholders, the Province of British Columbia released its first ever Coastal Marine Strategy, providing a 20-year vision of a “diverse, productive and resilient coastal marine environment that is valued in its own right and that supports the prosperity, health and well-being of coastal communities now and into the future”;

WHEREAS the Coastal Marine Strategy details nine important goals (diverse marine life; abundant wild Pacific Salmon; a clean coast; climate-ready communities; a sustainable coastal economy; vibrant coastal communities; trusting, respectful relationships; a robust tool kit; and integrated and balanced management), but does not have the force of law, and codifying the Strategy into law would support its success and longevity rather than leaving it dependent on the priorities of the government of the day:

THEREFORE BE IT RESOLVED THAT Council directs the Mayor to urge the Provincial Government to enshrine the BC Coastal Marine Strategy into law.

## **Strengthening BC's Economy and Readiness Through the BC Coastal Marine Strategy**

British Columbia stands at a pivotal moment. Our coastal communities are on the frontlines of both economic pressures and environmental change. As the BC chapter of the Canadian Parks and Wilderness Society (CPAWS-BC), we work to safeguard the lands and waters that sustain us. Both CPAWS-BC and West Coast Environmental Law believe this is a timely opportunity to work together to strengthen resilience through the Coastal Marine Strategy – an approach that supports local economies while safeguarding the natural systems we all depend on.

The [BC Coastal Marine Strategy](#) is an overarching provincial framework with 116 concrete activities for managing coastal and nearshore marine areas within provincial jurisdiction. When fully implemented, the strategy can drive climate adaptation, grow BC's blue economy, enhance national defense, and advance Indigenous coastal management.

### **Protecting the coast is not just about the environment, it's smart economic policy.**

Marine-based tourism and recreation alone generate over \$5 billion annually,<sup>1</sup> and the global ocean economy is projected to double between 2010 and 2030, outpacing broader global growth by 20%.<sup>2</sup> This represents a major opportunity for BC to expand its blue economy. Furthermore, these figures do not account for the vast amount of ecosystem services provided by marine and coastal areas. A 2012 report found the nearshore areas of BC's Lower Mainland provided \$22.6 billion in ecosystem services per year (this value translates to approximately \$30 billion as of 2024).<sup>3</sup> This strategy will support a productive and biodiverse ocean, which is necessary for a thriving and sustainable blue economy.

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<sup>1</sup> Big River Analytics Ltd. (2021). Economic Contribution Analysis: For the Economic Contribution of the Oceans Sector in Coastal BC. Unpublished and prepared privately for the governments of British Columbia and Canada.

<sup>2</sup> OECD, The Ocean Economy in 2030 (2016), p. 30, online: [https://www.oecd.org/content/dam/oe.cd/en/publications/reports/2016/04/the-ocean-economy-in-2030\\_g1g6439e/9789264251724-en.pdf](https://www.oecd.org/content/dam/oe.cd/en/publications/reports/2016/04/the-ocean-economy-in-2030_g1g6439e/9789264251724-en.pdf)

<sup>3</sup> David Suzuki Foundation and Earth Economics: Nearshore Natural Capital Valuation (November 2012), p. 67, online: <https://david Suzuki.org/wp-content/uploads/2012/11/nearshore-natural-capital-valuation-aquatic-benefits-british-columbia-lower-mainland.pdf>

**The Coastal Marine Strategy can also strengthen national defence.** BC's coastline is home to critical defense and emergency response infrastructure, and integrated coastal planning under the Strategy aligns with both provincial and national defense priorities. When implemented, it will enhance readiness in the face of climate impacts and geopolitical risks.

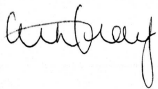
*"Many of us have seen first-hand the damage of degraded shorelines, pollution, abandoned vessels, declining salmon and contaminated shellfish. In a coastal province like ours, these impacts ripple inland, from Salmon Arm in the Okanagan all the way to the Rockies. Our coast also hosts critical national defense and emergency response infrastructure. So whether you are interested in the environment, the economy or national defense, a coordinated effort from the Province to protect our coast needs the force of law behind it." – **Councillor Mary Wagner, the City of Langford***

Although the release of the Coastal Marine Strategy is a significant accomplishment for BC, a glaring functional gap remains, as the strategy does not have a legal framework to back it up. Legislation is key to strong, integrated coastal management. An accompanying legal framework would make the Coastal Marine Strategy durable and effective across government.

With your local government's support, BC can ensure the strategy drives lasting results for our economy, communities, and coastal ecosystems.

We welcome the opportunity to brief you on the opportunities within the Coastal Marine Strategy for your community.

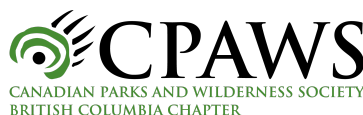
Sincerely,



**Erin Gray**  
Staff Lawyer  
West Coast Environmental Law  
[egray@wcel.org](mailto:egray@wcel.org)



**Natalie Groulx**  
Acting Conservation Director, Ocean Program  
CPAWS-BC  
[natalie@cpawsbc.org](mailto:natalie@cpawsbc.org)





## REPORT TO COUNCIL

**To:** Mayor and Council  
**From:** Lisa Clark, CFO  
**Subject:** **2025-2029 Five Year Financial Plan Amendment Bylaw**  
**Meeting date:** January 13, 2026

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### BACKGROUND

On April 17, 2025, Council adopted Five Year Financial Plan (2025-2029) Bylaw No. 514, 2025. Since the plan's adoption, Council has approved some amendments by council resolution that now require an amendment to the five-year financial plan bylaw. Section 165(2) of the *Community Charter* allows Council to amend the financial plan by bylaw at any time. The purpose of this report is for Council to consider Five Year Financial Plan Amendment Bylaw No. 519, 2025.

Bylaw No. 514 Schedule "A" is to be deleted and replaced with Schedule "A" attached to and forming part of Bylaw No. 519.

### DISCUSSION

The following resolution was made at the December 12, 2025 Regular Council meeting:

#### **MOTION R25/299**

#### **MOVED AND SECONDED**

THAT Council approves the following amendments to the 2025-2029 Financial Plan:

- a. Deferment of the 2025 capital reserve transfers for water and sewer.
- b. A transfer of up to \$80,000 from the Growing Communities Fund Reserve for equipment purchases in 2025.
- c. The use of unappropriated surplus for any remaining deficit in 2025; and,

THAT Council direct staff to prepare a Revenue Anticipation Bylaw for 2026 for Council consideration.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

### RECOMMENDATION

THAT Council receive the 2025-2029 Five Year Financial Plan Amendment Bylaw staff report for information and discussion; and,

THAT Five Year Financial Plan Amendment Bylaw No. 519, 2025 be given first, second and third readings.

Respectfully submitted,



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Lisa Clark, CPA, CGA  
Chief Financial Officer

Approved for Council package

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Andrew Young, MCIP, RPP  
Chief Administrative Officer

Attachment:

- ***Five Year Financial Plan Amendment Bylaw No. 519, 2025***



**VILLAGE OF SAYWARD  
BYLAW NO. 519**

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**A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2025-2029)**

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**WHEREAS** pursuant to Section 165 of the *Community Charter*, “Five Year Financial Plan Bylaw No. 514, 2025” was adopted on April 17, 2025;

**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. 519, 2025”**
2. “Five Year Financial Plan Bylaw No. 514, 2025” 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 \_\_\_ day of \_\_\_\_\_ 20\_\_.

Read a second time on the \_\_\_ day of \_\_\_\_\_ 20\_\_.

Read a third time on the \_\_\_ day of \_\_\_\_\_ 20\_\_.

Adopted on the \_\_\_ day of \_\_\_\_\_ 20\_\_.

Certified a true copy of Bylaw No. 519  
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Corporate Officer**

**Village of Sayward**  
**2025 – 2029 Five Year Financial Plan Amendment Bylaw No. 519, 2025 – Schedule A**

	2025	2026	2027	2028	2029
<b>REVENUES</b>					
<b>Taxation</b>					
Property Value Taxes	625,395	662,918	702,693	744,855	789,546
Parcel Taxes	8,108	0	0	0	0
Utilities/Payments in Lieu of Taxes	14,349	14,897	15,469	16,067	16,691
<b>Total Taxation</b>	<b>647,851</b>	<b>677,815</b>	<b>718,163</b>	<b>760,922</b>	<b>806,237</b>
<b>Fees and Charges</b>					
Recreation	22,528	22,583	22,639	22,696	22,755
Licences/Permits	13,310	13,310	13,310	13,310	13,310
Sewer Utility	104,506	107,917	113,313	118,978	124,927
Water Utility	199,076	212,780	216,919	226,515	236,591
Solid Waste Fees	51,182	53,741	56,428	59,249	62,212
Other Revenue	193,306	194,130	194,771	195,430	196,108
<b>Total Fees and Charges</b>	<b>583,908</b>	<b>604,461</b>	<b>617,380</b>	<b>636,179</b>	<b>655,902</b>
<b>Other Revenue</b>					
Federal Government Grants	78,620	75,149	75,149	75,149	75,149
Provincial Government Grants	368,500	368,500	368,500	368,500	368,500
Capital Asset Grants	1,278,197	0	0	0	0
Other Grants	171,500	7,500	49,500	49,500	49,500
<b>Total Other Revenue</b>	<b>1,896,817</b>	<b>451,149</b>	<b>493,149</b>	<b>493,149</b>	<b>493,149</b>
<b>Proceeds From Borrowing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Between Funds</b>					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	713,879	60,100	50,000	50,000	50,000
<b>TOTAL REVENUE</b>	<b>3,842,455</b>	<b>1,793,525</b>	<b>1,878,692</b>	<b>1,940,250</b>	<b>2,005,289</b>
<b>EXPENSES</b>					
<b>Municipal Purposes</b>					
General Government Services	750,890	760,300	757,571	765,148	772,952
Fire, Emergency & Protective Services	63,709	25,230	25,778	26,356	26,965
Public Works, Roads, Drainage	169,293	173,856	174,760	177,759	180,860
Parks & Recreation	274,319	279,307	285,306	291,584	298,164
Sewer Utility	103,087	105,090	107,164	109,315	111,547
Water Utility	197,776	203,976	208,024	212,246	216,655
Solid Waste Operations	52,100	53,080	54,080	55,099	56,139
Interest Payment on Municipal Debt	1,487	0	0	0	0
Amortization	290,497	290,497	290,497	290,497	290,497
<b>Annual Surplus/(Deficit)</b>	<b>1,939,297</b>	<b>-97,810</b>	<b>-24,487</b>	<b>12,246</b>	<b>51,509</b>

**Village of Sayward**  
**2025 – 2029 Five Year Financial Plan Bylaw No. 519, 2025 – Schedule A cont'd**

<b>Capital Expenditures</b>					
General Capital Expenditures	1,912,076	50,000	50,000	50,000	50,000
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
<b>Principal Payment on Municipal Debt</b>	8,201	0	0	0	0
<b>Adjustment for Non-Cash Items (Amortization)</b>	-290,497	-290,497	-290,497	-290,497	-290,497
<b>Transfers Between Funds</b>					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	309,516	142,687	216,010	252,743	292,006
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## VILLAGE OF SAYWARD

### BYLAW NO. 518

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#### A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 416, 2015

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**WHEREAS** the Council of the Village of Sayward has adopted a Council Procedure Bylaw;

**AND WHEREAS** the Council of the Village of Sayward wishes to amend "Council Procedure Bylaw No. 416, 2015" (as amended);

**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 "**Council Procedure Amendment Bylaw No. 518, 2026**".

#### 2. AMENDMENT

Council Procedure Bylaw No. 416, 2015 is hereby amended as follows:

a.) THAT Part 2, section 5, Time and location of meetings, be amended by deleting (2) in its entirety and replacing with the following:

(2) Regular Council meetings must:

(a) be held on a schedule that generally follows the second and fourth Tuesday of each month, and

(b) begin at 7:00 pm;

(c) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 30;

(d) when such a meeting falls on a statutory holiday, be held on the next Tuesday or a time determined by Council.

Read a first time on the 2<sup>nd</sup> day of December 2025.

Read a second time on the 2<sup>nd</sup> day of December 2025.

Read a third time on the 2<sup>nd</sup> day of December 2025.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Certified a true copy of Bylaw No. 518  
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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Chief Administrative Officer  
Village of Sayward

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**Mayor**

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**Corporate Officer**