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THIS IS EXHIBIT "D" REFERRED TO IN THE AFFIDAVIT OF John Thomas SWORN/AFFIRMED BEFORE ME AT Victoria IN THE PROVINCE OF BRITISH COLUMBIA THIS 22 DAY OF December 2025  
*[Signature]*  
A Commissioner for taking Affidavits in the Province of British Columbia

This is the 1<sup>st</sup> affidavit of John France in this action and was made on 23 September 2025

No. S22667  
Duncan Registry

*In the Supreme Court of British Columbia*

Between:

Mark Baker

Plaintiff

And:

John France

Defendant

**AFFIDAVIT**

I, John France, retired public servant, of 64 Grayhawk Place, Courtenay, British Columbia, AFFIRM THAT:

1. I am the defendant in this action, and as such have personal knowledge of the facts and matters deposed to in this affidavit, except where said facts and matters are stated to be made on information and belief, and where so stated I verily believe the facts and information to be true.

**I. BACKGROUND**

2. I am 72 years old. I live in Courtenay, British Columbia. I lived in the Village of Sayward from February 2017 to May 2018.

3. I have been involved in municipal administration and council affairs most of my adult life. I have been interested in municipal politics and issues in my local community for as long as I can remember.

4. I believe that it is important for the public to be aware of governance issues in their community and hold their elected and administrative representatives accountable. I am motivated to promote good governance and the public's access to information, especially when I see those principles threatened.

## **II. EMPLOYMENT EXPERIENCE**

5. I was the chief administrative officer for the Village of Sayward from 2017 to 2018. At the request of council and due to unexpected vacancies at the position, I returned and served as acting chief administrative officer three separate times: in 2019, 2020, and 2022, for approximately six months on each occasion. While serving as chief administrative officer, I reported to council.
6. From 2000 to 2015, I was the chief administrative officer and general manager corporate services for the Sunshine Coast Regional District.
7. From 1995 to 2000, I was the treasurer for the Comox Strathcona Regional District.
8. From 1994 to 1995, I was the treasurer and deputy administrator for the Kitimat Stikine Regional District.
9. From 1990 to 1994, I was the treasurer and collector for the District of Chetwynd.
10. From 1989 to 1990, I was the assistant secretary treasurer for School District 59 in Dawson Creek.
11. Between 1983 and 1989, I held three positions with the territorial government in Iqaluit, Northwest Territories: accounts payable supervisor, finance manager, and comptroller for the Baffin Divisional Board of Education.
12. From 1982 to 1983, I worked for the Canada Revenue Agency as a collections officer.

## **III. EDUCATION**

13. In 1992, I obtained a diploma in accounting from Northern Alberta Institute of Technology.
14. Between 1985 and 1994, I completed certified management accountant and certified general account programs by correspondence to the fifth level.
15. In 1997, I obtained an Intermediate Certificate of Local Government from the Local Government Management Association Board of Examiners.
16. In 1998, I obtained a Local Government Certificate from Capilano College.
17. In 2002, I obtained a Senior Certificate of Local Government from the Local Government Management Association Board of Examiners.

18. In 2004, I obtained a diploma in Local Government Management from the University of Victoria.

**IV. VILLAGE OF SAYWARD**

19. The Village of Sayward is located on the northeast coast of Vancouver Island. Its population today is approximately 350. It was incorporated in 1968.

20. Sayward's economy was historically rooted in the forestry industry; logging remains a staple industry in the region. Tourism has become an important industry as well.

**V. "SAYWARD RANT AND RAVE" FACEBOOK GROUP**

21. There is a Facebook group named "Sayward Rant and Rave" (the "Forum"). The Forum is a private group, which means that only members can participate in it. Administrators of the Forum have the power to accept or refuse requests to join the membership and to remove existing members. As of the date of making this affidavit, the Forum has over 1,700 members. Some of these are people who used to live in Sayward but have since moved away, as well as people who have never lived in Sayward but are interested in the information shared in the Forum.

22. I first joined the Forum in or around June 2020, was removed by a Forum administrator in June 2023, then re-admitted in August 2023 and have continued as a member ever since.

23. The Forum description reads: "For posts for issues/events directly related to Sayward".

24. The Forum is used by members to discuss and raise awareness about issues affecting Sayward. On the Forum, members frequently discuss and debate political issues including council's activities. Prior to the commencement of this action, I used the Forum for these purposes.

**VI. MY RELATIONSHIP WITH MARK BAKER**

25. My first contact with Mr. Baker was through the Forum in mid-2020, before he became Mayor. I was not Chief Administrative Officer of Sayward at the time.

26. The acting mayor, Bill Ives, had awarded a construction contract for a dam project despite the contract amount not being included in the approved financial plan, contrary to the *Local Government Act*, or approved by council, contrary to council policy. Mr. Baker and I debated the issue in the Forum. I was critical of Mr. Ives' decision, but Mr. Baker defended him.

27. During my tenures as chief administrative officer of the Village between 2017 and 2022, I maintained good working relationships with all members of council and staff, including Mr. Baker after he was elected mayor. When my last contract expired in January 2023, Mr. Baker told me that he was happy we had gotten along so well the past five months.

## VII. MR. BAKER'S PERFORMANCE AS MAYOR

### A. OVERVIEW

28. Mr. Baker was elected mayor of Sayward in November 2020. His election platform included the phrase: "[...] vote for me and I will stand by my words with honesty, integrity and transparency." Attached and marked as **Exhibit "A"** is a true copy of a flyer containing Mr. Baker's election platform.

29. In my experience, Mr. Baker has disregarded the laws, bylaws, and policies which govern Sayward and council. In my view, he has from time-to-time failed to discharge his responsibilities under section 116 of the *Community Charter* and disregarded sections 2-8 of Sayward's *Code of Conduct Bylaw 442*. As well, he has prevented council members from fulfilling their responsibilities under section 115, as discussed in paragraphs 40-43 and 50-51 below.

30. My impression, based on having observed Mr. Baker over the course of over four years, is that he has a tendency to belittle and intimidate those who disagree with him. I have also found that he abuses his position as mayor to suppress dissent, as discussed in paragraphs 48-49 and 69-75 below.

### B. DISREGARD FOR COUNCIL MEETING PROCEDURE

31. Since Mr. Baker was elected, council has had a consistent majority (initially, Mr. Baker and Councillors Tom Tinsley and Kohen Gilkin, now Councillors Jason Johnson and Debbie Coates) and minority (Councillors Scott Burchett and Sue Poulsen). I have observed that, when the minority raises issues at council meetings, Mr. Baker has a tendency to immediately call a vote on the proposed resolutions before council has discussed them. I believe that doing this is contrary to sections 2 and 3 of Village of Sayward *Code of Conduct Bylaw 442*. Based on my observations of Mr. Baker, I have concluded that he uses this tactic to prevent full discussion about the issue and council's operation.

32. I have observed that Mr. Baker lacks understanding of simple council meeting protocols. For example, he:

- (a) introduces issues on the proposed agenda before the agenda is approved;

- (b) forgets to ask for resolutions to be seconded;
- (c) moves on to new items before a previous item has been voted on; and
- (d) does not call for an adjournment to end a meeting.

33. Before my last contract ended, I suggested that council receive training in meeting protocol to help address these issues.

34. Since my last contract ended, I have from time-to-time attended Sayward council meetings (in person or by live stream) and watched recordings of Sayward council meetings. In doing so, I have observed that Mr. Baker continues to exhibit the same behaviours I have listed in paragraph 32 above.

**C. FAILURE TO REPORT TO COUNCIL ON SRD ISSUES**

35. The Strathcona Regional District (the "SRD") is a government body which provides services such as water, sewage, fire protection, land use planning, emergency response, and recreation to over 48,000 residents in north central Vancouver Island, the Discovery Islands, and mainland area inlets. It is governed by a 14-member board of elected officials. It was established on 15 February 2008. Mr. Baker has been the chairperson of the SRD since 09 November 2022.

36. It was the practice of Sayward's SRD appointees before Mr. Baker to report to Sayward council on issues discussed at SRD meetings, especially those affecting Sayward. However, to my knowledge, Mr. Baker has never provided his own written report to council on issues discussed by the SRD. Also, to my knowledge, Mr. Baker has never instructed staff to prepare a report on how a given SRD proposal would affect Sayward.

37. For example, between 2022 and 2024, the SRD discussed implementing the following services:

- (a) a regional fire service which would give the SRD increased control over fire departments in the regional district;
- (b) transfer of Sayward's fire service to the SRD;
- (c) a regional transportation service which would create two new bus lines leading to Campbell River;
- (d) a regional recreation service which would manage facilities, parks, and trails and be funded by a regional tax;

- (e) a regional housing service which would establish regional taxes to be used to build low-cost housing; and
- (f) a service to include municipalities and electoral areas in the funding of Strathcona Recreation Facilities.

38. To my knowledge, Mr. Baker never provided council his written report on any of these topics or instructed staff to prepare a report on them.

39. In January 2025, Sayward passed *Code of Conduct Bylaw 512*, which requires Sayward's SRD appointees to report back to council following an SRD meeting. To the best of my knowledge, Mr. Baker has yet to make any such report to council.

**D. FAILURE TO RESPOND TO REQUEST FOR AUDIT**

40. At a council meeting in or around July 2023, the minority members of council requested an audit of Sayward finances pursuant to section 172 of the *Community Charter*. Mr. Baker promptly put the matter *in camera*. To my knowledge, no action was ever taken to respond to the request and no information was ever released to the public.

**E. DELAY IN PASSING FINANCIAL PLAN AND TAX RATE BYLAW**

41. In the spring of 2024, council failed to pass the Financial Plan and Tax Rate Bylaw by the deadline mandated by the provincial government and *Local Government Act* (15 May 2024). The bylaw was approved on 16 May 2024, but the minutes of the May 16 meeting were not approved until 15 July 2025.

42. I am aware that media outlets reported on this issue. Attached and marked as **Exhibit "B"** is a true copy of an article titled "Sayward would be first municipality to miss financial deadline since charter enacted" by Carla Wilson and published in Times Colonist on 16 May 2024.

43. I was told by Sue Poulsen and Scott Burchett, and reasonably believe to be true, that one of the reasons council missed the deadline was that Mr. Baker walked out of council meetings three times in April and May 2024.

**F. EXCESSIVE EXPENDITURE ON LEGAL**

44. Before 2023, council's usual annual expense for legal issues was approximately \$16,000-\$20,000. Under Mr. Baker, legal expenses have increased significantly. Attached and marked as **Exhibit "C"** is a true copy of a financial statement produced by the Village which shows that the budget for legal in 2023 was \$16,000, but the Village spent \$55,750. I could find no resolution or bylaw amendment approving this over expenditure.

45. Attached and marked as **Exhibit "D"** is a true copy of an excerpt of council's meeting agenda for the 01 April 2025 meeting, including the proposed 2025-2029 financial plan. The plan shows that council budgeted \$20,000 for legal in 2024, but spent \$105,551. The plan also shows that the Village budgeted \$90,000 for legal in 2025.

46. Attached and marked as **Exhibit "E"** is a true copy of council's meeting minutes for 01 April 2025, which show at section 11.b) that council approved the 2025-2029 financial plan.

47. Attached and marked as **Exhibit "F"** is a true copy of the minutes of the Village of Sayward special council meeting held on 24 October 2023. The minutes show that Mr. Baker responded "no" when asked if Village funds were being used for a legal case against me.

#### **G. TREATMENT OF COUNCILLOR POULSEN**

48. I have observed Mr. Baker treat Councillor Poulsen poorly during council meetings. He interrupts her, speaks to her in a condescending tone, and minimizes the importance of her comments.

49. During council meetings, I have observed Mr. Baker's supporters snickering and making rude facial expressions at Councillor Poulsen. At a council meeting in 2024 which I attended, this issue was put to Mr. Baker, but he did nothing to stop it.

#### **VIII. DYSFUNCTION WITHIN SAYWARD COUNCIL UNDER MR. BAKER**

50. While serving as chief administrative officer and afterward, I observed dysfunction in council's operation, including the following:

- (a) high turnover rate among council members and Village staff;
- (b) since 2022, council has failed to regularly report progress updates for projects in its strategic plan. To my knowledge, the last progress report to be completed was the one I prepared in November 2022;
- (c) in October 2023, Finance Officer Lisa Clark made a harassment complaint against Chief Administrative Officer Keir Gervais. In October 2023, Mr. Baker and Mr. Gervais terminated Ms. Clark's employment, resulting in a severance payment of approximately \$60,000. In August 2024, Ms. Clark was re-hired as Finance Officer; and
- (d) council's failure to promptly approve and upload meeting minutes to its website.

51. In May 2025, I reviewed Sayward's website to determine which meeting minutes had not been uploaded. As of May 2025, for the period from July 2023 through December 2024:

- (a) there were no minutes posted online for seven regular council meetings:
  - (i) 20 February 2024;
  - (ii) 02 April 2024;
  - (iii) 16 April 2024;
  - (iv) 07 May 2024;
  - (v) 04 June 2024;
  - (vi) 23 July 2024; and
  - (vii) 06 August 2024;
  
- (b) seven regular council meetings were cancelled without notice to the public:
  - (i) 07 November 2023;
  - (ii) 21 November 2023;
  - (iii) 19 December 2023;
  - (iv) 02 January 2024;
  - (v) 06 February 2024;
  - (vi) 21 May 2024; and
  - (vii) 18 June 2024; and
  
- (c) minutes of seven regular and special council meetings were approved more than a year after the meeting:
  - (i) 03 October 2023 regular meeting minutes were adopted 04 February 2025;
  - (ii) 24 October 2023 special meeting minutes were adopted 04 February 2025;

- (iii) 05 December 2023 regular meeting minutes were adopted 18 March 2025;
- (iv) 05 March 2024 regular meeting minutes were adopted 06 May 2025;
- (v) 04 April 2024 special meeting minutes were adopted 06 May 2025;
- (vi) 09 April 2024 special meeting minutes were adopted 06 May 2025; and
- (vii) 29 February 2024 special meeting minutes were adopted 15 April 2025.

52. Attached and marked as **Exhibit "G"** is a true copy of the minutes from council's meeting on 21 January 2025, which notes "Staff are working to complete the backlog of minutes and agendas for 2023 and 2024."

53. Attached and marked as **Exhibit "H"** is true copy of the minutes from council's meeting on 05 December 2023. Item 10(a) of the agenda – a resolution that "the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs" – was carried.

54. Attached and marked as **Exhibit "I"** is a true copy of a letter dated 16 March 2024 from Tara Faganello, Inspector of Municipalities, to Mr. Baker and Sayward council. Ms. Faganello explains in her letter that municipal advisor Brian Carruthers would work with staff and council for three months and provide recommendations to council on governance approaches.

55. To my knowledge, Mr. Carruthers worked with council for approximately five months from spring 2024 until August 2024. Mr. Carruthers produced a report for council in August 2024 in which he made 13 recommendations to council. Acting chief administrative officer of Sayward, John Thomas, prepared a staff report for the council meeting on 05 November 2024 in which he updated council on the progress of implementing Mr. Carruthers' 13 recommendations. A true copy of the staff report for 05 November 2024 is attached and marked as **Exhibit "J"**.

**IX. COMPLAINTS AGAINST MR. BAKER**

56. My last contract expired in January 2023. Some time in early February 2023, Sayward finance officer Lisa Clark phoned me and told me Scott Burchett had just asked her how to go about making a complaint of a sexual harassment nature against the mayor. She asked for my advice on how she should handle it. I told her I would call her back.

57. I reviewed the bylaws for about 10 minutes to determine the complaint process. Then I called Lisa Clark back, informed her of the applicable bylaw, and told her to refer Mr. Burchett to the applicable bylaw, give him a complaint form, and tell him to go talk to the chief administrative officer.

58. I was away on vacation from the end of February 2023 to 04 April 2023 and during this time I did not communicate with anyone about a complaint against Mr. Baker.

59. Some time between 04 April 2023 and 07 May 2023, Scott Burchett told me that he and Talia Clark had each filed a complaint against Mr. Baker. He told me that their complaints each alleged Mr. Baker had sexually harassed Ms. Clark. He told me that Mr. Baker had issued an apology to each of them, but that they were not satisfied with the apologies.

60. On 12 May 2023 I phoned Mr. Baker because I wanted to help him resolve the ongoing issues arising out of Ms. Clark's and Mr. Burchett's complaints. Our phone call lasted about 10 minutes.

61. I remember telling Mr. Baker that I didn't think people were very happy with what was going on. I told him if he wanted this to be over he should make a public apology to Ms. Clark and Mr. Burchett, in a form approved by them and council. I recommended that he take sensitivity training. I also recommended that he relinquish all appointments until council deems his behaviour has changed.

62. Mr. Baker did not say much in response. He told me that he was not involved in the process of determining the outcome of the investigation.

63. Attached and marked as **Exhibit "K"** is a true copy of an email Talia Clark sent to me on 04 July 2023, and one of the attachments.

64. Attached as a bundle and marked as **Exhibit "L"** are true copies of documents Scott Burchett emailed to me on 17 October 2023.

65. Based on the documents within Exhibits "K" and "L", I formed the conclusion that Mr. Baker had sexually harassed Talia Clark.

**X. COUNCIL'S DEMAND TO EXAMINE ME**

66. In August 2023, I received a letter from then deputy mayor, Tom Tinsley, dated 15 August 2023. Enclosed with his letter was a document titled "Appointment to Examine". A true copy of the letter and enclosure are attached as **Exhibit "M"**. The Appointment to Examine requests my attendance on 12 September 2023.



2011. We moved here because we fell in love with the area and saw an area filled with potential and beauty. Since moving here I have already seen changes, both good and bad. I've seen people belittled and bullied for daring to stand up and question what was happening. I believe as a voter you have the right to ask questions and deserve respect and encouragement to become involved. After all we do live here.

Economic development does not mean loss of environment, if done safely and to proper guidelines. Maintaining natural beauty while enhancing what we have does not mean overdeveloping the area and losing its natural beauty. Both can be achieved.

Bringing more tourism to the community and again bringing more money into the community helping support local businesses. We need an environment that supports local business, yet attracts new. Local businesses put money back into the community ie; taxes and employment. More amenities attract more people which help increase property value.

"I look forward to be able to address any concerns you might have, vote for me and I will stand by my words with honesty, integrity and transparency"

This is Exhibit "A" referred to in the affidavit of

JOHN FRANK Sworn before me at Courtenay, British Columbia, this

23 day of September, 2025

A Notary Public in and for the Province of British Columbia

*[Signature]*

**Kelsey Lamb**

Notary Public  
520 4th Street

Courtenay, B.C. V9N 1H2  
My Commission is Permanent





# Sayward would be first municipality to miss financial deadline since charter enacted

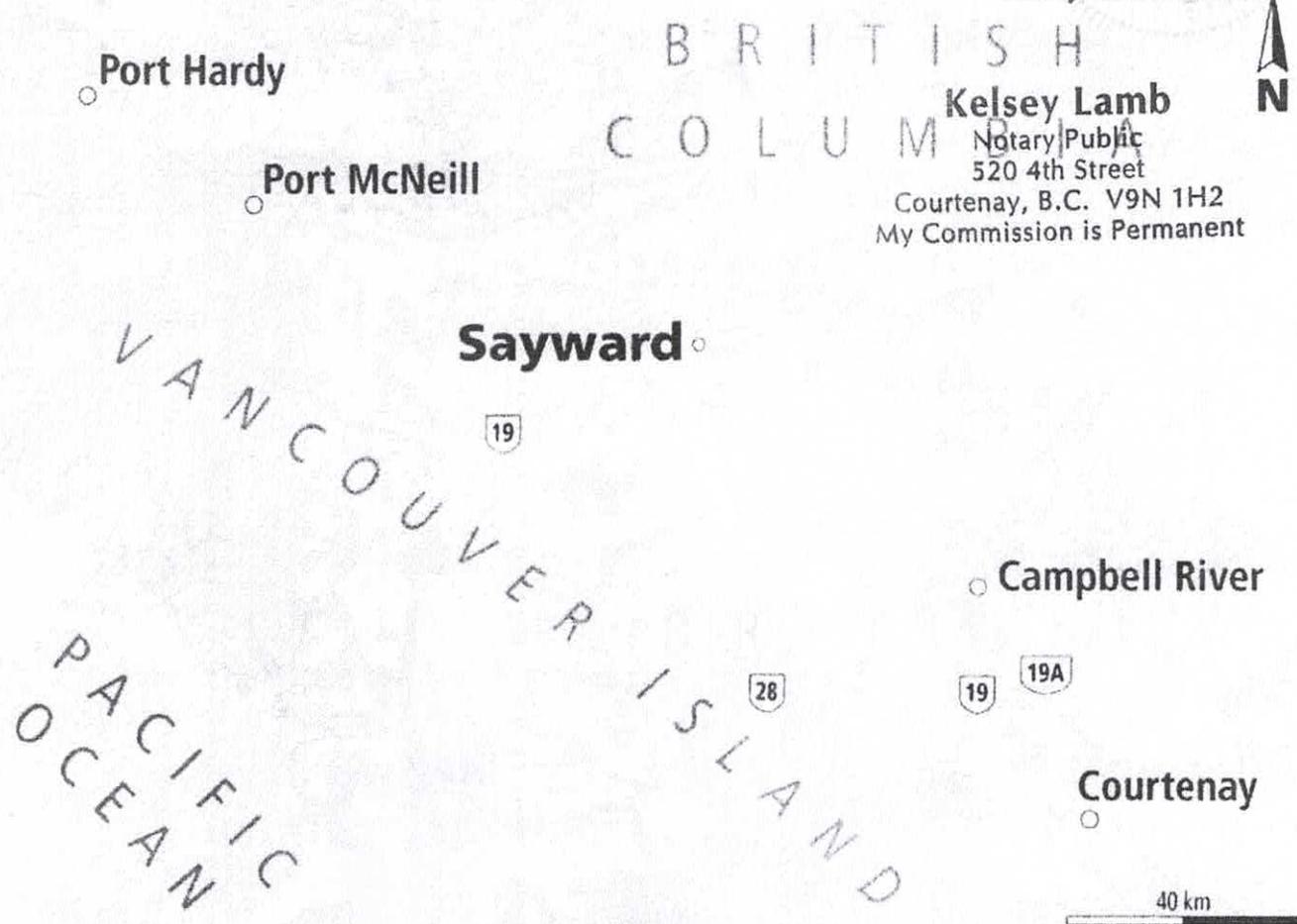


Carla Wilson  
May 16, 2024 12:35 AM

This is Exhibit "B" referred to in the affidavit of

John France  
Sworn before me at Courtenay, British Columbia, this  
23 day of September, 2025

[Signature]  
A Notary Public in and for the  
Province of British Columbia



A map shows the location of Sayward, located between Campbell River and Port McNeill, with a population of about 350.

Listen to this article  
00:02:50

Faint, illegible text, possibly a header or address, located in the upper right quadrant of the page.



## COLONIST

So since the Community Charter was enacted in 2004, the province says.

Under the charter, the bylaws must be adopted by May 15.

The mayor and two remaining councillors were set to hold a special meeting at 6:45 a.m. on Thursday to give fourth and final reading to the necessary bylaws, which are expected to be submitted to the province that day.

The village is hoping the province will allow it to present the bylaws a day late.

But there is no provision in legislation for an extension to the deadline, the Ministry of Municipal Affairs said in a statement to the *Times Colonist* Wednesday afternoon.

"Since the Community Charter was enacted (2004), all municipalities have met the deadline to adopt their financial plan and property tax rate bylaws," it said.

The ministry said its staff are available to answer questions and provide support to the village, located between Campbell River and Port McNeill, with a population of about 350.

The original plan was for council to do third reading of the bylaws on Monday, then proceed to final reading on Wednesday in time to meet the deadline.

But Mayor Mark Baker left the Monday meeting before the financial matters were dealt with. He could not be reached for comment.

Instead, council met Tuesday to take the bylaws to third reading and set the special meeting for Thursday. A full-day gap is required before final reading.

The five-member council has lost two councillors in recent months.

 **COLONIST**

Tinsley would not comment when contacted by a reporter, but Keir Gervais, chief administrative officer of Sayward, said in a news release that Tinsley stepped down because "he has found the excessive number of council meetings with limited productivity over the last 18 months no longer allows him to maintain his health while meeting other obligations personally and professionally."

Tinsley was elected in 2020 in a byelection and was re-elected in 2022.

That leaves the mayor and two councillors on council. Nominations for candidates will be opened in coming weeks, Gervais said.

A provincial advisor has been appointed to try to sort out Sayward council's ongoing turmoil.

[cjwilson@timescolonist.com](mailto:cjwilson@timescolonist.com)

>>> To comment on this article, write a letter to the editor:

[letters@timescolonist.com](mailto:letters@timescolonist.com)

John France  
Sworn before me at Courtenay, British Columbia, this

23 day of September, 2025.

**Kelsey Lamb**  
Notary Public  
520 4th Street  
Courtenay, B.C. V9N 1H2  
My Commission is Permanent

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Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
<b>ADMINISTRATION</b>				
<b>Revenue</b>				
Grants - Admin	01-01-03-0140	36,750	78,558	207,800
First Nations Relations Revenue	01-01-03-0144	0	0	0
Area A Fire Administration Fee	01-01-03-0150	2,500	2,500	2,500
Business Licenses	01-01-03-0165	2,700	5,165	3,900
Dog Licenses & Fines	01-01-03-0166	700	1,041	700
Photocopies & Fax	01-01-03-0190	750	381	400
Sayward News Revenue	01-01-03-0191	5,750	13,225	13,000
Revenue - Other	01-01-03-0192	100	1,446	1,000
Transfer from Reserves		10,000	0	40,000
<b>Total Administration Revenue</b>		<b>59,250</b>	<b>102,316</b>	<b>269,300</b>
<b>Expenditure</b>				
Salaries - Admin	01-02-03-0350	203,766	213,239	208,696
Wages - Custodian	01-02-03-0353	1,532	1,642	1,568
Salaries - Public Works	01-02-03-0360	3,371	12,431	2,982
Payroll Costs: Admin & PW	01-02-03-0370	51,080	50,651	55,812
Employee Benefits	01-02-03-0378	0	0	0
Travel & Education - Admin	01-02-03-0380	6,500	6,303	6,500
Advertising	01-02-03-0400	750	0	750
First Nations Relations Expenses	01-02-03-0403	0	0	0
Sayward News	01-02-03-0405	4,700	5,104	5,257
Internet	01-02-03-0406	1,050	1,034	1,082
Postage	01-02-03-0409	1,632	1,154	1,681
Audit	01-02-03-0410	16,207	16,900	16,694
Legal	01-02-03-0411	16,000	55,750	55,750
Information Technology	01-02-03-0414	16,500	18,929	16,270
Bank Charges, Fees & Interest	01-02-03-0420	3,500	2,957	3,605
Tax Sale Fees	01-02-03-0421	1,000	1,182	1,030
Dues, Memberships & Subscriptions	01-02-03-0435	4,500	4,302	4,635
Insurance - Building	01-02-03-0445	2,781	2,653	2,864
Insurance - Liability	01-02-03-0447	3,417	3,416	3,519
Maintenance & Repairs - Admin Office	01-02-03-0450	2,000	1,466	2,060
COVID-19 Expenses	01-02-03-0452	0	0	0
Cleaning Supplies - Office	01-02-03-0454	300	21	309
Office Supplies	01-02-03-0510	5,500	5,650	5,665
Tax Printing	01-02-03-0514	500	549	515
Business Travel/Meetings	01-02-03-0518	500	441	515
Equipment - Admin Office	01-02-03-0529	12,500	1,023	12,875
Contract Labour	01-02-03-0532	59,250	52,934	237,800
Copier - Rent & Supplies	01-02-03-0538	6,500	7,151	6,695
Telephone & Cell Phone	01-02-03-0540	4,400	5,721	4,532
Heating Fuel	01-02-03-0550	11,000	6,144	6,267
Utilities	01-02-03-0555	3,800	6,762	6,897
<b>Total Administration Expenditure</b>		<b>444,537</b>	<b>485,508</b>	<b>672,824</b>
<b>Net Administration</b>		<b>(385,287)</b>	<b>(383,193)</b>	<b>(403,524)</b>

John France

Sworn before me at Courtenay, British Columbia, this

23 day of September, 2025



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
April 1, 2025 - 7:00 PM  
COUNCIL CHAMBERS**

Kelsey Lamb  
A Notary Public in and for the  
Province of British Columbia

**Kelsey Lamb**  
Notary Public  
520 4th Street  
Courtenay, B.C. V9N 1H2  
My Commission is Permanent

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

**1. Call to Order**

**2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

**3. Introduction of Late Items**

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for **April 1, 2025**, 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 **March 18, 2025**, be adopted [as presented or as amended].
- b) THAT the minutes from the Committee of the Whole meeting held on **March 19, 2025**, be adopted [as presented or as amended].

**6. Petitions and Delegations - None**

**7. Correspondence**

**a) AVICC Request for Participation – Reforming the Local Government Act**

Recommendation:

THAT Council receives this correspondence for information.



**b) Village of Daajing Giids – Cannabis Taxation Sharing & Municipal Owned Cannabis Retail Store – Mayor Pineault**

Recommendation:

THAT Council receives this correspondence for information.

**c) MLA Anna Kindy – Bill 7 Economic Stabilization (Tariff Response) Act**

Recommendation:

THAT Council receives this correspondence for information.

**d) Inspiring Wonder Woman Award – Vancouver Island 2024**

Recommendation:

THAT Council receives this correspondence for information. [AND/OR]

THAT Council adds this topic to the in-camera for additional discussion on potential candidates for nomination under section 90(1)(b) “personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity.

**e) AVICC’s Annual Report, Minutes, and Resolution Package**

**8. Council Reports - None**

**9. Reports of Committees**

**a) Resolutions from COTW – March 18, 2025**

Note: Staff Report attached with resolutions.

**10. Mayor’s Report**

**a) Mayor’s Report – March 2025**

**11. Unfinished Business**

**a) Draft – Capital Plan 2025-2029**

Note: the deadline for a fully adopted 2025-2029 capital financial plan in a bylaw is **May 15, 2025.**

Recommendation:

THAT Council receives this report for information and discussion.

THAT Council confirm the completion of its review of the draft capital plan; AND

THAT Staff be directed to proceed with public engagement on the draft capital plan and the development of the associated bylaw.

**b) Draft – Operating Financial Plan 2025-2029**

Note: this is the fourth and final version of the operating financial plan. The deadline for a fully adopted 2025-2029 financial plan in a bylaw is **May 15, 2025**.

Recommendation:

THAT Council receives this report for information and discussion.

THAT 2025-2029 Financial Plan be approved; AND

THAT Staff be directed to proceed with public engagement and prepare required bylaws related to the 2025-2029 Financial Plan for the April 15, 2025, regular meeting of Council.

**12. Staff Reports**

**a) Draft Fees and Charges**

Recommendation:

THAT Council receives the Fees and Charges Review staff report for information and discussion.

THAT the proposed amendments to the appropriate schedules of the Village's Fees and Charges Bylaw be approved; and

THAT Council directs staff to prepare a Fees and Charges Amendment bylaw for the April 15, 2025, Regular Council Meeting.

**b) MacMillan Drainage Project – Initial Design**

Recommendation:

THAT Council receive the staff report for information and discussion.

THAT Council approve the engineering design solution for the purposes of advancing first nations consultation, public engagement and finalizing detailed drawings for public procurement.

**c) Weather Station – Lightning Detection Equipment Agreement**

Recommendation:

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

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THAT Council approves the License of Occupation and Agreement between the Village of Sayward and the Environment and Climate Change Canada; and,

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

**d) Streetlight Management Research  
Recommendation:**

THAT Council receives the staff report for information and discussion.

**13. Emergency Services/Public Works/Recreation Department Reports**

**14. Bylaws - none**

**15. New Business - None**

**16. Public Question Period (maximum 15 minutes)**

**Mayor:** "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

**17. In Camera**

**Recommended Resolution:**

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

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**18. Adjournment**

# 2025-2029 Financial Plan Final

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## 2025-2029 Financial Plan (Operating) – Final

Final Summary	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>OPERATING REVENUE</b>							
Taxation - General Municipal Purpose	456,492	458,159	625,395	662,918	702,693	744,855	789,546
Other taxes	15,574	13,554	14,349	14,897	15,469	16,067	16,691
Federal Community Works Fund Grant	75,149	78,620	78,620	75,149	75,149	75,149	75,149
Provincial Govt Grants	384,000	368,200	368,500	368,500	368,500	368,500	368,500
Provincial Govt Grants - Growing Communities Fund	0	0	0	0	0	0	0
LGCAP Grant	120,373	120,373	0	0	42,000	42,000	42,000
Interest & Tax Penalties	13,275	11,778	11,300	11,300	11,300	11,300	11,300
General Investment Income	74,622	93,286	85,750	85,750	85,750	85,750	85,750
Other Revenue	48,850	86,895	5,450	5,450	5,450	5,450	5,450
Licences, Permits & Fines	12,100	4,755	13,310	13,310	13,310	13,310	13,310
General Operating Grants	259,980	106,681	171,500	7,500	7,500	7,500	7,500
Sale of Service - Recreation Centre	25,216	33,435	22,528	22,583	22,639	22,696	22,755
Donations - Recreation Centre	7,790	10,984	13,950	13,950	13,950	13,950	13,950
Sale of Service - Other	29,805	41,602	37,407	38,031	38,673	39,332	40,009
Fire Rescue Revenue	5,000	10,818	0	0	0	0	0
RCMP Rent	24,000	24,000	25,000	25,200	25,200	25,200	25,200
RCMP Maintenance	9,748	8,115	9,748	9,748	9,748	9,748	9,748
Sewer Revenue	98,561	104,459	110,539	107,917	113,313	118,978	124,927
Water Revenue	163,565	168,118	201,152	212,780	216,919	226,515	236,591
Solid Waste Revenue	52,654	55,682	55,882	58,441	61,128	63,949	66,912
<b>Total Operating Revenue</b>	<b>1,907,253</b>	<b>2,798,514</b>	<b>1,450,379</b>	<b>1,738,425</b>	<b>1,828,692</b>	<b>1,890,250</b>	<b>1,955,289</b>

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## 2025-2029 Financial Plan (Operating) – Final

Final Summary	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>OPERATING EXPENDITURES</b>							
Legislative Services	78,455	67,506	57,400	78,250	78,250	78,250	78,250
Administration	721,754	701,461	659,540	637,986	645,322	652,874	660,653
Election	13,363	6,157	0	10,090	0	0	0
Recreation Centre	300,388	318,242	231,103	235,414	240,714	246,272	252,108
Parks	39,410	27,379	43,217	43,893	44,591	45,312	46,056
Public Works	103,650	106,998	107,791	108,032	110,180	112,407	114,721
Roads	54,264	36,300	47,621	50,253	48,898	49,556	50,227
Drainage	14,325	9,543	15,461	15,570	15,682	15,795	15,911
Planning	23,479	38,500	32,950	32,974	32,998	33,023	33,049
Police	11,186	8,115	10,491	10,812	11,153	11,517	11,905
Fire	58,329	42,014	44,000	5,100	5,202	5,306	5,412
Emergency	9,123	1,573	9,218	9,318	9,422	9,533	9,648
Health Clinic	1,000	571	1,000	1,000	1,000	1,000	1,000
Bylaw	0	0	0	0	0	0	0
Solid Waste	48,500	50,621	52,100	53,080	54,080	55,099	56,139
Sewer Operations	102,052	74,591	109,119	105,090	107,164	109,315	111,547
Water Operations	190,928	184,606	199,852	203,976	208,024	212,246	216,655
<b>Total Departmental Expenditures</b>	<b>2,300,705</b>	<b>2,073,176</b>	<b>1,820,863</b>	<b>1,600,430</b>	<b>1,622,682</b>	<b>1,657,507</b>	<b>1,663,322</b>
<b>Surplus/(Deficit) Before Amortization &amp; Reserve Transfers</b>	<b>106,548</b>	<b>125,336</b>	<b>229,516</b>	<b>132,587</b>	<b>216,010</b>	<b>252,743</b>	<b>292,006</b>

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## 2025-2029 Financial Plan (Operating) – Final

Final Summary	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Amortization Expense - General	96,389	114,244	114,245	114,245	114,245	99,640	99,640
Amortization Expense - Sewer	58,041	54,703	54,703	54,703	54,703	54,703	54,703
Amortization Expense - Water	105,608	121,549	121,549	121,549	121,549	121,549	121,549
<b>Annual Operating Surplus/(Deficit)</b>	<b>(153,490)</b>	<b>(165,160)</b>	<b>(60,981)</b>	<b>(157,910)</b>	<b>(74,487)</b>	<b>(23,149)</b>	<b>16,114</b>
Transfer to LGCAP Reserve	120,373	120,373	0	0	42,000	42,000	42,000
Transfer to CWF Reserve (Gas Tax)	75,149	78,620	78,620	75,149	75,149	75,149	75,149
Transfer to Election Reserve	3,363	3,363	3,363	0	3,363	3,363	3,364
Transfers from Reserve Accounts:							
Transfer to (from) Water Reserve	(34,000)		30,000	30,000	35,000	40,000	50,000
Transfer to (from) Sewer Reserve			30,000	30,000	35,000	40,000	50,000
Transfer from CWF Reserve	(44,680)						
Transfer from Election Reserve				(10,100)			
<b>Net contributions to (from) Reserves</b>	<b>120,205</b>	<b>202,356</b>	<b>141,983</b>	<b>125,049</b>	<b>190,512</b>	<b>200,512</b>	<b>220,513</b>
<b>Annual Operating Surplus before amortization adjustment</b>	<b>(273,695)</b>	<b>(367,516)</b>	<b>(202,964)</b>	<b>(282,959)</b>	<b>(264,999)</b>	<b>(223,661)</b>	<b>(204,399)</b>
Adjust for Non-Cash Items (Amortization)	260,037	290,495	290,497	290,497	290,497	275,892	275,892
<b>Annual Operating Surplus/(Deficit) adjusted</b>	<b>(13,658)</b>	<b>(77,021)</b>	<b>87,533</b>	<b>7,538</b>	<b>25,498</b>	<b>52,231</b>	<b>71,493</b>
Transfer to/(from) Unappropriated Sewer Surplus	(3,491)	29,868	1,420	2,827	6,149	9,663	13,380
Transfer to/(from) Unappropriated Water Surplus	(27,363)	(16,488)	1,300	8,804	8,895	14,269	19,936
Transfer to/(from) Unappropriated General Surplus	17,197	(90,401)	84,813	(4,094)	10,454	28,299	38,177
<b>NET</b>	<b>0</b>						

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>GENERAL REVENUE</b>							
<i>Revenue</i>							
Taxation - General Municipal Purpose	456,492	458,159	625,395	662,918	702,693	744,855	789,546
Taxation - NMC							
<b>Total Taxes</b>	<b>456,492</b>	<b>458,159</b>	<b>625,395</b>	<b>662,918</b>	<b>702,693</b>	<b>744,855</b>	<b>789,546</b>
Utilities Tax - B.C. Hydro	4,132	3,879	3,880	3,958	4,037	4,117	4,200
Utilities Tax - Telus	2,004	1,753	1,755	1,790	1,826	1,862	1,900
<b>Total Utilities Taxes</b>	<b>6,702</b>	<b>5,632</b>	<b>5,635</b>	<b>5,748</b>	<b>5,863</b>	<b>5,980</b>	<b>6,100</b>
Federal Grant-in-lieu-of Taxes	8,872	7,922	8,714	9,149	9,607	10,087	10,591
Federal Community Works Fund Grant	75,149	78,620	78,620	75,149	75,149	75,149	75,149
Provincial Govt Grant - Small Comm	384,000	368,200	368,500	368,500	368,500	368,500	368,500
LGCAP Grant	120,373	120,373	0	0	42,000	42,000	42,000
HOG Administration Fee	2,100	2,125	2,100	2,100	2,100	2,100	2,100
Revenue - Other	1,250	2,475	1,250	1,250	1,250	1,250	1,250
Interest Income General	74,622	93,286	85,750	85,750	85,750	85,750	85,750
Interest on Arrears	13,275	2,890	2,600	2,600	2,600	2,600	2,600
Interest on Delinquent		1,146	1,200	1,200	1,200	1,200	1,200
Penalty on Current		7,743	7,500	7,500	7,500	7,500	7,500
Tax Sale Revenue	0	0	0	0	0	0	0
<b>Total Other General Revenue</b>	<b>679,641</b>	<b>684,778</b>	<b>556,234</b>	<b>553,198</b>	<b>595,656</b>	<b>596,136</b>	<b>596,640</b>
<b>Total General Revenue</b>	<b>1,142,835</b>	<b>1,148,569</b>	<b>1,187,263</b>	<b>1,221,864</b>	<b>1,304,212</b>	<b>1,346,971</b>	<b>1,392,286</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>OTHER GOVERNMENTS</b>							
<i>Revenue</i>							
Comox Strathcona Waste Management	8,500	7,809	8,000	8,000	8,000	8,000	8,000
School Tax	100,000	105,431	106,000	106,000	106,000	106,000	106,000
Regional Hospital	21,000	19,711	20,000	20,000	20,000	20,000	20,000
BC Assessment Authority	2,600	2,697	2,700	2,700	2,700	2,700	2,700
Municipal Finance Authority	15	15	15	15	15	15	15
Regional District	16,500	17,147	85,000	85,000	85,000	85,000	85,000
Regional Library	14,700	16,844	16,768	16,768	16,768	16,768	16,768
Police Tax	18,000	21,727	22,000	22,000	22,000	22,000	22,000
<b>Total Other Governments Revenue</b>	<b>181,315</b>	<b>191,392</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>
<i>Expenditure</i>							
Requisitions - School Tax	100,000	105,431	106,000	106,000	106,000	106,000	106,000
Requisitions - Regional Hospital	21,000	19,711	20,000	20,000	20,000	20,000	20,000
B.C. Assessment Authority	2,600	2,697	2,700	2,700	2,700	2,700	2,700
Municipal Finance Authority	15	15	15	15	15	15	15
Regional District	16,500	17,147	85,000	85,000	85,000	85,000	85,000
Regional Library	14,700	16,844	16,768	16,768	16,768	16,768	16,768
Requisitions - Police Tax	18,000	21,727	22,000	22,000	22,000	22,000	22,000
Comox Strathcona Waste Management	8,500	7,809	8,000	8,000	8,000	8,000	8,000
<b>Total Other Governments Expenditure</b>	<b>181,315</b>	<b>191,392</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>	<b>260,483</b>
<b>Net Other Governments</b>	<b>0</b>						

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## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>MAYOR &amp; COUNCIL</b>							
<i>Revenue</i>							
Revenue - Other	0	0	0	0	0	0	0
<b>Total Legislative Revenue</b>	<b>0</b>						
<i>Expenditure</i>							
Honorarium - Mayor	10,640	11,060	10,640	10,640	10,640	10,640	10,640
Honorarium - Councillors	32,960	27,948	32,960	32,960	32,960	32,960	32,960
Payroll Costs - Mayor & Council	900	990	1,200	1,200	1,200	1,200	1,200
Travel & Education - Council	22,350	18,912	1,500	22,350	22,350	22,350	22,350
Information Technology	4,400	6,168	6,250	6,250	6,250	6,250	6,250
COVID-19 Expenses	0	0	0	0	0	0	0
Council - Special Projects	3,955	1,626	2,500	2,500	2,500	2,500	2,500
Grants in Aid	1,500	500	1,500	1,500	1,500	1,500	1,500
Council - Office Supplies/Expenses	1,750	302	850	850	850	850	850
Cellular phone costs	0	0	0	0	0	0	0
<b>Total Legislative Expenditure</b>	<b>78,455</b>	<b>67,506</b>	<b>57,400</b>	<b>78,250</b>	<b>78,250</b>	<b>78,250</b>	<b>78,250</b>
<b>Net Legislative</b>	<b>(78,455)</b>	<b>(67,506)</b>	<b>(57,400)</b>	<b>(78,250)</b>	<b>(78,250)</b>	<b>(78,250)</b>	<b>(78,250)</b>

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## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>ADMINISTRATION</b>							
<i>Revenue</i>							
Grants - Admin	207,800	61,597	125,000	0	0	0	0
First Nations Relations Revenue	40,000	48,034	0	0	0	0	0
Area A Fire Administration Fee	2,500	2,500	0	0	0	0	0
Business Licenses	3,900	2,825	4,290	4,290	4,290	4,290	4,290
Dog Licenses & Fines	700	480	770	770	770	770	770
Photocopies & Fax	400	119	440	440	440	440	440
Sayward News Revenue	13,000	6,810	7,000	7,070	7,141	7,212	7,284
Revenue - Other	1,000	31,431	100	100	100	100	100
Transfer from Reserves	44,680	0	0	0	0	0	0
<b>Total Administration Revenue</b>	<b>313,980</b>	<b>153,797</b>	<b>137,600</b>	<b>12,670</b>	<b>12,741</b>	<b>12,812</b>	<b>12,884</b>

Continued next page

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Expenditure							
Salaries - Admin	208,696	155,297	179,000	228,480	233,050	237,711	242,465
Wages - Custodian	1,568	1,769	1,623	1,655	1,688	1,722	1,757
Salaries - Public Works	2,982	5,609	3,852	3,929	4,008	4,088	4,170
Payroll Costs: Admin & PW	55,812	44,646	62,098	63,340	64,607	65,899	67,217
Employee Recognition & Benefits	0	200	2,000	2,000	2,000	2,000	2,000
Travel & Education - Admin	6,500	5,301	5,500	5,500	5,500	5,500	5,500
Advertising	750	965	750	750	750	750	750
First Nations Relations Expenses	40,000	48,034	0	0	0	0	0
Sayward News	5,257	5,708	5,822	5,822	5,822	5,822	5,822
Internet	1,082	925	1,103	1,125	1,148	1,171	1,194
Postage	1,681	1,133	1,178	1,202	1,226	1,250	1,275
Audit	16,694	37,895	18,600	18,600	18,600	18,600	18,600
Legal	20,000	105,551	90,000	35,000	35,000	35,000	35,000
Information Technology	16,270	23,106	23,500	23,500	23,500	23,500	23,500
Bank Charges, Fees & Interest	3,605	5,045	5,146	5,146	5,146	5,146	5,146
Tax Sale Fees	1,030	0	0	0	0	0	0
Dues, Memberships & Subscriptions	4,635	3,503	4,635	4,635	4,635	4,635	4,635
Insurance - Building	2,864	3,292	3,621	3,983	4,382	4,820	5,302
Insurance - Liability	3,519	3,817	4,198	4,618	5,080	5,588	6,147
Maintenance & Repairs - Admin Office	2,060	1,436	1,500	1,500	1,500	1,500	1,500
Cleaning Supplies - Office	309	128	309	309	309	309	309
Office Supplies	5,665	4,060	4,200	4,200	4,200	4,200	4,200
Tax Printing	515	0	550	550	550	550	550
Business Travel/Meetings	515	143	515	515	515	515	515
Equipment - Admin Office	12,875	123	3,000	3,000	3,000	3,000	3,000
Contract Labour	282,480	216,763	115,000	95,000	95,000	95,000	95,000
Copier - Rent & Supplies	6,695	7,130	7,272	7,418	7,566	7,717	7,872
Telephone & Cell Phone	4,532	4,308	4,532	4,532	4,532	4,532	4,532
Heating Fuel	6,267	10,840	8,000	9,500	9,690	9,884	10,081
Utilities	6,897	4,736	7,035	7,176	7,319	7,466	7,615
Contingency			95,000	95,000	95,000	95,000	95,000
<b>Total Administration Expenditure</b>	<b>721,754</b>	<b>701,451</b>	<b>655,500</b>	<b>627,981</b>	<b>645,222</b>	<b>652,174</b>	<b>660,653</b>
<b>Net Administration</b>	<b>(407,774)</b>	<b>(547,564)</b>	<b>(521,940)</b>	<b>(625,315)</b>	<b>(632,582)</b>	<b>(640,062)</b>	<b>(647,769)</b>

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## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>ELECTION</b>							
<i>Revenue</i>							
Revenue - Other		0					
Transfer from Election Reserve				10,100			
<b>Total Election Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Expenditure</i>							
Salaries - Admin	0	0	0	4,400	0	0	0
Salaries - Public Works	0	0	0	140	0	0	0
Payroll Costs - Admin & PW	0	0	0	550	0	0	0
Election Expense	10,000	6,157	0	5,000	0	0	0
Transfer to Election Reserve	3,363	0	3,363	0	3,363	3,363	3,363
<b>Total Election Expenditure</b>	<b>13,363</b>	<b>6,157</b>	<b>3,363</b>	<b>10,090</b>	<b>3,363</b>	<b>3,363</b>	<b>3,363</b>
<b>Net Election</b>	<b>(13,363)</b>	<b>(6,157)</b>	<b>(3,363)</b>	<b>10</b>	<b>(3,363)</b>	<b>(3,363)</b>	<b>(3,363)</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>RECREATION CENTRE</b>							
<i>Revenue</i>							
Grants - Recreation	0	5,000	5,000	5,000	5,000	5,000	5,000
Kelsey Centre Gift Certificates	30	120	0	0	0	0	0
Age Friendly Program Revenue	1,200	722	900	900	900	900	900
Swim Lesson Fees	2,730	4,024	0	0	0	0	0
Ten Pack	4,562	6,107	3,513	3,513	3,513	3,513	3,513
Single User - Pool	2,000	2,475	0	0	0	0	0
Single User - Gymnasium	200	583	400	400	400	400	400
Drop In Fitness Fees	600	143	400	400	400	400	400
Drop In Weight Room Fees	250	348	400	400	400	400	400
Monthly Passes	1,000	1,825	1,400	1,400	1,400	1,400	1,400
After School Program/Day Care Fees	1,400	2,837	2,750	2,805	2,861	2,918	2,977
Concession Sales	3,500	5,709	5,500	5,500	5,500	5,500	5,500
Pool Rental	3,000	1,905	0	0	0	0	0
Gym Rental	2,194	2,635	2,600	2,600	2,600	2,600	2,600
Room Rental	400	1,252	1,500	1,500	1,500	1,500	1,500
Rentals - Tables and Chairs	150	0	165	165	165	165	165
Birthday Party/Event Revenue	2,000	2,749	3,000	3,000	3,000	3,000	3,000
Revenue - Other	0	399	0	0	0	0	0
Kelsey Centre Van Donations	3,290	3,194	2,500	2,500	2,500	2,500	2,500
Special Event Revenue/Donations	4,500	3,191	4,950	4,950	4,950	4,950	4,950
Afterschool Program Donations	0	1,250	2,500	2,500	2,500	2,500	2,500
Teen Program Donations	0	3,350	4,000	4,000	4,000	4,000	4,000
Transfer from Reserves	0	0	0	0	0	0	0
<b>Total Recreation Centre Revenue</b>	<b>33,006</b>	<b>49,819</b>	<b>41,478</b>	<b>41,533</b>	<b>41,589</b>	<b>41,646</b>	<b>41,705</b>

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## Appendix: 2025-2029 Financial Plan (Operating) - Detail

Expenditure							
<b>Operating Expenses</b>							
Salaries - Admin	48,155	47,050	47,335	48,282	49,248	50,233	51,237
Wages - Recreation	33,732	56,176	29,722	30,316	30,922	31,541	32,172
Wages - Custodian	5,096	7,046	5,274	5,380	5,487	5,597	5,709
Wages - Lifeguards & Pool Maintenance	45,608	25,947	1,193	1,217	1,241	1,266	1,291
Payroll Costs: Admin & PW	27,957	26,200	16,841	17,178	17,522	17,872	18,230
Travel & Education - Recreation	3,800	3,843	2,000	2,000	2,000	2,000	2,000
Advertising	750	0	750	750	750	750	750
Information Technology	1,600	3,330	3,500	3,500	3,500	3,500	3,500
Bank Charges, Fees & Interest	475	597	600	600	600	600	600
Dues, Memberships & Subscriptions	600	966	1,000	1,000	1,000	1,000	1,000
After School Supplies/Expenses	1,300	1,568	1,500	1,000	1,000	1,000	1,000
Concession	2,100	3,839	3,000	3,000	3,000	3,000	3,000
Seniors Special Events	250	60	250	500	500	500	500
Special Events Expense	4,000	6,238	4,000	4,000	4,000	4,000	4,000
Teen Program Expenses	0	4,440	4,000	4,000	4,000	4,000	4,000
Swim Lesson Expenses	650	506	0	0	0	0	0
M & R, Gas & Oil - Age Friendly Van	4,100	5,377	5,000	5,000	5,000	5,000	5,000
Office Supplies	1,500	2,540	2,000	1,500	1,500	1,500	1,500
Chemicals & Maintenance - Pool	5,000	13,070	2,025	2,025	2,025	2,025	2,025
Rec Centre Supplies	1,200	971	1,200	1,200	1,200	1,200	1,200
Business Travel/Meetings	650	0	650	650	650	650	650
Equipment - Recreation Centre	5,050	2,955	3,500	3,500	3,500	3,500	3,500
Telephone & Internet	2,805	2,190	2,861	2,918	2,977	3,036	3,097
<b>Sub Total Operating Expenses</b>	<b>195,478</b>	<b>224,928</b>	<b>133,292</b>	<b>139,516</b>	<b>141,822</b>	<b>145,770</b>	<b>145,961</b>
<b>Building Expenses</b>							
Salaries - Public Works	11,744	11,812	7,187	7,331	7,478	7,627	7,780
Insurance - Building	11,208	13,491	14,829	16,312	17,943	19,737	21,711
Insurance - Liability	1,441	1,452	1,597	1,756	1,932	2,125	2,338
Maintenance & Repairs - Recreation	26,000	13,295	19,500	19,500	19,500	19,500	19,500
Cleaning Supplies	1,000	1,528	850	850	850	850	850
Heating Fuel	24,928	43,063	25,813	26,329	26,856	27,393	27,941
Utilities	27,589	18,684	23,125	23,819	24,533	25,269	26,027
<b>Sub Total Building Expenses</b>	<b>103,910</b>	<b>103,314</b>	<b>92,901</b>	<b>95,897</b>	<b>99,092</b>	<b>102,502</b>	<b>106,147</b>
<b>Total Recreation Centre Expenditure</b>	<b>300,388</b>	<b>328,242</b>	<b>236,193</b>	<b>235,414</b>	<b>240,914</b>	<b>248,272</b>	<b>252,108</b>
<b>Net Recreation Centre</b>	<b>(267,382)</b>	<b>(268,424)</b>	<b>(189,625)</b>	<b>(193,891)</b>	<b>(199,125)</b>	<b>(204,675)</b>	<b>(210,403)</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>POLICE SERVICES</b>							
<i>Revenue</i>							
RCMP Rent	24,000	24,000	25,000	25,200	25,200	25,200	25,200
RCMP Maintenance	9,748	8,115	9,748	9,748	9,748	9,748	9,748
<b>Total Police Services Revenue</b>	<b>33,748</b>	<b>32,115</b>	<b>34,748</b>	<b>34,948</b>	<b>34,948</b>	<b>34,948</b>	<b>34,948</b>
<i>Expenditure</i>							
Salaries - Public Works	2,972	1,335	2,777	2,833	2,889	2,947	3,006
Payroll Costs: Admin & PW	616	190	808	824	840	857	874
Insurance - Building	1,409	1,364	1,550	1,705	1,876	2,064	2,270
Insurance - Liability	192	192	211	232	256	281	309
Maintenance & Repairs - Police	1,500	1,437	1,500	1,500	1,500	1,500	1,500
Municipal Services Expense	4,497	3,597	3,645	3,718	3,792	3,868	3,945
<b>Total Police Services Expenditure</b>	<b>11,186</b>	<b>8,115</b>	<b>10,491</b>	<b>10,812</b>	<b>11,153</b>	<b>11,517</b>	<b>11,905</b>
<b>Net Police Services</b>	<b>22,562</b>	<b>24,000</b>	<b>24,257</b>	<b>24,136</b>	<b>23,795</b>	<b>23,431</b>	<b>23,043</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>ROADS</b>							
<i>Revenue</i>							
Snow Removal Revenue	1,750	0	1,750	1,750	1,750	1,750	1,750
Transfer from Reserves							
<b>Total Roads Revenue</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<i>Expenditure</i>							
Salaries - Public Works	8,289	5,134	4,628	4,721	4,815	4,912	5,010
Payroll Costs: Admin & PW	2,105	624	2,134	2,177	2,221	2,265	2,310
Maintenance & Repairs - Roads	10,000	4,866	10,000	10,000	10,000	10,000	10,000
Sand & Salt	7,500	2,951	4,500	4,500	4,500	4,500	4,500
Contract Labour	2,000	0	1,500	3,500	1,500	1,500	1,500
Utilities - Street Lighting	24,370	22,726	24,858	25,355	25,862	26,379	26,907
<b>Total Roads Expenditure</b>	<b>54,254</b>	<b>36,300</b>	<b>47,621</b>	<b>50,253</b>	<b>48,898</b>	<b>49,556</b>	<b>50,227</b>
<b>Net Roads Services</b>	<b>(52,514)</b>	<b>(36,300)</b>	<b>(45,871)</b>	<b>(48,503)</b>	<b>(47,148)</b>	<b>(47,806)</b>	<b>(48,477)</b>

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## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>ROADS</b>							
<i>Revenue</i>							
Snow Removal Revenue	1,750	0	1,750	1,750	1,750	1,750	1,750
Transfer from Reserves							
<b>Total Roads Revenue</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<i>Expenditure</i>							
Salaries - Public Works	8,289	5,134	4,628	4,721	4,815	4,912	5,010
Payroll Costs: Admin & PW	2,105	624	2,134	2,177	2,221	2,265	2,310
Maintenance & Repairs - Roads	10,000	4,866	10,000	10,000	10,000	10,000	10,000
Sand & Salt	7,500	2,951	4,500	4,500	4,500	4,500	4,500
Contract Labour	2,000	0	1,500	3,500	1,500	1,500	1,500
Utilities - Street Lighting	24,370	22,726	24,858	25,355	25,862	26,379	26,907
<b>Total Roads Expenditure</b>	<b>54,264</b>	<b>36,300</b>	<b>47,621</b>	<b>50,253</b>	<b>48,898</b>	<b>49,556</b>	<b>50,227</b>
<b>Net Roads Services</b>	<b>(52,514)</b>	<b>(36,300)</b>	<b>(45,871)</b>	<b>(48,503)</b>	<b>(47,148)</b>	<b>(47,806)</b>	<b>(48,477)</b>

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## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>DRAINAGE</b>							
<i>Revenue</i>							
Transfer from Reserves		0	0	0	0	0	0
<b>Total Drainage Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Expenditure</i>							
Salaries - Public Works	3,469	3,045	4,628	4,721	4,815	4,912	5,010
Payroll Costs: Admin & PW	856	336	833	849	866	884	901
Maintenance & Repairs - Drainage	9,000	6,162	9,000	9,000	9,000	9,000	9,000
Contract Labour	1,000	0	1,000	1,000	1,000	1,000	1,000
<b>Total Drainage Expenditure</b>	<b>14,325</b>	<b>9,543</b>	<b>15,461</b>	<b>15,570</b>	<b>15,682</b>	<b>15,795</b>	<b>15,911</b>
<b>Net Drainage</b>	<b>(14,325)</b>	<b>(9,543)</b>	<b>(15,461)</b>	<b>(15,570)</b>	<b>(15,682)</b>	<b>(15,795)</b>	<b>(15,911)</b>

## Appendix: 2025-2029 Financial Plan (Operating) - Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>SEWER</b>							
<b>Revenue</b>							
Frontage Tax - Sewer Kelsey	6,032	6,032	6,032	0	0	0	0
Sewer User Fees	92,528	95,002	104,506	107,917	113,313	118,978	124,927
Sewer Connection Fees	0	0	0	0	0	0	0
Revenue - Other	0	286	0	0	0	0	0
Actuarial Adjustment sewer	0	3,139	0	0	0	0	0
Transfer from Reserves/General Sur	0	0	0	0	0	0	0
<b>Total Sewer Revenue</b>	<b>98,560</b>	<b>104,459</b>	<b>110,538</b>	<b>107,917</b>	<b>113,313</b>	<b>118,978</b>	<b>124,927</b>
<b>Expenditure</b>							
Salaries - Admin	26,087	14,690	28,000	28,560	29,131	29,714	30,308
Salaries - Public Works	21,791	25,070	29,323	29,910	30,508	31,118	31,740
Payroll Costs: Admin & PW	12,239	6,995	12,674	12,928	13,186	13,450	13,719
Travel & Education - Sewer	5,000	655	1,000	1,000	1,000	1,000	1,000
Insurance - Building	2,618	3,067	3,374	3,712	4,083	4,491	4,940
Insurance - Liability	522	480	574	632	695	764	841
Maintenance & Repairs - Sewer	12,000	11,558	12,000	12,000	12,000	12,000	12,000
Sewer Connection Costs	0	0	0	0	0	0	0
Equipment - Sewer	3,000	58	1,750	1,750	1,750	1,750	1,750
Contract Labour	3,000	240	3,500	3,500	3,500	3,500	3,500
Sewer Lease Fees	480	470	480	480	480	480	480
Utilities - Agitator, Lift Stations	9,282	10,206	10,411	10,619	10,831	11,048	11,269
Sewer Principal B/L #338	4,931	0	4,931	0	0	0	0
Sewer Interest B/L # 338	1,101	1,101	1,101	0	0	0	0
<b>Total Sewer Expenditure</b>	<b>102,052</b>	<b>74,591</b>	<b>109,115</b>	<b>105,090</b>	<b>107,164</b>	<b>108,315</b>	<b>111,547</b>
<b>Net Sewer</b>	<b>(3,491)</b>	<b>29,868</b>	<b>1,423</b>	<b>2,827</b>	<b>6,149</b>	<b>9,663</b>	<b>13,380</b>

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## Appendix: 2025-2029 Financial Plan (Operating) - Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>WATER</b>							
<i>Revenue</i>							
Frontage Tax - Water Kelsey	2,075	2,075	2,075	0	0	0	0
Grants - Water	0	0	0	0	0	0	0
Water User Fees	161,490	164,962	199,076	187,780	191,919	201,515	211,591
Water Connection Fees	0	0	0	0	0	0	0
Revenue - Other	0	0	0	25,000	25,000	25,000	25,000
Actuarial adjustment	0	1,080	0	0	0	0	0
Transfer from Reserves/General Surplus	0	0	0	0	0	0	0
<b>Total Water Revenue</b>	<b>163,565</b>	<b>168,117</b>	<b>201,151</b>	<b>212,780</b>	<b>216,919</b>	<b>226,515</b>	<b>236,591</b>
<i>Expenditure</i>							
Salaries - Admin	26,087	14,690	28,000	28,560	29,131	29,714	30,308
Salaries - Public Works	34,693	48,947	46,285	47,211	48,155	49,118	50,100
Payroll Costs: Admin & PW	6,857	9,735	15,964	16,284	16,609	16,942	17,280
Travel & Education	4,000	1,454	2,000	2,000	2,000	2,000	2,000
Insurance - Building	8,634	9,017	9,918	10,910	12,001	13,201	14,521
Insurance - Liability	577	577	635	698	768	845	929
Maintenance & Repairs - Water	8,000	7,767	8,000	8,000	8,000	8,000	8,000
Maintenance & Repairs - Plant	15,000	25,822	15,000	15,000	15,000	15,000	15,000
Chemicals - Water	25,500	34,332	32,000	35,000	35,700	36,414	37,142
Equipment - Water	10,000	11,096	20,000	20,000	20,000	20,000	20,000
Contract Labour	36,500	4,138	3,000	3,000	3,000	3,000	3,000
Water Lease Fees	2,040	2,050	2,081	2,122	2,165	2,208	2,252
Telephone & Internet	255	1,020	1,041	1,062	1,083	1,104	1,127
Utilities	10,710	13,581	13,852	14,130	14,412	14,700	14,994
Water Principal B/L #337	1,697	0	1,697	0	0	0	0
Water Interest B/L #337	379	379	379	0	0	0	0
<b>Total Water Expenditures</b>	<b>190,928</b>	<b>184,806</b>	<b>199,852</b>	<b>205,876</b>	<b>208,024</b>	<b>212,246</b>	<b>216,855</b>
<b>Net Water</b>	<b>(27,363)</b>	<b>(16,688)</b>	<b>1,300</b>	<b>6,904</b>	<b>8,895</b>	<b>14,269</b>	<b>19,736</b>

## Appendix: 2025-2029 Financial Plan (Operating) - Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>PARKS</b>							
<i>Revenue</i>							
Grants - Parks	0	0	0	0	0	0	0
Camping Revenue	13,905	16,789	18,467	19,021	19,592	20,180	20,785
Revenue - Other	0	0	0	0	0	0	0
Park Bench Revenue	1,500	0	1,500	1,500	1,500	1,500	1,500
Transfer from Reserves	0	0	0	0	0	0	0
<b>Total Parks Revenue</b>	<b>15,405</b>	<b>16,789</b>	<b>19,967</b>	<b>20,521</b>	<b>21,092</b>	<b>21,680</b>	<b>22,285</b>
<i>Expenditure</i>							
Wages - Custodian	784	454	811	828	844	851	878
Salaries - Public Works	18,879	10,813	18,154	18,518	18,888	19,266	19,651
Payroll Costs - Admin & PW	3,670	1,348	4,708	4,802	4,898	4,996	5,096
Advertising	275	0	150	150	150	150	150
Insurance - Building	867	923	954	1,049	1,154	1,270	1,396
Insurance - Vehicles	739	787	739	739	739	739	739
Maintenance & Repairs - Parks	2,500	3,549	3,000	3,000	3,000	3,000	3,000
Cleaning Supplies	500	106	300	300	300	300	300
M & R - Equipment	3,000	727	3,000	3,000	3,000	3,000	3,000
Diesel & Oil - Kubota Mower	750	2,150	2,500	2,550	2,601	2,653	2,706
Supplies - Parks	2,100	2,082	2,100	2,100	2,100	2,100	2,100
Equipment - Parks	1,500	1,563	1,500	1,500	1,500	1,500	1,500
Contract Labour	1,000	0	1,000	1,000	1,000	1,000	1,000
Park Bench Expense	500	0	1,400	1,400	1,400	1,400	1,400
Utilities	2,346	2,878	2,900	2,958	3,017	3,078	3,139
<b>Total Parks Expenditure</b>	<b>39,410</b>	<b>27,379</b>	<b>43,217</b>	<b>43,883</b>	<b>44,591</b>	<b>45,312</b>	<b>46,056</b>
<b>Net Parks</b>	<b>(24,005)</b>	<b>(10,590)</b>	<b>(23,249)</b>	<b>(23,372)</b>	<b>(23,499)</b>	<b>(23,632)</b>	<b>(23,771)</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>SOLID WASTE</b>							
<i>Revenue</i>							
Solid Waste User Fees	48,744	50,258	51,182	53,741	56,428	59,249	62,212
Recycling Revenue	500	884	500	500	500	500	500
Revenue - Other	3,410	4,540	4,200	4,200	4,200	4,200	4,200
Transfer from Reserves	0	0	0	0	0	0	0
<b>Total Solid Waste Revenue</b>	<b>52,654</b>	<b>55,682</b>	<b>55,882</b>	<b>58,441</b>	<b>61,128</b>	<b>63,949</b>	<b>66,912</b>
<i>Expenditure</i>							
Maintenance & Repairs - Solid Waste	500	0	500	500	500	500	500
Contract Labour	2,000	2,600	2,600	2,600	2,600	2,600	2,600
Waste Disposal & Tipping Fees	46,000	48,021	49,000	49,980	50,980	51,999	53,039
<b>Total Solid Waste Expenditure</b>	<b>48,500</b>	<b>50,621</b>	<b>52,100</b>	<b>53,080</b>	<b>54,080</b>	<b>55,099</b>	<b>56,139</b>
<b>Net Solid Waste</b>	<b>4,154</b>	<b>5,061</b>	<b>3,782</b>	<b>5,361</b>	<b>7,048</b>	<b>8,850</b>	<b>10,772</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>PUBLIC WORKS</b>							
<i>Revenue</i>							
Revenue - Other	250	330	250	250	250	250	250
Transfer from Reserves	0		0	0	0	0	0
<b>Total Public Works Revenue</b>	<b>250</b>	<b>330</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<i>Expenditure</i>							
Salaries - Public Works	41,969	55,652	55,364	56,471	57,600	58,752	59,928
Payroll Costs: Admin & PW	10,553	13,718	10,557	10,768	10,983	11,203	11,427
Travel & Education - Public Works	1,500	0	1,500	1,500	1,500	1,500	1,500
Dues, Memberships & Subscriptions	800	500	800	800	800	800	800
Insurance - Building	1,401	1,473	1,541	1,696	1,865	2,052	2,257
Insurance - Liability	2,498	2,306	2,748	3,023	3,325	3,657	4,023
Insurance & Licenses - Vehicles	4,457	4,609	4,701	4,795	4,891	4,989	5,089
M & R - Public Works	2,500	2,281	2,500	2,500	2,500	2,500	2,500
M & R - Tractor and Dump Truck	3,000	3,689	3,000	3,000	3,000	3,000	3,000
Diesel & Oil - Tractor and Dump Truck	1,000	86	750	765	780	796	812
Gas & Oil - Public Works Trucks	5,000	5,831	5,800	5,916	6,034	6,155	6,278
M & R - Public Works Trucks	4,000	5,456	5,500	5,500	5,500	5,500	5,500
Office Supplies	500	1,026	1,000	750	750	750	750
General Supplies	2,500	2,785	2,500	2,500	2,500	2,500	2,500
Business Travel/Meetings	500	0	500	500	500	500	500
Equipment	2,500	2,299	2,500	2,500	2,500	2,500	2,500
Telephone & Internet	2,499	2,687	2,650	2,703	2,757	2,812	2,868
Utilities	2,754	2,121	2,300	2,346	2,393	2,441	2,490
MFA Principal - Truck Loan	13,642	0	1,573	0	0	0	0
MFA Interest - Truck Loan	76	480	7	0	0	0	0
<b>Total Public Works Expenditure</b>	<b>103,650</b>	<b>106,998</b>	<b>107,791</b>	<b>108,032</b>	<b>110,180</b>	<b>112,407</b>	<b>114,721</b>
<b>Net Public Works</b>	<b>(103,400)</b>	<b>(106,668)</b>	<b>(107,541)</b>	<b>(107,782)</b>	<b>(109,930)</b>	<b>(112,157)</b>	<b>(114,471)</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>PLANNING &amp; BUILDING INSPECTION</b>							
<i>Revenue</i>							
Building Permits	7,500	1,450	8,250	8,250	8,250	8,250	8,250
Planning Fee Revenue	1,000	17,884	10,000	10,000	10,000	10,000	10,000
<b>Total Planning Revenue</b>	<b>8,500</b>	<b>19,334</b>	<b>18,250</b>	<b>18,250</b>	<b>18,250</b>	<b>18,250</b>	<b>18,250</b>
<i>Expenditure</i>							
Building Inspections	7,500	3,370	3,750	3,750	3,750	3,750	3,750
Planning & Rezoning Costs	4,500	12,613	10,000	10,000	10,000	10,000	10,000
Contract Labour	10,000	21,499	18,000	18,000	18,000	18,000	18,000
Payroll Costs	1,479	1,018	1,200	1,224	1,248	1,273	1,299
<b>Total Planning Expenditure</b>	<b>23,479</b>	<b>38,500</b>	<b>32,950</b>	<b>32,974</b>	<b>32,998</b>	<b>33,023</b>	<b>33,049</b>
<b>Net Planning</b>	<b>(14,979)</b>	<b>(19,167)</b>	<b>(14,700)</b>	<b>(14,724)</b>	<b>(14,748)</b>	<b>(14,773)</b>	<b>(14,799)</b>

## Appendix: 2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>EMERGENCY PLANNING</b>							
<i>Revenue</i>							
Grants - Emergency Program	2,500	2,800	2,500	2,500	2,500	2,500	2,500
Revenue - Other	0	0	0	0	0	0	0
<b>Total Emergency Planning Revenue</b>	<b>2,500</b>	<b>2,800</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<i>Expenditure</i>							
Stipend - Municipal Emergency Program	3,600	900	3,600	3,600	3,600	3,600	3,600
Payroll Costs - Emergency Program	120	0	120	120	120	120	120
Travel & Education - Emergency Program	2,000	0	2,000	2,000	2,000	2,000	2,000
Insurance - Property	714	241	750	787	827	868	911
Insurance - Liability	1,189	178	1,248	1,310	1,376	1,445	1,517
Municipal Emergency Program Expenses	1,500	0	1,500	1,500	1,500	1,500	1,500
Equipment - Emergency Program	0	0	0	0	0	0	0
Emergency Program Projects	0	254	0	0	0	0	0
<b>Total Emergency Planning Expenditure</b>	<b>9,123</b>	<b>1,573</b>	<b>9,278</b>	<b>9,318</b>	<b>9,423</b>	<b>9,933</b>	<b>9,648</b>
<b>Net Emergency Planning</b>	<b>(6,623)</b>	<b>1,227</b>	<b>(6,778)</b>	<b>(6,818)</b>	<b>(6,922)</b>	<b>(7,033)</b>	<b>(7,148)</b>

## Appendix: 2025-2029 Financial Plan (Operating) - Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
HEALTH CENTRE							
<i>Revenue</i>							
Revenue - Other	0	0	0	0	0	0	0
<b>Total Health Centre Revenue</b>	<b>0</b>						
<i>Expenditure</i>							
Maintenance and Repairs - Health Clinic	1,000	571	1,000	1,000	1,000	1,000	1,000
<b>Total Health Centre Expenditure</b>	<b>1,000</b>	<b>571</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Net Health Centre</b>	<b>(1,000)</b>	<b>(571)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>

**MOTION R25/105  
MOVED AND SECONDED**

THAT the minutes from the Committee of the Whole meeting held on **March 19, 2025**, be adopted as amended.

**CARRIED**

**6. Petitions and Delegations - None**

**7. Correspondence**

**MOTION R25/106  
MOVED AND SECONDED**

THAT Council receives correspondence b, c, e for information.

**CARRIED**

**a) AVICC Request for Participation – Reforming the Local Government Act**

**MOTION R25/107  
MOVED AND SECONDED**

THAT Council completes the AVICC survey be completed individually rather than as a group.

**Opposed Cllr Burchett CARRIED**

**b) Village of Daajing Giids – Cannabis Taxation Sharing & Municipal Owned Cannabis Retail Store – Mayor Pineault**

**c) MLA Anna Kindy – Bill 7 Economic Stabilization (Tariff Response) Act**

**d) Inspiring Wonder Woman Award – Vancouver Island 2024**

**MOTION R25/108  
MOVED AND SECONDED**

THAT Council adds this topic to the in-camera for additional discussion on potential candidates for nomination under section 90(1)(b) “personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity”.

**CARRIED**

**e) AVICC’s Annual Report, Minutes, and Resolution Package**

**8. Council Reports - None**

**9. Reports of Committees**

**a) Resolutions from COTW – March 19, 2025**

**MOTION R25/109  
MOVED AND SECONDED**

THAT Council receives this report for information and discussion.

**CARRIED**

**MOTION R25/110**

**MOVED AND SECONDED**

THAT the Village of Sayward Council be requested to clarify to the Kelsey Centre Review Committee specifically what they want from the SRD.

**CARRIED**

**MOTION R25/111**

**MOVED AND SECONDED**

THAT Staff develop a 50/50 funding model with the Village of Sayward and the Strathcona Regional District, minus any grants that either entity can put in, for the operations and capital costs of the Kelsey Centre pool and recreation centre.

**Opposed Cllr Coates CARRIED**

**MOTION R25/112**

**MOVED AND SECONDED**

THAT Staff provide the SRD's Kelsey Centre Review Committee with their required information.

**CARRIED**

**10. Mayor's Report**

- a) **Mayor's Report – March 2025**

**MOTION R25/113**

**MOVED AND SECONDED**

THAT Council receives the Mayor's report.

**Opposed Cllr Burchett CARRIED**

**11. Unfinished Business**

- a) **Draft – Capital Plan 2025-2029**

**MOTION R25/114**

**MOVED AND SECONDED**

THAT Council receives this report for information and discussion.

**CARRIED**

**MOTION R25/115**

**MOVED AND SECONDED**

THAT the gazebo ramp be added to the capital plan.

**NO VOTE WAS CALLED**

*CAO Thomas advised that the previous motion on this topic should be reconsidered per Council Procedure Bylaw No. 416.*

**MOTION R25/116**

**MOVED AND SECONDED**

BE IT RESOLVED THAT Council reconsider motion R25/92.

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

85

**MOTION R25/117**

**MOVED AND SECONDED**

THAT Council confirm the completion of its review of the draft capital plan; and,

THAT Staff be directed to proceed with public engagement on the draft capital plan and the development of the associated bylaw.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**b) Draft – Operating Financial Plan 2025-2029**

**MOTION R25/118**

**MOVED AND SECONDED**

THAT Council receives this report for information and discussion.

**CARRIED**

**MOTION R25/119**

**MOVED AND SECONDED**

THAT the 2025-2029 Financial Plan be approved; and,

THAT Staff be directed to proceed with public engagement and prepare required bylaws related to the 2025-2029 Financial Plan for the April 15, 2025, regular meeting of Council.

**CARRIED**

**12. Staff Reports**

**a) Draft Fees and Charges**

**MOTION R25/120**

**MOVED AND SECONDED**

THAT Council receives the Fees and Charges Review staff report for information and discussion.

**CARRIED**

**MOTION R25/121**

**MOVED AND SECONDED**

THAT the proposed amendments to the appropriate schedules of the Village's Fees and Charges Bylaw be approved; and,

THAT Council directs staff to prepare a Fees and Charges Amendment bylaw for the April 15, 2025, Regular Council Meeting.

**CARRIED**

**b) MacMillan Drainage Project – Initial Design**

**MOTION R25/122**

**MOVED AND SECONDED**

THAT Council receive the staff report for information and discussion.

**RESCINDED**

*Motion Rescinded by Mover: Cllr Burchett and Seconder: Cllr Coates*

**MOTION R25/123**

**MOVED AND SECONDED**

THAT Council move into a Committee of the Whole Meeting.

**CARRIED**

The Committee of the Whole Meeting began at 7:52pm.

**MOTION R25/124**

**MOVED AND SECONDED**

THAT Council move out of the Committee of the Whole Meeting and back into the Regular Meeting of Council.

**CARRIED**

The Committee of the Whole Meeting concluded at 8:28pm.

**MOTION R25/125**

**MOVED AND SECONDED**

THAT Council receive the staff report for information and discussion.

**CARRIED**

**MOTION R25/126**

**MOVED AND SECONDED**

THAT Council approve the engineering design solution for the purposes of advancing first nations consultation, public engagement and finalizing detailed drawings for public procurement.

**CARRIED**

**c) Weather Station – Lightning Detection Equipment Agreement**

**MOTION R25/127**

**MOVED AND SECONDED**

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

**CARRIED**

**MOTION R25/128**

**MOVED AND SECONDED**

THAT Council approves the License of Occupation and Agreement between the Village of Sayward and the Environment and Climate Change Canada.

**CARRIED**

**MOTION R25/129**

**MOVED AND SECONDED**

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

**CARRIED**

**d) Streetlight Management Research**

**MOTION R25/130**

**MOVED AND SECONDED**

THAT Council receives the staff report for information and discussion.

**CARRIED**

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

**MOTION R25/131**

**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)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
3. 90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity.

**CARRIED**

18. Adjournment

The meeting was adjourned at 8:35pm.

*Original Signed*

\_\_\_\_\_  
Mayor

*Original Signed*

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