



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
February 24, 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 **February 24, 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 **January 27, 2026**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the **Regular Council Meeting** held on **February 10, 2026**, be adopted [as presented **or** as amended].
- c) THAT the minutes from the **Committee of the Whole Meeting** held on **February 17, 2026**, be adopted [as presented **or** as amended].

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

12. Staff Reports

a) 2026 Local Government Elections

i. 2026 Local Government Elections – Report

Recommended Resolution/s

1. THAT Andrew Young, CAO, be appointed Chief Election Officer for the 2026 Local Government Election, with power to appoint other election officials as required for the administration and conduct of the 2026 Local Government Election pursuant to Section 58 of the Local Government Act; and,
2. THAT Jennifer Redshaw, Office Administrator, be appointed Deputy Chief Election Officer for the 2026 Local Government Election.

b) Sayward Official Community Plan – Potential Project

- i. Sayward Official Community Plan – Report
- ii. Proposal from 124°West re: OCP Update

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

14. Bylaws – None

15. New Business

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:

- a) 90(1)(c) labour relations or other employee relations.
- b) 90(1)(d) the security of the property of the municipality;
- c) 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- d) 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- e) 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- f) 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

18. Adjournment

- a) **THAT the Village of Sayward Council adjourns its February 24, 2026 Regular Meeting.**

Time: _____ .



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
January 27, 2026
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
Jennifer Redshaw, Office Administrator

1. Call to Order

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

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION R26/10

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **January 27, 2026**, be approved as presented.

CARRIED

5. Minutes of Previous Meetings

Note: The minutes from the Regular Council meeting held on December 2, 2025 were adopted with amendments at the January 13, 2026 Regular Council meeting. However, upon subsequent review of the video recording, it was determined that the amendments were not accurate.

Cllr Burchett recused himself from approval of meeting minutes at 7:02pm.

MOTION R26/11

MOVED AND SECONDED

THAT the minutes from the **Regular Council Meeting** held on **December 2, 2025**, be adopted as presented.

Opposed Cllr Poulsen CARRIED

MOTION R26/12

MOVED AND SECONDED

THAT the minutes from the **Special Council Meeting** held on **January 11, 2026**, be adopted as presented.

Opposed Cllr Poulsen CARRIED

MOTION R26/13

MOVED AND SECONDED

THAT the minutes from the **Regular Council Meeting** held on **January 13, 2026**, be adopted as presented.

Opposed Cllr Poulsen CARRIED

Cllr Burchett returned to the meeting at 7:04pm.

6. Petitions and Delegations – None

7. Correspondence

- a) Comox Strathcona Waste Management (CSWM) letter to Municipal Partners regarding tipping fee increase, dated January 8-2026
- b) Cops for Cancer 2025 Impact Report
- c) Rural Coordination Centre BC

MOTION R26/14

MOVED AND SECONDED

THAT Council direct staff to forward the Rural Coordination Centre of BC correspondence to local BC Emergency Health Services (BCEHS) and the Sayward Health Clinic.

Opposed Cllr Burchett CARRIED

- d) Heritage BC - Heritage Week February 16 – 22, 2026

MOTION R26/15

MOVED AND SECONDED

THAT the Village of Sayward declare February 16-22, 2026 Heritage Week.

CARRIED

8. Council Reports – None

9. Reports of Committees – None

10. Mayor’s Report – None

11. Unfinished Business

Request for Council Support – BC Coastal Marine Strategy dated December 4-2025

MOTION R26/16

MOVED AND SECONDED

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.

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

12. Staff Reports

a) Financial Plan 2026-2030 Proposed New Schedule

MOTION R26/17

MOVED AND SECONDED

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

Tuesday, February 17, 2026, at 6 pm

Tuesday, March 17, 2026, at 6 pm

Tuesday, March 31, 2026, at 6 pm

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

b) Video Recording Council Meetings – Reconsideration of Council Resolution

MOTION R26/18

MOVED AND SECONDED

THAT Council consider rescinding resolution R24/T75.

CARRIED

MOTION R26/19

MOVED AND SECONDED

THAT Council directs staff to resume posting video recordings of Village of Sayward open Council meetings to YouTube as soon as practicable.

CARRIED

c) 2026 Growing Canada's Community Canopies Regional Grant Application

MOTION R26/20

MOVED AND SECONDED

THAT the Village of Sayward Council support the Strathcona Regional District's application to the 2026 Growing Canada's Community Canopies grant fund to complete a regional equity-focused tree planting prioritization study.

CARRIED

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

Direction to staff to request reports from the RCMP and Fire Department.

14. Bylaws

Five Year Financial Plan Amendment Bylaw No. 519, 2025

MOTION R26/21

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 519, 2025 be adopted.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

15. New Business

Sayward Futures Society – Request for Destination BC Sponsor Confirmation Letter

Cllr Johnson recused himself from the meeting at 7:15pm.

Mayor Baker questioned Cllr Burchett whether he had a conflict-of-interest respecting Sayward Futures Society's request matters and if Cllr Burchett should recuse himself that he recuse himself.

A recess was called at 7:17pm.

At 7:38pm Cllr Burchett left Council Chambers. Cllr Poulsen left the meeting at 7:39pm.

Mayor Baker called the meeting back to order at 7:39pm.

Quorum was not met for this topic so the Sayward Futures Society's request for Destination BC Sponsor Confirmation Letter was not considered.

Cllr Johnson returned to the meeting at 7:41pm.

16. Public Question Period

- a) Jackie Lyons of 291 Ambleside Drive encouraged council members to be professional and respectful.

17. In Camera

MOTION R26/22

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)(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.
- c) 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

Mayor Baker called a meeting recess at 7:44pm.

Mayor Baker recalled the meeting to order at 8:01 pm.

18. Adjournment

MOTION R26/23

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its January 27, 2026 Regular Meeting.

CARRIED

Time: 8:18pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
February 10, 2026
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 (via Teams)
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson – Meeting Chair
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 7:00 pm.

2. Public Input

- a) Maureen Haslehurst 520 of MacMillan Drive, Sayward provided a synopsis of the Sayward Futures Society's Annual General Meeting she recently attended and urged council to recognize Sayward Futures Society as the lead organization providing our community's visitor services.

3. Introduction of Late Items – None

4. Approval of Agenda

MOTION R26/24

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **February 10, 2026**, be approved as presented.

CARRIED

5. Minutes of Previous Meetings

MOTION R26/25

MOVED AND SECONDED

THAT the minutes from the **Regular Council Meeting** held on **January 27, 2026**, be adopted as presented.

No vote was taken

MOTION R26/26

MOVED AND SECONDED

THAT the minutes from the **Regular Council Meeting** held on **January 27, 2026**, be deferred until the next meeting.

CARRIED

6. Petitions and Delegations

- a) Housing Needs Assessment – OCP Amendment Update - McElhanney Planning Consultants (Kevin Brooks, Planner and Caelen Middleton, Planner).

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) Association of Vancouver Island and Coastal Communities (AVICC) invitation to attend virtual education and discussion session on February 27, 2026 focused on “Housing Corporations and Rural Solutions: Expanding Access to Affordable Housing.”

MOTION R26/27

MOVED AND SECONDED

THAT staff send the link to Council for easy registration.

CARRIED

8. Council Reports – None

9. Reports of Committees – None

10. Mayor’s Report

- a) **Strathcona Regional District 2026-2030 draft Financial Plan – dated 2026-01-23**

CAO Young to advise Council on the deadline for submitting questions and comments to the Strathcona Regional District.

11. Unfinished Business

Cllr Johnson recused himself from the meeting at 7:25pm and Cllr Coates assumed the duties of Meeting Chair.

- a) **Sayward Futures Society – Request for Destination BC Sponsor Confirmation Letter**

Cllr Burchett confirmed he does not have a disqualifying bias or conflict of interest regarding Sayward Futures Society.

MOTION R26/28

MOVED AND SECONDED

THAT Council directs staff to complete the Sponsor Confirmation Letter recognizing Sayward Futures as the lead organization recognized by the Village of Sayward for the provision of our community's visitor services for the term of 1 year.

CARRIED

Cllr Johnson returned to the meeting at 7:37 pm and resumed the duties of Meeting Chair.

12. Staff Reports

a) Kelsey Recreation Centre – Future Use Options

MOTION R26/29

MOVED AND SECONDED

THAT the Kelsey Centre re-open in its entirety.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

MOTION R26/30

MOVED AND SECONDED

THAT the Village of Sayward at this time:

- a. Continue to support the use of the Kelsey Recreation Centre for recreation programs managed by non-profit organizations and local volunteers and do so through the provision of low-cost grants-in-aid.
- b. Investigate opportunities to re-open the weight room in the Kelsey Recreation Centre for example by engaging a contractor to oversee it or lease that part of the facility to a third party to operate.
- c. Promote additional rentals of the Kelsey Recreation Centre for special events and functions (e.g., weddings, parties, recreational gatherings).
- d. Review Sayward's fees and charges bylaw to ensure rental charges for the Kelsey Recreation Centre are in line with fees charged elsewhere in the North Vancouver Island region.

Opposed Cllr Buchett

CARRIED

MOTION R26/31

MOVED AND SECONDED

THAT staff inquire with the Strathcona Regional District Keley Centre Committee on what next steps are.

CARRIED

b) Official Community Plan Amendments – Housing Needs Amendments

MOTION R26/32

MOVED AND SECONDED

THAT staff send letters to the following governments and agencies in order to comply with the provisions of Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023.

- a. Strathcona Regional District Board;
- b. Local First Nations (K'omoks First Nation);
- c. School District No. 72 (Campbell River); and
- d. Provincial or Federal agencies (BC Ministry of Transportation and Transit).

CARRIED

MOTION R26/33

MOVED AND SECONDED

THAT Council gives first reading to Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) UBCM Regional Grant Opportunity – Emergency Operation Centre

MOTION R26/34

MOVED AND SECONDED

THAT Council:

1. Supports the Strathcona Regional District (SRD) making a regional grant application to the Community Emergency Preparedness Fund (CEPF) 2026 Emergency Operation Centre (EOC) program as administered by the Union of BC Municipalities (UBCM); and
2. Supports the Strathcona Regional District (SRD) submitting a CEPF grant application on behalf of the Village of Sayward, and if CEPF grant funding is approved, then the Village agrees to have the Strathcona Regional District be the recipient of the CEPF grant and to manage the grant.

CARRIED

b) Proposed Lease of Firehall #1 to the Strathcona Regional District

MOTION R26/35

MOVED AND SECONDED

THAT the Mayor and the Chief Administrative Officer of the Village of Sayward be authorized to sign a five-year lease agreement with the Strathcona Regional District for use of Firehall #1 located at 620 Kelsey Way, Sayward, BC.

CARRIED

14. Bylaws – None

15. New Business – None

16. Public Question Period

- a) Melissa Holmes of 108-611 MacMillan Drive, Sayward confirmed that the new after-school program (Kid’s Club) being held at the Heritage Hall is a huge success. Ms. Holmes said that the program is run by volunteers and has 17-20 children in attendance each of the 3 days a week it is offered.
- b) Lee Ettinger of 220 Sayward Heights is pleased that the Kelsey Recreation Centre operating deficit has been reduced to \$71,000; however, these expenditures fall solely on Village taxpayers not the Sayward Valley residents who are the majority of the users. Ms Ettinger also inquired if a seismic assessment has been submitted to the Strathcona Regional District.

17. In Camera – None

18. Adjournment

MOTION R26/36

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its February 10, 2026 Regular Meeting.

CARRIED

Time: 8:44pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
February 17, 2026
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
Councillor Jason Johnson
Councillor Sue Poulsen (via Teams)

In Attendance: Andrew Young, CAO/CO
Jennifer Redshaw, Office Administrator
Jeannie Bradburne, CPA, Financial Consultant

1. Call to Order

The meeting was called to order at 6:00 pm.

2. Public Input – None

3. Introduction of Late Items – None

4. Approval of Agenda

MOTION C26/1

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for February 17, 2026, be approved as presented or as amended.

CARRIED

5. Petitions and Delegation – None

6. Correspondence – None

7. Council Reports – None

8. Reports of Committees – None

9. Mayor's Report – None

10. Unfinished Business – None

11. Staff Reports

- a) **Draft Financial Plan 2026-2030 and Process**

12. New Business – None

13. Public Question Period

- a) Lee Ettinger of 220 Sayward Heights thanked Ms. Bradburne for providing clear and competent information. She also complimented CAO Young for highlighting that several previous councils had made financial, administrative, and operational decisions without being fully informed, contributing to the challenges Sayward faces today. Ms. Ettinger stated that, in her view, issues like this will persist in British Columbia until residents have the ability to recall elected officials. She added that this concern is one of the reasons she is advocating for the dissolution of the Village of Sayward as a municipality and for joining the Strathcona Regional District instead.
- b) Maureen Haslehurst of 520 MacMillan Drive expressed disbelief that a councillor that has been so vocal about legal expenses would then request indemnification from the Village in relation to censure allegations and the quorum hearing.
- c) Ellie Sampson of 710 Sayward Road shared that she retired here five years ago seeking an affordable rural lifestyle, but each year it becomes increasingly difficult to remain in the community on a fixed income. She acknowledged the challenging financial position the Village is facing yet expressed disappointment that internal conflicts have contributed to the current situation.

14. In Camera – None

15. Adjournment

MOTION C26/2

MOVED AND SECONDED

THAT the Village of Sayward adjourns its February 17, 2026, Committee of the Whole Meeting.

CARRIED

Time: 8:03pm

Mayor

Corporate Officer



STAFF REPORT

To: Mayor and Council
From: Jennifer Redshaw, Office Administrator
Subject: **2026 Local Government Elections**
Meeting date: February 24, 2026

BACKGROUND

The 2026 Local Government Elections will be held in the fall of 2026, with general voting day scheduled for October 17, 2026.

DISCUSSION

Section 58(1) of the *Local Government Act* requires the local government to appoint a Chief Election Officer and a Deputy Chief Election Officer for the purposes of conducting an election. Section 58(2) requires that the Chief Election Officer must appoint other election officials as required for the administration and conduct of the election.

Given Andrew Young's extensive experience administering elections across multiple municipalities and Jennifer Redshaw's involvement in the 2022 Sayward election, it would be appropriate for Council to appoint the CAO as the Chief Election Officer for the 2026 election, with the Office Administrator serving as the Deputy Chief Election Officer. It is also anticipated some contract labour will be required to assist with election related duties; the costs associated with this will be funded from the Election Reserve which Council has been contributing to annually for this very purpose.

RECOMMENDATIONS

THAT Andrew Young, CAO, be appointed Chief Election Officer for the 2026 Local Government Election, with power to appoint other election officials as required for the administration and conduct of the 2026 Local Government Election pursuant to Section 58 of the *Local Government Act*; and,

THAT Jennifer Redshaw, Office Administrator, be appointed Deputy Chief Election Officer for the 2026 Local Government Election.

Respectfully submitted,

Jennifer Redshaw
Office Administrator

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer



REPORT TO COUNCIL

To: Mayor and Council
From: Andrew Young, MCIP, RPP
Chief Administrative Officer
Subject: **Sayward Official Community Plan – Potential Project**
Meeting date: February 24, 2026

PURPOSE

The purpose of this report is to present a proposal to undertake an Official Community Plan Update for the Village of Sayward.

BACKGROUND

In British Columbia it is best practice for municipalities to review their Official Community Plans (OCPs) every five years and update them as necessary and undertake comprehensive reviews of their OCPs every ten years which normally involves significant public engagement. Several years ago, the Village of Sayward (the Village) entered into a contract with a major consulting firm to develop a new Official Community Plan (OCP) for the Village of Sayward. Unfortunately, the draft OCP development work was not completed properly by the consultant and the Village in the end did not have a new OCP. As a result, the Village of Sayward's Official Community Plan (OCP) Bylaw 308 is now twenty-six years old. While the Village's OCP has been amended from time to time since it was adopted in December 2000 – and Sayward Council has recently given first reading to an OCP Amendment Bylaw that will if adopted ensure compliance with Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023 – it is long overdue for a comprehensive review of the OCP and replacement with an up-to-date document.

DISCUSSION

As noted, the Village's previous contract to provide the community with a new Official Community Plan did not end well. Fortunately, there are other consulting firms to choose from who do this work including, for example 124°West. In recent weeks the Village's CAO met with the lead planner Pam Shaw PhD RPP FCIP FRCGS, Partner and Senior Planner with 124°West to discuss the work that her firm has undertaken for other small communities on Vancouver Island and to gain a better understanding of the service that this firm could provide the Village of Sayward. Dr. Shaw is the Director of the Masters of Community Planning Program at Vancouver Island University where she worked as a professor for many years. Her professional practice "focuses on development projects with First Nation Governments on Vancouver Island, asset management, community planning, public engagement, and creating better places and spaces that support biodiversity and conservation ... as well as on the unique challenges facing small communities in the face of economic, social, and environmental change."

For Council's reference a copy of a project proposal from 124°West is attached to this report (Attachment #1). As evidenced in the proposal, Dr. Shaw is well supported in her work by a well-qualified and experienced team.

Proposed Project Costs and Funding

As noted in the latter pages of 124°West's proposal the cost to engage this firm to develop and deliver a new OCP to the Village of Sayward is \$80,550 for professional services. The proposal also describes potential additional costs of \$11,500 to support community outreach and mailouts to support the proposed project. All together the estimated cost to develop and deliver the Village with a new OCP as described in the proposal would be about \$92,000. Potential funding to support this work, if approved by Council, exists in the unspent Local Government Housing Initiatives Grant which the Village of Sayward received from the Province of BC in late 2023 or early 2024. At this time, there is roughly \$110,000 in funds remaining in this grant which the Village could use to support the OCP project – subject to re-confirmation by staff with the Ministry of Housing and Municipal Affairs that the Village may still draw on these funds for this work.

Administrative Capacity and Timing

Normally a local government does not take on a major project that involves significant public consultation work such as a comprehensive update or replacement of its Official Community Plan in the same year that general elections are being held. As noted in Attachment #1 there are two timelines described in the proposal from 124°West. The first timeline is very ambitious with a timeline for completion and adoption of a new OCP bylaw before the end of September 2026 and local elections in October 2026. The second timeline is longer and shows completion and adoption of a new OCP bylaw in late February 2027 – which would overlap with local government elections. It should be pointed out that Village staff have little to no capacity to oversee an additional major project in 2026.

Options

The following list of options is not intended to be exhaustive or detailed but is provided principally to help support Council discussion.

1. Village of Sayward enters into a contract with 124°West to develop and deliver a new Official Community Plan for the Village of Sayward based on one of the proposed timelines. This option would be subject of course to thoroughly vetting the work done by 124°West including reference checks. Once that is done a recommendation could be provided to Council for consideration including justification for direct award, if merited.
2. Village of Sayward defers contracting with 124°West, or any other firm, to develop and deliver a new Official Community Plan for the Village of Sayward until after the general elections in October 2026. In doing so, Village staff can seek competitive bids from other firms to help ensure the Village of Sayward receives the best value possible for the monies invested in this work.

CONCLUDING REMARKS

As noted earlier in this report, the Village of Sayward's Official Community Plan (OCP) Bylaw is long overdue for a comprehensive review of the OCP and replacement with an up-to-date document. Sayward Council has an opportunity to engage a firm to develop and deliver a new Official Community Plan for Sayward in 2026 if desired, or 2027 if preferred. Alternatively, Sayward Council could defer this important work until after the local government elections that will be held in October 2026.

Respectfully submitted,

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer

Attachment/s:

1. 124°West's proposal to deliver new Official Community Plan for the Village of Sayward.

OFFICIAL COMMUNITY PLAN UPDATE—2026

Village of Sayward

FEBRUARY 2026

PREPARED BY: 124°WEST

February 10, 2026

Andrew Young
Village of Sayward
652-A H'Kusam Way PO Box 29, Sayward, BC, V0P 1R0

Subject: Proposal Submission – Official Community Plan Update for the Village of Sayward

Dear Andrew,

On behalf of 124West, thank you for the opportunity to submit this proposal to support Village of Sayward with the update of its Official Community Plan (OCP).

We understand that the OCP is a foundational document – one that guides the community's long-term vision, land use, infrastructure planning, economic development, and environmental stewardship. This update will be in full compliance with the Local Government Act, including all required policy areas, alignment with recent legislative changes, and consistent with Village bylaws. We understand the importance of developing a practical, implementable document – one that is forward-looking, yet grounded in the Village's capacity and available resources.

Our team brings extensive experience supporting local government Indigenous planning processes, community engagement, policy development, and implementation for small and rural communities across British Columbia. We are also proud to maintain strong working relationships with K'ómoks First Nation and are confident in our ability to facilitate healthy dialogue in support of the OCP update process.

Thank you again for your consideration. We are excited about the opportunity to work alongside Village staff, Council and community members to support this important work. We would welcome the opportunity to discuss it further and answer any questions you may have and confirm next steps.

Respectfully submitted,



Pam Shaw, PhD RPP FCIP FRCGS
Partner and Sr. Planner, 124°West

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PROJECT UNDERSTANDING

We understand that the Village of Sayward initiated its Official Community Plan (OCP) update in 2022, including some community engagement conducted by a planning consulting firm. In 2023 Vancouver Island University was retained by the Village of Sayward to prepare four reports: [1] Active Transportation Study; [2] Age-Friendly Plan; [3] Demographics and Land Base Report; and [4] Housing Needs Report, to assist with the ongoing OCP update. These reports were intended to be incorporated into the OCP update.

The Village of Sayward is now resuming the OCP update in 2026, with a refreshed work plan and a new community engagement strategy that reflects on current priorities, builds on recent progress, and guides future development in alignment with community values.

Current initiatives that will inform and support the OCP update include:

- A Housing Needs Assessment, completed by McElhanney in 2024 and presented to Council in Spring 2025. The final report is expected to be presented to Council shortly.
- An upcoming Zoning Bylaw update, also being completed by McElhanney, to ensure compliance with Bill 44.

The OCP update must be closely coordinated with these efforts to ensure policy alignment, legislative compliance, and the efficient use of resources. In particular, the OCP must provide clear direction on housing diversity, growth management, infrastructure capacity, and land use planning that supports implementation through the zoning bylaw and future capital planning.

We also understand the importance of meaningful, accessible, and inclusive community engagement. The OCP update will be grounded in local knowledge and lived experiences, while being realistic about community capacity and engagement fatigue. Engagement approaches will be right-sized, transparent, and designed to reach residents, businesses, community organizations, and key stakeholders in ways that foster trust and shared ownership of the plan.

Ultimately, we see the OCP as a foundational document – one that balances community aspirations with practical implementation, provides clear policy direction, and includes a realistic action plan to guide Council, staff, and key stakeholders over time. Our approach to this project is to support the Village of Sayward in completing an OCP that is forward-looking, achievable, and reflective of the community's unique character, values, and long-term goals.

SCOPE OF SERVICES & DELIVERABLES

OVERALL APPROACH

Our team at 124West will be responsible for all aspects of the OCP update process: from initial document review and desktop research; to coordinating and facilitating inclusive, accessible and interactive community and departmental engagement; and to drafting the OCP report.

The project scope and deliverables are outlined below.

Phase One: Research

01 Project Initiation & Work Planning

- Confirm project scope, timeline, budget, and roles with Village staff and Council
- Review previous OCP work (including 2022 materials and VIU reports)
- Develop a detailed work plan and engagement strategy
- Establish project governance, decision points, and communication protocols

Deliverable: Confirmed Project Work Plan

02 Background Research & Existing Document Review

- Review existing plans, policies, bylaws, and relevant studies (housing, infrastructure, climate, transportation, etc.)
- Compile baseline data on: Population, demographics, and housing; land use and zoning; economic development and employment; infrastructure, servicing, and utilities; environmental conditions and climate risks
- Identify gaps, opportunities, and constraints
- Summarize findings in a Background Report

Deliverable: Background Report

Phase Two: Engagement Design & Delivery

03 Community & Stakeholder Engagement

- Design and deliver a tailored engagement strategy. The full scope of the engagement strategy will be confirmed with Village staff as part of the confirmation of the Work Plan, but our initial strategy includes:

- Facilitated visioning discussions with community, staff and Council on community vision statement, guiding principles, long-term goals and objectives
- Community survey(s): this could include both a longer-form survey that would be completed online and a short community survey to compliment the in-person engagements to ensure broad participation across all segments of the community
- Public open houses / workshops at key points in the process
- Pop-up engagement at community events
- Focus groups (e.g., youth, seniors, businesses, service providers)
- Meetings with Village staff, Council, and advisory committees
- Meetings with K'ómoks First Nation Staff early in the process (note: it is anticipated that there will be a series of meetings with staff as well as meetings with KFN Chief & Council at their direction)
- Meetings with external stakeholders including Regional District, provincial ministries (MOTT, ENV), School District, and others to meet and exceed all Local Government Act requirements

Deliverable: Engagement & Communications Strategy; Community Survey(s);
What We Heard Report

Phase Three: Drafting & Legislative Compliance

04 Policy Framework Development

- Translate community values and priorities into clear policy directions
- Develop or refine policies related to: housing and affordability; economic development; infrastructure and services; environment and climate adaptation; transportation and mobility; parks, recreation, and community amenities; and other content as required by the Local Government Act or identified by participants in the OCP Update Project
- Prepare updated land use maps and supporting diagrams

Deliverable: Draft policies and mapping for inclusion in the OCP

05 Implementation Strategy & Action Plan

- Develop a clear and realistic implementation framework, including: priority actions, phasing and timelines, and roles and responsibilities
- Identify monitoring indicators and review cycles
- Ensure the OCP is practical, adaptable, and easy to use

Deliverable: Action Plan

06 Draft OCP Development

- Prepare a complete Draft OCP document, including: vision, updated policies, mapping and graphics. Confirmation that the Draft OCP is in full compliance with the Local Government Act, including all required policy areas, alignment with recent legislative changes, and consistent with Village bylaws
- Design the document for readability and public use
- Present Draft OCP to Council and the community for review

Deliverable: Draft OCP

Phase Four: Final Reporting**07** Review, Revisions & Final OCP

- Incorporate feedback from Council, staff, agencies, and the public
- Prepare the Final OCP document
- Support statutory public hearing requirements
- Assist with adoption process and related materials

Deliverable: Final Designed OCP Document

08 Presentation & Adoption Support

- Present final OCP to Council
- Prepare summary materials for public communication
- Support Village staff through bylaw adoption and next steps
- Deliver all final work files, including working documents, supporting maps, presentations, and editable source files to the Village staff for ongoing use and future reference.

PROJECT TIMELINE

Option 1 – March to September 2026

To complete the project ahead of the next election cycle, 124West recommends the following timeline:

PROJECT PHASE	TIMELINE
Project Commencement	15 Feb 2026
Phase 1: Research	Mar 2026
Phase 2: Engagement Design & Delivery	April–May 2026
Phase 3: Drafting & Legislative Compliance	May–June 2026
Phase 4: Final Reporting	Jul 2026
Council First and Second Readings	11 Aug 2026
Public Hearing	TBD
OCP Adoption	22 Sept 2026

Recommendation: 124West recommends Option 1 to avoid conflicts with the election cycle and reduce the risk of unanticipated political or procedural delays.

Option 2 – March 2026 to February 2027

This option follows a slightly more relaxed timeline that extends beyond the election cycle. However, there are uncertainties associated with a new Council's mandate and approach to the OCP process, which could result in unanticipated delays.

PROJECT PHASE	TIMELINE
Project Commencement	March 2026
Phase 1: Research	March-April 2026
Phase 2: Engagement Design & Delivery	May-July 2026
Phase 3: Drafting & Legislative Compliance	August–October 2026
Phase 4: Final Reporting	November 2026
Council First and Second Readings	January 2027
Public Hearing	TBD
OCP Adoption	February 24, 2027

PROJECT BUDGET - HOURS & COSTS

Task	Sr. Planner Hours	Staff Hours	Cost	Notes
Phase1: Research (Mar 2026)				
Project Scoping Calls & Biweekly Check-ins	4	4	\$900.00	Remote
*Project Workplan & Communication Plan	4	4	\$900.00	Remote
Preliminary Background Research	8	32	\$3,600.00	Remote
Demographics Research	4	16	\$1,800.00	Remote
*Background Report	16	16	\$3,600.00	Remote
Phase One Total			\$10,800.00	
Phase 2: Engagement Design & Delivery (Apr-May 2026)				
*Communications & Engagement Plan	4	16	\$1,800.00	Remote
*Survey Development	8	16	\$2,400.00	Remote
Engagement Preparation & Material Design	8	16	\$2,400.00	Remote
Engagement #1 (Project Launch, Vision & Guiding Principles)	20	10	\$3,750.00	In-Person
Visioning Session with Council X1	4	8	\$1,200.00	In-Person
Staff Workshop X1	8	8	\$1,800.00	In-Person
Engagement #2 (Public Input on Key Areas)	20	10	\$3,750.00	In-Person
Engagement with External Stakeholders	8	16	\$2,400.00	Remote
Data Analysis	8	32	\$3,600.00	Remote
*What We Heard Reports	8	16	\$2,400.00	Remote
Engagement Summary Presentation	4	16	\$1,800.00	Remote
Project Management & Biweekly Check-ins	4	4	\$900.00	Remote
Phase Two Total			\$28,200.00	

Task	Sr. Planner Hours	Staff Hours	Cost	Notes
Phase 3: Drafting & Legislative Compliance (May-Jun 2026)				
GIS Mapping	0	16	\$1,200.00	Remote
*Draft Vision, Mission, Guiding Principles	8	16	\$2,400.00	Remote
*Draft Policy Development	16	32	\$4,800.00	Remote
*Draft Implementation Strategy/Action Plan	16	32	\$4,800.00	Remote
*Draft OCP	16	40	\$5,400.00	Remote
Present Draft OCP to Council & Staff	8	16	\$2,400.00	Remote
Develop Public Presentation Materials	8	16	\$2,400.00	Remote
Engagement #3 (Feedback on Draft OCP)	20	10	\$3,750.00	In-Person
Project Management & Biweekly Check-ins	8	8	\$1,800.00	Remote
Phase Three Total			\$28,950.00	
Phase 4: Final Reporting (Jul 2026)				
*Prepare the final OCP Document	16	32	\$4,800.00	Remote
Prepare Summary Materials for Public Communication	8	16	\$2,400.00	Remote
Present final OCP to Council	8	16	\$2,400.00	Remote
Support with Public Hearing & Adoption	8	8	\$1,800.00	Remote
Documents Handover	4	0	\$600.00	Remote
Review Final Contract Obligations	4	0	\$600.00	Remote
Phase Four Total			\$12,600.00	
Total 124WEST Cost			\$80,550.00	

*Deliverable

VILLAGE OF SAYWARD OTHER COSTS

The following costs are not included in the total project budget proposed and are considered out of scope for 124West. They are listed here as tentative costs to support the Village of Sayward’s planning and budgeting efforts.

Type of Expense	Anticipated Cost
Survey Draw Prizes	\$2,500
Engagement #1-3 Catering, Venue, Door Prizes	\$5,000
Honoraria	\$2,000
Door-to-Door Mail Out	\$2,000
Total Estimated Cost	\$11,500

PROJECT WORK PLAN

The work plan is based on a tentative start date of February 15, 2026, and outlines an estimated timeline for a project of this scale for proposed Option 1 scenario.

Project Tasks	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Phase1: Research (Mar 2026)								
Project Scoping Calls & Biweekly Check-ins								
*Project Workplan & Communication Protocols								
Preliminary Background Research								
Demographics Research								
*Background Report								
Phase 2: Engagement Design & Delivery (Apr-May 2026)								
*Communications & Engagement Plan								
*Survey Development								
Engagement Preparation & Material Design								
Engagement #1 (Project Launch, Vision & Guiding Principles)								
Visioning Session with Council X1								
Staff Workshop X1								
Engagement #2 (Public Input on Key Areas)								
Engagement with External Stakeholders (Prep Included)								
Data Analysis								
*What We Heard Reports								
Engagement Summary Presentation (Prep Included)								
Project Management & Biweekly Check-ins								

Project Tasks	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Phase 3: Drafting & Legislative Compliance (May-Jun 2026)								
GIS Mapping								
*Draft Vision, Mission, Guiding Principles								
*Draft Policy Development								
*Draft Implementation Strategy/Action Plan								
*Draft OCP								
Present Draft OCP to Council & Staff (Prep Included)								
Develop Public Presentation Materials								
Engagement #3 (Feedback on Draft OCP)								
Project Management & Biweekly Check-ins								
Phase 4: Final Reporting (Jul 2026)								
*Prepare the final OCP Document								
Prepare Summary Materials for Public Communication								
Present final OCP to Council (Prep Included)								
Support with Public Hearing & Adoption Process								
Documents Handover								
Review Final Contract Obligations with Client								

PROJECT TEAM

Our team brings decades of combined experience in community planning, grounded in rigorous primary and secondary research, thoughtful engagement design and delivery, diverse stakeholder facilitation, and policy and strategy development. We focus on producing outputs that are practical, locally relevant, and reflect the unique context of each community we serve.

As a Vancouver Island-based team, we have a strong understanding of local economies and the distinct opportunities and challenges facing communities across the region. We are committed to inclusive, participatory, and culturally respectful engagement processes that ensure community and staff perspectives are meaningfully incorporated into the planning framework, resulting in policies and strategies that are responsive to local economic conditions and reflective of the community's long-term vision and aspirations.

Dr. Pam Shaw, Partner

Pam Shaw, PhD, RPP, FCIP, FRCGS, has almost 40 years of experience as a professional planner. Her current work focuses on development projects with First Nation Governments on Vancouver Island, asset management, community planning, public engagement, and creating better places and spaces that support biodiversity and conservation. Pam is currently the Director of the Master of Community Planning Program at Vancouver Island University. Pam's academic research focuses on the unique challenges facing small communities in the face of economic, social, and environmental change. Through her work, she seeks to develop innovative solutions that support the long-term sustainability and resilience of these communities.

Graham Sakaki, Partner

Graham Sakaki, BSc, MCP, has over 10 years of experience in project management. He has worked with many BC municipalities and First Nations over his career supporting projects aimed at conservation of biodiversity, climate action, sustainable development, economic development and research. Graham is currently the Regional Research Institute Manager for Vancouver Island University's Mount Arrowsmith Biosphere Region Research institute and BC Regional Director for the Canadian Biosphere Region Association. Graham's educational background includes a master's degree in Community Planning, a bachelor's degree in Natural Resource Geography and diplomas in both Forestry and Hospitality.

Sonal Deshmukh, Partner

Sonal Deshmukh, B.Arch., MCP, holds a master's degree in Community Planning and an undergraduate degree in Architecture she obtained in India, where she practiced as a registered architect for nearly a decade. She currently teaches at Vancouver Island University in the Master of Community Planning Program and the Professional Indigenous Lands Management Certificate Program. Sonal collaborates with local municipalities, community groups, and First Nation communities on Vancouver Island and beyond to address complex community issues. Her work focuses on facilitating meaningful engagement and consultation to ensure the success of community-led initiatives.

Kirsten Bent, Planner

Kirsten is a recent graduate of VIU's Master of Community Planning Program. Throughout her educational and professional career, she has gained valuable experience in community engagement, collaborating with local governments and First Nation communities. Kirsten has been involved in facilitating community-led engagement strategies using diverse approaches to reach a wide variety of community members, including creating promotional materials and conducting surveys, pop-ups and in person engagements.

PREPARED BY: 124°WEST