



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
May 26, 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 – None**

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for **May 26, 2026**, be approved [as presented **or** as amended].

**5. Minutes of Previous Meetings**

Recommended Resolutions:

- a) THAT the minutes from the **Public Hearing** held on **May 12, 2026**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the **Regular Council meeting** held on **May 12, 2026**, be adopted [as presented **or** as amended].

**6. Petitions and Delegations – None**

**7. Correspondence**

- a) District of Saanich re: BC Local Government Climate Action Program (LGCAP) - Funding Continuation

**8. Council Reports - None**

**9. Reports of Committees – None**

**10. Mayor’s Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

**a) Development Variance Permit application - 400 MacMillan Drive**

- i. Report to Council re: Development Variance Permit Application - 400 MacMillan Drive
- ii. Public Responses to Development Variance Permit Application - 400 MacMillan Drive

Recommended Resolution:

- 1. THAT the Village of Sayward at this time:  
Receive this report and approve (or not approve) the requested variance to reduce the minimum building width at 400 MacMillan Drive; and,  
THAT the variance permit is to be issued only after security is received for the SPEA restoration in the amount of \$10,000.00.

**b) Grant in Aid Request - BC Emergency Health Services - Community Paramedic - Chair Fitness**

- i. Report to Council re: Grant in Aid Request - BCEHS Community Paramedic - Chair Fitness
- ii. 300-08 Grant in Aid Policy
- iii. Proposal to Continue Chair Fitness, dated May 12, 2026
- iv. Grant in Aid Application – continuing Chair Fitness, dated May 12, 2026
- v. Bylaw 415 - Fees and Charges, Schedule C - Kelsey Centre

Recommended Resolutions:

- 1. THAT Council receive the staff report titled Grant in Aid Request – BCEHS Community Paramedic- Chair Fitness for information and discussion.
- 2. THAT the grant in aid request from the BCEHS Community Paramedic – Chair Fitness, dated May 12, 2026 be approved.

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

**14. Bylaws**

**a) Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026**

- i. Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026

Recommended Resolution:

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

**b) Village of Sayward Zoning Bylaw Amendment Bylaw No. 521, 2026.**

- i. Village of Sayward Zoning Amendment Bylaw No. 521, 2026

Recommended Resolution:

THAT Council gives third reading to the Village of Sayward Zoning Amendment Bylaw No. 521, 2026.

**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:

- 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)(g) litigation or potential litigation affecting the municipality;
- d) 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- e) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- f) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

**18. Adjournment**

- a) **THAT the Village of Sayward Council adjourns its May 26, 2026 Regular Meeting.**

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



# Village of Sayward

## **PUBLIC HEARING MINUTES**

May 12, 2026  
Village of Sayward  
Council Chambers  
652 H'Kusam Way  
Sayward, BC

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Debbie Coates  
Councillor Jason Johnson  
Councillor Sue Poulsen

**In Attendance:** Andrew Young, MCIP, RPP,  
Chief Administrative Officer and Corporate Officer, Village of Sayward  
Jennifer Redshaw, Office Administrator, Village of Sayward  
Kevin Brooks, MCIP, RPP Division Manager - Planning  
McElhanney Consulting  
Keltie Chamberlain, MCIP, RPP, MCIP, Land Use Planner II  
Strathcona Regional District

### **1. Call to Order**

The Public Hearing was called to order at 6:00 pm.

### **2. Purpose of today's Public Hearing**

The purpose of the May 12, 2026 Public Hearing is to consider opinions related to two proposed bylaws and invite the public present at the hearing to speak and provide comments about the proposed bylaws. Each proposed bylaw will be considered separately, and members of the public will be given a maximum of five minutes to speak and provide comments respecting the proposed bylaws in turn. If you have a written submission to make, please be advised that all written submissions, including names and addresses, will become part of the public record and will be included in the Minutes of the Public Hearing. Please also be advised that the Village of Sayward video records its Council meeting including Public Hearings. Following the close of the Public Hearing, no further submissions or comments may be accepted by Council with respect to the proposed bylaws.

### **3. The first of the proposed bylaws to be considered:**

- a. Bylaw No. 520, 2026 – a Bylaw to Amend Official Community Plan Bylaw No. 308, 2000 as amended.

Note: Additional background about Bylaw 520 is included in the Public Hearing package including a report to Sayward Council dated April 14, 2026.

Kevin Brooks, MCIP, RPP Division Manager- Planning, with McElhanney Consulting provided an overview of Bylaw No. 520, 2026 which is a Bylaw to amend the Village of Sayward's Official Community Plan Bylaw No. 308, 2000 (as amended) to ensure the municipal OCP complies with the provisions of *Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023* which act is intended to increase the housing supply across British Columbia.

Following the completion of Kevin Brooks' remarks, CAO Young stated that he had been contacted by Robert Van Brocklin about Bylaw No. 520, 2026 who had indicated that he intended to attend the public hearing to speak on the proposed bylaw. Mr. Brocklin was not present.

Mayor Baker then asked if there were any members of the gallery who wished to provide remarks to Council on Bylaw 520. Mayor Baker then asked a second time if there were any members of the gallery who wished to provide remarks to Council on Bylaw 520. Mayor Baker then asked a third and final time if there were any members of the gallery who wished to provide remarks to Council on Bylaw 520.

There were no public comments regarding Bylaw No. 520, 2026. The Public Hearing for the bylaw was then declared closed.

### **4. The second of the proposed bylaws to be considered:**

- a. Bylaw No. 521, 2026 – a Bylaw to Amend Zoning Bylaw No. 309, 2000 as amended.

Note: Additional background about Bylaw 521 is included in the Public Hearing package including a report to Sayward Council dated March 24, 2026.

Keltie Chamberlain, MCIP, RPP, MCIP, Land Use Planner II with the Strathcona Regional District provided an overview of Bylaw No. 521, 2026 which is a Bylaw to amend the Village of Sayward's Zoning Bylaw No. 309, 2000 to:

- Prohibit placement of single and double-wide mobile homes (manufactured homes) including on Residential One (R-1) zoned properties;
- Increase the security required for residential occupancy of recreational vehicles during construction of a dwelling unit under approved building permit; and
- Update Section 107 Penalty in the Zoning Bylaw to align with the updated provisions of the Community Charter.

Dan Jones of 737 Sayward Road asked if written comments would be accepted after tonight. Mayor Baker confirmed that the Public Hearing is the last opportunity for the public to provide comments. Mr. Jones asked if the purpose of the bylaw amendment is to prevent mobile home parks. Keltie Chamberlain responded that a mobile home park could still be proposed under a separate application. She also confirmed that existing single and double-wide mobile homes would be considered as legal non-conforming, so the Zoning Bylaw amendment would apply only to new developments.

Mr. Jones then asked why mobile homes should be prohibited as they are a source of property tax revenue and also inquired about tiny home developments. Keltie Chamberlain responded that the Village does anticipate applications to vary the width of new housing developments due to the popularity of tiny homes. She also mentioned that tiny homes built to BC Building Code are considered permanent dwellings. Dan Jones also inquired about the report's notation that hooking up to services is difficult. Keltie Chamberlain clarified that the report mentioned that Recreational Vehicle (RVs) can be hooked up to services for a maximum of 365 days with a valid building permit, and that sometimes RVs are not hooked up and left in place causing non-compliance issues. Lastly, Mr. Jones requested that Council not support the proposed bylaw amendment and focus instead on housing people and generating tax revenues.

Mayor Baker asked if there were any members of the gallery who wished to provide remarks to Council on Bylaw 521. Mayor Baker then asked a second time if there were any members of the gallery who wished to provide remarks to Council on Bylaw 521. Mayor Baker then asked a third and final time if there were any members of the gallery who wished to provide remarks to Council on Bylaw 521.

There were no other public comments regarding Bylaw No. 521, 2026. The Public Hearing for the bylaw was then declared closed.

**5. Adjournment**

The Village of Sayward Public Hearing adjourned at 6:25pm.

\_\_\_\_\_  
Mayor

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



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
May 12, 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

**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) Gerald Whalley, SRD Area 'A' Director stated that some aspects of the Village of Sayward Dissolution Report contained inaccuracies.

**MOTION R26/81**

**MOVED AND SECONDED**

THAT Gerald Whalley be permitted to speak longer than 2 minutes.

**CARRIED**

**3. Introduction of Late Items**

- a) Cllr Burchett requested that 5 items contained in an email he sent to council earlier on May 12, 2026 be added to the agenda under In-Camera.

**MOTION R26/82**

**MOVED AND SECONDED**

THAT Cllr Burchett's 5 items be added to the agenda under In-Camera.

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

**DEFEATED**

**4. Approval of Agenda**

**MOTION R26/83**

**MOVED AND SECONDED**

THAT item 13. b) Sayward Fire Rescue Report, be moved to 6. a) Petitions and Delegations.

**CARRIED**

**MOTION R26/84**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for May 12, 2026, be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R26/85**

**MOVED AND SECONDED**

THAT the minutes from the **Regular Council meeting** held on **April 28, 2026**, be adopted as presented.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R26/86**

**MOVED AND SECONDED**

THAT the minutes from the **Special Council meeting** held on **May 7, 2026 starting at 5:00pm**, be adopted as presented.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R26/87**

**MOVED AND SECONDED**

THAT the minutes from the **Special Council meeting** held on **May 7, 2026 which started at 7:10 pm**, be adopted as presented.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**6. Petitions and Delegations**

- a) Sayward Fire Rescue Update report – April 24, 2026

Fire Chief Frank Morgan provided Sayward Council with an overview of the Sayward Fire & Rescue Service update report dated April 24, 2026.

**7. Correspondence**

- a) PacifiCan – Update on Federal Programs of Interest – April 29, 2026

**MOTION R26/88**

**MOVED AND SECONDED**

THAT staff forward the correspondence to the local Royal Canadian Legion.

**CARRIED**

**8. Council Reports – None**

**9. Reports of Committees – None**

**10. Mayor's Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

- a) **Village of Sayward Dissolution Report prepared by Jeannie Bradburne, CPA, Pacific Coastal Consulting**

**MOTION R26/88**

**MOVED AND SECONDED**

THAT the Village of Sayward Dissolution Report, Summary, and presentation be received by Council for information and discussion and accepted as presented.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

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

- a) RCMP Sayward Detachment Annual Report for 2025

**14. Bylaws – None**

**15. New Business – None**

**16. Public Question Period**

- a) Milena Gradisar stated that Mayor Baker should resign.
- b) Neil Macdougall of 611 MacMillan Drive remarked on the recent judgement in the Baker vs France civil hearing and expressed concern that public funds were spent to support Mayor Baker's legal fees.

**17. In Camera – None**

**18. Adjournment**

**MOTION R26/89**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its May 12, 2026 Regular Meeting.

**CARRIED**

**Time: 8:14 pm.**

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Mayor

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Corporate Officer



VIA EMAIL  
May 19, 2026

The Honourable David Eby, Premier  
The Honourable Adrian Dix, Minister of Energy and Climate  
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness  
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
The Honourable Brenda Bailey, Minister of Finance

Email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca), [ECS.Minister@gov.bc.ca](mailto:ECS.Minister@gov.bc.ca), [EMCR.Minister@gov.bc.ca](mailto:EMCR.Minister@gov.bc.ca),  
[HMA.Minister@gov.bc.ca](mailto:HMA.Minister@gov.bc.ca), [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

**RE: BC Local Government Climate Action Program (LGCAP) – Funding Continuation**

On May 11, 2026, Saanich Council passed the following motion:

*That Council direct the Mayor to send a letter to the Province and Local MLA's, as per the draft provided, outlining the need for continued Local Government Climate Action Program (LGCAP) funding and share this letter with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers.*

On behalf of Saanich Council, I'm respectfully requesting your consideration for the need for the Province to continue to fund the Local Government Climate Action Program (LGCAP). In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not appear to include funding for the renewal of the LGCAP. As long-standing local government partners of the Province, we are concerned that the implications of allowing this funding to lapse may not be fully understood.

For more than 15 years, the Province has provided consistent annual climate action funding to local governments, recognizing our essential role in meeting provincial greenhouse gas (GHG) reduction targets and climate adaptation goals. LGCAP and its predecessor, the Climate Action Revenue Incentive Program (CARIP), have provided a critical and reliable source of dedicated funding that enables municipalities to resource staff capacity, support community climate initiatives, deliver key GHG reduction and adaptation programs, and leverage other utility funding and provincial and federal grants. Many of these initiatives directly support the goals of the CleanBC Roadmap and the Climate Preparedness & Adaptation Strategy.

This funding arrangement and the projects and programs enabled have led to a nearly 50% reduction in Saanich's corporate GHG emissions and a nearly 20% reduction in Saanich's community-wide GHG emissions from our 2007 baseline. We have realized significant transportation mode shifts, from 17% of trips taken by transit and active transportation in 2011, to 26% today; we have seen over 2,300 Saanich households replace their fossil fuel heating systems with heat pumps to deliver efficient heating and protective cooling; we have completed

comprehensive climate risk assessments of Saanich infrastructure to ensure we are planning and investing effectively for the climate changes ahead. Provincial investments in local government action have been working, but there is more to do. Local government partners have valuable insights that should inform the next iteration of this successful program.

Municipal budgets are under significant pressure to fund core services and respond to the increasingly costly impacts of accelerating climate changes, including devastating floods, wildfires, and extreme heat. Removing dedicated Provincial climate action funding will create a shortfall that cannot be replaced without significant impacts to local taxpayers. While we appreciate the various climate-related grants currently available through the Province, these programs are competitive, time-limited, and often difficult to access due to requirements for matching funds and the staff capacity needed to prepare and manage applications and implement projects. They have also been reduced in recent years. LGCAP has been the stable foundation that allows local governments to pursue these opportunities. Without it, many municipalities will be unable to apply for competitive grants or deliver community-focused climate programming that supports provincial objectives.

Over the last three years Saanich received approximately \$1.1 million from LGCAP, which staff successfully leveraged to secure approximately **\$1.0 million in additional external grant funding** (this excludes other major grants for capital projects such as corporate building retrofits and EV charging infrastructure which are in the \$multiple millions). This has contributed to a wide range of climate programs and projects that benefit Saanich residents and community including:

- Corporate and Community Climate Risk Assessments
- Community emissions inventories
- Strata Energy Advisor Program
- Top-up incentives for EV Ready Plans and retrofits in MURBs
- Climate Plan Update
- Fleet E Bike Program
- Tillicum Green Infrastructure Project
- Energy & Carbon Emissions reporting
- Gorge Coastal Flood Adaptation Strategy
- One Planet Saanich
- School climate education programs
- Rental Apartment Retrofit Accelerator
- Zero Waste initiatives
- Oil removal policy review

Local governments are on the front lines of planning for and responding to climate impacts and have direct or indirect influence over more than half of B.C.'s GHG emissions. The Province cannot meet its CleanBC targets, achieve its climate adaptation goals and protect BC residents from the increasing impacts of climate change without strong, resourced municipal partners.

LGCAP funding is essential to ensuring that local governments can continue to deliver climate action and prepare for climate impacts at the scale required.

Despite our long-standing partnership, local governments, including Saanich, were not consulted on the decision to cease funding for LGCAP. To staff's knowledge, no local government was engaged prior to the release of the Service Plan. While several months of LGCAP funding remains from the pre-payment for the 2026/27 year, many climate actions are multi-year projects, most external grants take months or years to determine, and many local governments fund staff using LGCAP, so work is already underway to prepare for the 2027-28 year and beyond based upon continued LGCAP funding. Certainty related to consistent, continuous funding is paramount.

As we collectively work to build a stronger, more sustainable Province, Council requests that the Province confirm their commitment to consistent, continuous LGCAP funding and we look forward to further collaboration on climate action and preparedness.

Sincerely,

A handwritten signature in black ink that reads "Dean Murdock". The signature is written in a cursive, flowing style.

Dean Murdock  
Mayor

cc:

Hon. Nina Krieger, MLA Victoria Swan Lake <Nina.Krieger.MLA@leg.bc.ca>  
Hon. Diana Gibson, MLA Oak Bay Gordon Head <Diana.Gibson.MLA@leg.bc.ca>  
Hon. Lana Popham, MLA Saanich South <Lana.Popham.MLA@leg.bc.ca>  
Saanich Council <[council@saanich.ca](mailto:council@saanich.ca)>  
CRD Board of Directors <[crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca)>  
All BC Municipalities



## REPORT TO COUNCIL

**To:** Mayor and Council  
**From:** Keltie Chamberlain, MCIP, RPP  
Land Use Planner II, Community Services  
Strathcona Regional District  
**And:**  
Andrew Young, MCIP, RPP  
Chief Administrative Officer  
**Subject:** **Development Variance Permit Application for 400 MacMillan Drive**  
**Meeting date:** May 26, 2026

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### PURPOSE

To consider a proposed variance to the Village of Sayward Zoning Bylaw, 2000, Bylaw 309, to reduce the minimum width of a building from 7.0 m to 4.2 m to facilitate the construction of a new timber-framed single-family dwelling unit at 400 MacMillan Drive.

### BACKGROUND

The applicant has previously brought a variance application forward on June 3, 2025, for the proposed placement of a single-wide mobile home on the property requesting variances to building width and for the building type (mobile home) that was denied at the July 15, 2026, Council meeting (Attachment #1). The applicant has returned with a revised plan to build a single-family dwelling unit on the property, which significantly changes the proposal and variance request.

The property has a land use designation within the Official Community Plan (OCP) of Residential and is zoned Residential One (R-1). The existing R-1 zone (Attachment #2) requires a minimum dwelling unit width of 7.0 metres. The intention of this regulation is to avoid the placement of single-wide mobile homes on properties within the zone. The zoning bylaw also prohibits the placement of single-wide mobile homes, including Z-240 certified homes, as a whole or as a part of a building.

Prior to 2024, at which time the lot was cleared and a gravel drive installed on the north side of the property, the parcel was forested and undisturbed. The work undertaken in 2024 was done in absence of a Riparian Areas Protection Regulation (RAPR) assessment as required by the Ministry of Water, Land and Resource Stewardship. Although some development (land alteration) has occurred, there are currently no structures established on the lot.

There is a channelized stream on the site as shown in Figure 1 and a Condition Impact Assessment (CIA) has been completed (Attachment #3) as a RAPR assessment cannot be completed after development has taken place retroactively; it is intended to be applied prior to construction. Recommendations have been made within the CIA for remediation of the environmentally sensitive area and to address unapproved development (vegetation removal) and restoration (replanting), as well as measures to protect the Streamside Protection and Enhancement Area (SPEA).

## DISCUSSION

### Proposed Variances

The applicant proposes to reduce the minimum width of a building from 7.0m to 4.2m (Attachment #4) and construct a single-family dwelling unit in accordance with B.C. Building Code (BCBC) as shown in Figure 2. The proposed building has been designed and is intended to be within the narrow buildable area of the site and outside of the recommended SPEA as shown in Figure 2. The width is similar to that of single-wide mobile homes, which can be as narrow as 4.2 m (14 ft) wide.

Originally, the applicant intended to place a mobile home on the property (prohibited in the R-1 zone) to address the small buildable area available on the site but has now revised the proposal to include a narrow building footprint to build with the site conditions and outside of the recommended SPEA. Due to the existing site constraints, the applicant will be required to provide a survey to show the proposed siting and width measurement of the single-family dwelling unit.

Zoning Bylaws have historically had a provision to restrict the minimum dwelling unit width. The restriction is related to a desire that placement of mobile homes does not take place within residential areas that have been built out with traditional timber-frame construction methods

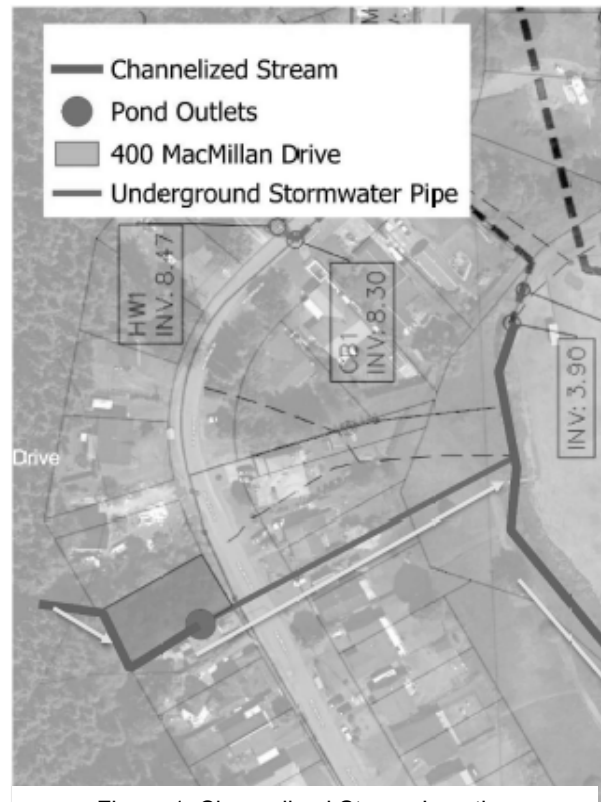


Figure 1. Channelized Stream Location

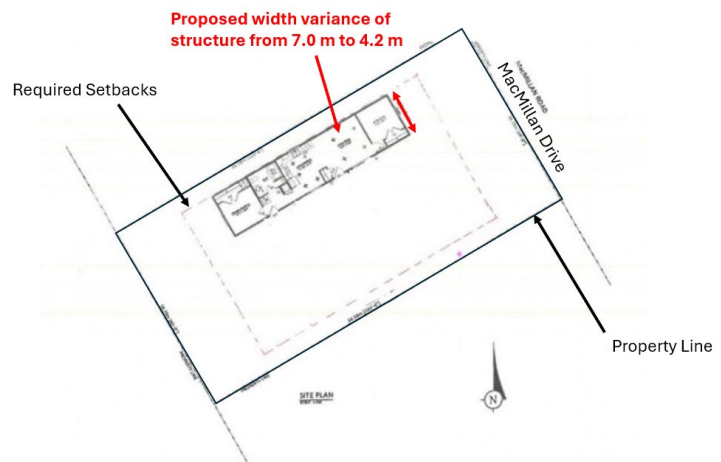


Figure 2. Proposed Building Width Variance

that meet BCBC. The resulting neighbourhoods have developed a strong character and street wall (housing setbacks and street presence), which should be considered when new or re-development occurs in existing neighbourhoods. Timber-framed homes can also be built in narrow configuration while still meeting building code and align with the neighbourhood context. With additional infill development increasingly taking place, dwelling units that do not meet width requirements where they exist in a zoning bylaw can be anticipated.

#### Riparian Assessment Protection Area and Condition Impact Assessment

The variance request for reduced building width is due to the existing site constraints with the presence of the channelized stream. The Official Community Plan (OCP) sets out objectives and goals and how development and the environment intersect. The use of senior agency development guidelines is encouraged as follows:

#### *OCP S 3.1 f) Watercourses, Rivers, and Streams*

- I) A biophysical study of the watercourses, aquatic habitat and sensitive ecosystems in the Village may be supported.*
- II) Development applications on land designated as Residential, Residential/Industrial, and Rural Residential will require development approval information for the protection of watercourses, aquatic habitat and sensitive ecosystems.*
- III) The use of senior agency development guidelines such as the "Land Development Guidelines for the Protection of Aquatic Habitat" for development applications on land with aquatic habitat and sensitive ecosystems shall be required.*

#### *OCP S. 3.1 g) Riparian Assessment Areas*

*The Village of Sayward establishes the following areas around streams as a riparian assessment area as defined in the Province of British Columbia's Riparian Areas Regulation's (sic) assessment method:*

- Thirty (30) metres from top of the bank on all streams and ravines less than sixty (60) metres in width, and*
- Ten (10) metres from top of the ravine bank for ravines greater than sixty (60) metres in width.*

*Any development, as defined in the Riparian Areas Regulation (now RAPR), proposed in these areas will require the applicant to have an assessment report prepared and the Streamside Protection and Enhancement Area (SPEA) defined by a Qualified Environment Professional (QEP) according to the assessment methods outlined in the Province of British Columbia Riparian Areas Regulation. All development will also require the approval of the Department of Fisheries and Oceans. All definitions in the Riparian Areas Regulation apply and the Streamside Protection and Enhancement Area apply to all streams as determined by the Village of Sayward.*

A CIA from the project QEP is found in Attachment # 3. This assessment provides recommendations to address the current site conditions and guidance to restoration of 275 m<sup>2</sup> of the SPEA, planting guidelines, and monitoring requirements. The QEP has indicated the methods for restoration and erosion and sediment control measures. The applicant is proposing that the restoration is completed after construction of the dwelling unit and to protect the SPEA from any further damage, a barrier/fence is to be installed. Typically, staff

does not support the restoration work be postponed until after construction, as it is possible that the landowner sell the property prior to construction resulting in the responsibility of restoration is with a new owner. Therefore, it is recommended that security in the amount of \$10,000 be provided for the recommended restoration of the SPEA prior to issuance of the development variance permit. Post-development reporting will be required from the QEP to provide professional assurance the work has been carried out in accordance with the RAPR report.

### **Options**

The following list of options is not intended to be exhaustive or detailed but is provided to assist Council with discussion of potential options.

1. The Village of Sayward receive this report and approve the requested variance to reduce the minimum building width at 400 MacMillan Drive; and
2. THAT the variance permit is to be issued only after security is received for the SPEA restoration in the amount of \$10,000.00

OR

3. THAT Council receive this report and deny the proposed variances to Zoning Bylaw 2000, Bylaw 309, to reduce the minimum building width at 400 MacMillan Drive.

### **CONCLUDING REMARKS AND RECOMMENDATIONS**

The applicant has revised the proposed development on the site in response to the previous public opposition to a mobile home in this location and the denied variance request. The proposal has been adapted to build a traditional timber-framed dwelling unit. A site survey will confirm the siting of the unit should the variance application be approved. Also addressed is the unauthorized site clearing within the riparian area on the property within the CIA. The applicant has responded to the challenging site constraints and is not proposing a variance to use or density. The public notification has been completed for the new application in accordance with the *Local Government Act*.

### **Recommendation/s**

THAT the Village of Sayward at this time:

1. Receive this report and approve the requested variance to reduce the minimum building width at 400 MacMillan Drive; and

THAT the variance permit is to be issued only after security is received for the SPEA restoration in the amount of \$10,000.00.

Respectfully submitted,



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Keltie Chamberlain, MCIP, RPP  
Land Use Planner II, Community Services  
Strathcona Regional District

*Approved for Council package*

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Andrew Young, MCIP, RPP  
Chief Administrative Officer  
Corporate Officer

Attachments:

1. Minutes of Regular Council meeting held July 15, 2025
2. Existing Residential One (R-1) Zone
3. Condition Impact Assessment dated March 2025
4. Applicants Proposal
5. Draft Development Variance Permit with Schedule A
6. Public Notice dated May 12, 2026



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
July 15, 2025  
COUNCIL CHAMBERS**

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

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

**In Attendance:** John Thomas, Acting CAO/Corporate Officer (via Teams)  
Lisa Clark, CFO  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

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

**2. Public Input**

- a) Marty Carlson of 416 MacMillan Drive read the letter he provided to council that described his opposition to the DVP for 400 MacMillan Dr siting that this would open the door to future mobile homes variance applications and would be detrimental to surrounding property values.
- b) Dene Rossouw of 331 MacMillan Drive conveyed his opposition to the DVP for 400 MacMillan Drive siting this approval would cause the perceived neighborhood quality to deteriorate, a lack of neighborhood consistency and would negatively impact property values over time.

**3. Introduction of Late Items**

CAO Thomas added to the agenda:

- 17. In-Camera under Community Charter 90(1)(c) labour relations or other relations
- 15. New Business BCEHS request for camping at the village's campground for BCEHS staff

**4. Approval of Agenda**

**MOTION R25/206**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for **July 15, 2025**, be approved as amended.

**Opposed Cllr Burchett                      CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R25/207**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **June 24, 2025**, be adopted as presented.

**CARRIED**

**MOTION R25/208**

**MOVED AND SECONDED**

THAT the minutes from the Committee of the Whole Meeting held on **April 4, 2024**, be adopted as presented.

**Opposed Cllr Burchett                      CARRIED**

**MOTION R25/209**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **May 14, 2024**, be adopted as presented.

**Opposed Cllr Burchett                      CARRIED**

**MOTION R25/210**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **May 16, 2024**, be adopted as presented.

**Opposed Cllr Burchett                      CARRIED**

**6. Petitions and Delegations**

- a) **Tour de Rock – Canadian Cancer Society, Laura Nelson, Cops for Cancer Manager**

**7. Correspondence**

- a) **Resource Breakfast Series – Mining, Energy, Forestry**
- b) **Coastal Fire Centre Update**
- c) **Commission of Inquiry into Community Safety**
- d) **Community Appreciation BBQ – BC Salmon Farmers**
- e) **2023 FireSmart Community Funding and Supports – 2023 Wildfire Risk Reduction initiative**

**MOTION R25/211**  
**MOVED AND SECONDED**  
THAT correspondence a) – e) be received.

**CARRIED**

**8. Council Reports - None**

**9. Reports of Committees - None**

**10. Mayor's Report - None**

**11. Unfinished Business**

**a) DVP Application - 400 MacMillan Drive – Site Constraints**

**MOTION R25/212**  
**MOVED AND SECONDED**  
THAT Council receives this report.

**Opposed Cllr Burchett**

**CARRIED**

**MOTION R25/213**  
**MOVED AND SECONDED**  
THAT Council deny the proposed Variances for 400 MacMillan Drive.

**CARRIED**

**12. Staff Reports**

**a) Grant in Aid Request – Tour de Rock**

**MOTION R25/214**  
**MOVED AND SECONDED**  
THAT Council receives the Grant in Aid Request – Canadian Cancer Society Tour de Rock staff report for information and discussion; and,

THAT the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 27, 2025, be approved as amended (without pool or hot tub use).

**CARRIED**

**b) Parcel Tax Implementation Project**

**MOTION R25/215**  
**MOVED AND SECONDED**  
THAT Council receives the Parcel Tax Implementation Project staff report for information and discussion.

**CARRIED**

**MOTION R25/216**  
**MOVED AND SECONDED**  
THAT staff be directed to move forward with the Parcel Tax Implementation Project with a budget of no more than \$30,000; and,

THAT the funding source for this project be the Growing Communities Reserve Fund; and,

THAT the 2025-2029 Financial Plan be amended accordingly.

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

**MOTION R25/217**

**MOVED AND SECONDED**

THAT the Parcel Tax Implementation Project be brought back to council for review and discussion in 2026.

**Opposed Cllr Burchett      CARRIED**

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

**14. Bylaws – None**

**15. New Business**

**a) BCEHS request for camping at the village’s campground for BCEHS staff**

**MOTION R25/218**

**MOVED AND SECONDED**

THAT the village support receiving a grant-in aid request from BCEHS for the use of one serviced campground site for their staff.

**CARRIED**

**16. Public Question Period**

**a) Deborah Rossouw of 331 MacMillan Drive told council of her concern regarding a neighbour with an unsightly premises which is downgrading the entire neighborhood.**

*CAO Thomas explained that the property in question has a valid building permit and that staff have been in contact with the owner, who has removed a second RV from the property. In summary, CAO Thomas explained that all regulatory processes are being adhered to, and that these processes can take time.*

**b) Deborah Rossouw of 331 MacMillan Drive inquired if there is anything residents can do to support council and staff regarding unsightly premises i.e. submit more complaints.**

*Cllr Johnson confirmed that it is a complaint driven process.*

*CAO Thomas advised that written complaints first start at the front desk, not with council.*

*Cllr Poulsen commented that RV permits are issued for one year during construction. She asked if this property is under the same RV permit or a new one.*

*CAO Thomas said there is a valid temporary RV occupancy permit and a valid Building Permit.*

**17. In Camera**

**MOTION R25/219**

**MOVED AND SECONDED**

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

- 90(1)(c) labour relations or other relations

**Opposed Cllr Burchett**

**CARRIED**

**18. Adjournment**

The meeting was adjourned at 8:38pm.

Original signed by "M. Baker"

**Mayor**

Original signed by "A. Young"

**Corporate Officer**

**PART 600**

**ZONES**

**601**

**RESIDENTIAL ONE (R-1)**

**1) PERMITTED PRINCIPLE USES**

On any lot:

- a) One single family dwelling.

**2) PERMITTED ACCESSORY USES**

- a) Home-based business;
- b) Bed & Breakfast;
- c) Boarding;
- d) Buildings, accessory;
- e) Secondary suites.

**3) LOT SIZE**

The minimum lot area for subdivision is 668m<sup>2</sup> (7200 ft<sup>2</sup>).

**4) LOT COVERAGE**

Buildings and structures shall not cover more than 70% of the lot area.

**5) SITING OF STRUCTURES**

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 6.0m (19.6ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of side lot line on a lot;
- c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way;
- d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.

**6) WIDTH OF BUILDINGS**

No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width.

**Bylaw 410, 2014 - Adds 7) CONDITIONS**

**7) CONDITIONS**

No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted.

End – R-1

**CONDITION AND IMPACT ASSESSMENT  
400 MACMILLAN DRIVE, SAYWARD, BC  
MARCH 2025**

***PREPARED FOR:***

*MATTHEW BATES  
214-15991 THRIFF AVENUE  
WHITE ROCK, BC V4B 2M9*

***PREPARED BY:***

*JASON VAN ROOYEN, RPBIO*

***REVIEWED BY:***

*MONICA STEWARDSON, RPBIO, CPESC*



**MAINSTREAM**  
**Biological Consulting**  
**250-287-2462**  
[www.mainstreambio.ca](http://www.mainstreambio.ca)

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## 1.0 Introduction

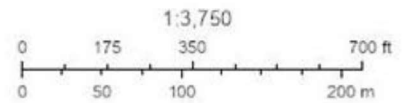
The property located 400 MacMillan Road (PID: 003-440-371) in Sayward, BC was a previously forested and undisturbed lot with no historical developments (Figure 1). In late 2024, the lot was cleared of vegetation and a gravel driveway installed on the north side of the property; however, no structures have been established. The clearing and ground disturbance on the property occurred within 30 m of an identified channelized stream without a *Riparian Areas Protection Regulation* (RAPR) assessment, contravening the regulation.

A Qualified Environmental Professional (QEP) assessed the site on January 29, 2025 to document the location and extent of the disturbances. There was no prior assessment or reporting of any work on the property, as would be required under the RAPR for all work within 30 m of open drainages with connection to downstream freshwater fish habitat. The RAPR is intended to be applied prior to development activities. As work has already been completed, the Province directs QEPs to complete a Condition and Impact Assessment (CIA) to document the development completed without the appropriate assessment and approvals. This assessment is intended to retroactively describe the riparian area associated with the drainages on site and document any disturbance within the 30 m Riparian Assessment Area (RAA) and Streamside Protection and Enhancement Area (SPEA), established by the RAPR. Recommendations for remediation of the unapproved development include a restoration plan where encroachment within the eventual SPEA is documented and erosion and sediment control measures to protect the SPEA and aquatic habitat for any areas of erosion concern.

# Sayward Mapping Application



2/3/2025, 2:18:23 PM



Village of Sayward

Figure 1. The yellow outline shows the approximate property boundary of 400 MacMillan Drive, Sayward, BC. Image obtained from the Village of Sayward mapping application.

## 2.0 Assessment Results

A QEP visited the site on January 29, 2025, to document the extent of the disturbance and clearing within the 30 m riparian assessment area (RAA) for the watercourse on the property. All drainages on the property were mapped using a Trimble GeoXT 6000 GPS receiver and photos were taken of all waterbodies encountered as well as areas of disturbance on the property. Following the survey, the conditions observed during the site visit were compared to aerial and satellite imagery of the property to determine the extent of the new disturbances as no previous assessments of the property had been completed. The only environmentally sensitive feature associated with the subject property was a channelized stream flowing through the west and south boundaries. The area was evaluated for immediate risks to water quality or riparian habitat.

### 2.1 Site Assessment

The watercourse is a channelized stream directing flow south and east along the west and south boundaries of the property at 400 MacMillan Drive and drains to a large pond with connection to the Salmon River estuary (Photos 1). The Salmon River is a known fish-bearing stream<sup>1</sup>. The channelized stream originates as surface and ground water runoff from the forested slope immediately west of MacMillan Drive, behind the residential properties. The stream flows in a general southeast direction before entering the subject property in the northwest corner, where it becomes channelized along the property boundary. The stream is conveyed for approximately 16 m across the west property boundary and then flows to the east for 22 m along the south property boundary where it then enters an old 500 mm steel culvert (Photo 2). It is culverted for approximately 12 m where it enters an open storm water catch basin at the southeast corner of the property after which it is culverted for another 113 m below the property located at 401 MacMillan Drive where it surfaces on the bank of a channelized stream in H'Kusam Park. Coho fry and threespine stickleback have been captured in the section of the stream within the park. The stream eventually drains into a large pond that has a culverted connection to the Salmon River estuary underneath Sayward Road (Figure 2).

Fish habitat within the channelized stream on the property is of poor quality and it is unlikely that fish can access this channel (large, culverted sections and a perched outlet in the storm water catch basin). However, the channelized section of the stream is connected to fish habitat downstream and is therefore a stream under the *Riparian Areas Protection Regulation* (RAPR). Where the stream borders the property, the average channel width was 0.8 m and instream substrates were dominated by fine materials (sand, mud and organics) with very little gravel and no woody debris present. The morphology consisted completely of run habitat with no deep pool sections. Overhanging vegetation cover is absent from the stream channel because of the recent clearing on the lot (Photo 3).

Conditions in the Streamside Protection and Enhancement Area (SPEA) included significant disturbances from vegetation clearing. The SPEA on the south side of the property is generally void of vegetation with small amounts of sword fern and young red alder (*Alnus rubra*) trees in the southwest corner. This section of the SPEA backs onto the adjacent property boundary located at 410 MacMillan Drive. The left bank (property side) SPEA on the west side of the lot has been completely cleared of vegetation. The right bank (forested side) of the SPEA consists of young to mature red alder – western hemlock (*Tsuga heterophylla*) forest with abundant

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<sup>1</sup> Habitat Wizard. <https://maps.gov.bc.ca/ess/hm/habwiz/>. Accessed February 3, 2025.

salmonberry (*Rubus spectabilis*) and sword fern (*Polystichum munitum*) in the shrub layer (Photo 4).

Based on the observed conditions at the site, it was assessed that there was no imminent risk to fish and fish habitat; however, erosion and sediment control measures should be implemented during any proposed future works.

## **2.2 Historical Aerial and Satellite Imagery**

Aerial and satellite imagery compared to recent field photos of the property show how conditions have changed between 2023 and 2025 (Figure 3). Imagery from 2023 shows the fully vegetated property with no obvious recent clearings within the boundary. The vegetation is continuous with the forested slope behind the properties along the west side of MacMillan Drive and intact riparian zone vegetation along the channelized stream is present. Historical images (Figure 4) from 2011 show that the vegetation composition on the property consists of young deciduous and coniferous trees, abundant shrub cover along the channelized stream and open grassy areas. This composition is different from the more mature forest to the west of the property which supports larger trees, abundant coarse woody debris and an established moss layer over the ground. This suggests that the property may have been cleared in the past (10 – 15 years ago) but the vegetation has been allowed to naturally re-establish. During the late fall of 2024, the vegetation was fully cleared to all the property boundaries and included the establishment of a gravel driveway on the north side (Photos 5 and 6). As this assessment of previous conditions can only be based on satellite imagery and field photo documentation, the full extent of the previous site conditions and associated changes over time can not be confirmed because of incomplete image availability and the visual limitations associated with overhead vegetation cover.





Figure 3. Google Earth imagery of 400 MacMillan Drive taken in June 2023 showing vegetation on the property. The approximate property boundary is highlighted in yellow.



Figure 4. Google Maps street view of the property located at 400 MacMillan Drive in 2011.

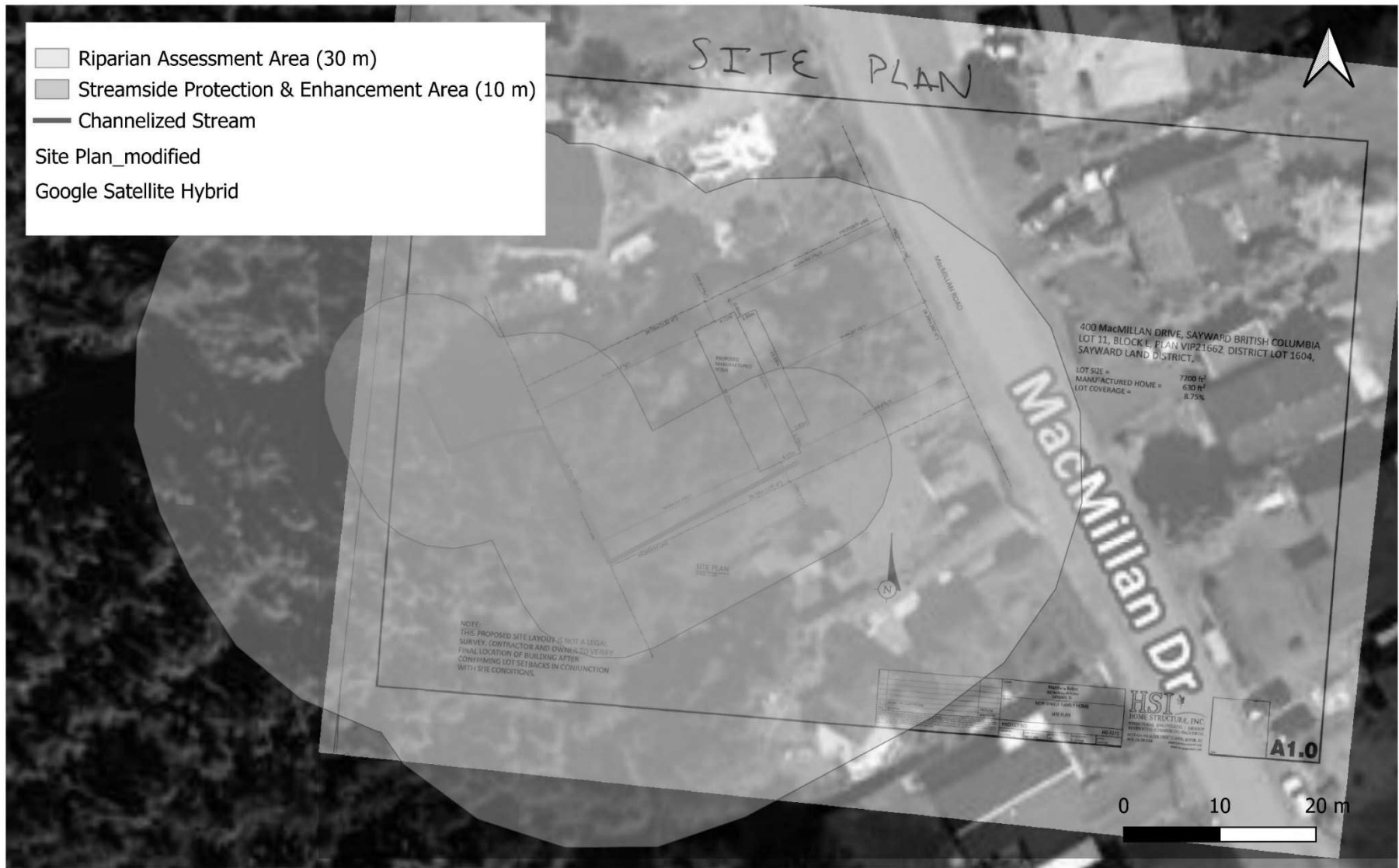
### 3.0 Discussion and Recommendations

At the time of the clearing and during the subsequent site assessment by a QEP, the only environmentally sensitive area identified on the property was the channelized stream and associated riparian area. In the Village of Sayward any development within 30 meters from the top of bank of a stream connected to freshwater fish habitat is required to comply with the Provincial RAPR regulation.

The recent vegetation clearing occurred within the 30 m Riparian Assessment Area (RAA) of the channelized stream, which triggered the requirement for a QEP to assess the condition of the stream and riparian area and verify that the RAPR would apply for new development within 30 m of the watercourse.

During the condition and impact assessment, the channelized stream was assessed to determine the SPEA that would be required under the RAPR prior to new development activities. Channel width measurements were taken upstream and downstream from the centre of the stream section flowing through the property, resulting in an average channel width of 0.8 m adjacent to the property and a SPEA of 10 m from the stream boundary as prescribed by the RAPR detailed assessment methodology (Figure 5). When the SPEA was overlaid on a property map with the proposed development site plan, it was determined that the clearing occurred within the entire SPEA on the left bank of the stream, and the proposed development will also fall within the SPEA boundaries.

As a result of the unpermitted clearing, restoration must occur in the SPEA before a complete RAPR assessment can be completed and submitted to the Province for approval in support of any proposed new development of the property. Erosion and sediment control (ESC) measures are to be included in the restoration plan for immediate soil stabilization to assist with plant survival and to prevent turbid water from the cleared lot entering the riparian zone and the stream. Once the restoration work has been completed, the RAPR report for the proposed development can be prepared. A new site plan will be required, showing the location of the new development shifted outside of the SPEA.



Datum: NAD83  
 Projection: UTM Zone 10N  
 Base Map: Google Satellite Hybrid

Map Created:  
 February 5, 2025

Figure 5. Preliminary Riparian Assessment Area (RAA) and Streamside Protection and Enhancement Area (SPEA) boundaries for the channelized stream located at 400 MacMillan Drive and the site plan showing the proposed location of the new residential structure. The site plan will be updated to locate the new structure outside of the SPEA at the time the RAPR report is prepared.

## 4.0 Considerations for Future Development

Figure 5 shows the 30 m RAA and the 10 m SPEA associated with the channelized stream on the property. The recent clearing resulted in the removal of all existing vegetation within the property, including the SPEA of the channelized stream. Restoration of the SPEA is required prior to the completion of a complete RAPR assessment to support any further new development on the lot. A planting plan has been included in this report (Section 5) to guide the restoration of the SPEA

Once restoration has been completed, proposed development within the RAA will trigger the requirement for a complete riparian assessment according to the RAPR. Development is defined under the *Regulation* as any of the following activities:

- a) Removal, alteration, disruption or destruction of vegetation (removal of invasive species is excluded).
- b) Disturbance of soils.
- c) Construction or erection of buildings and structures.
- d) Creation of non-structural impervious or semi-pervious surfaces.
- e) Flood protection works.
- f) Construction of roads, trails, docks, wharves and bridges.
- g) Provision and maintenance of sewer and water services.
- h) Development of drainage systems.
- i) Development of utility corridors; and
- j) Subdivision as defined in section 872 of the *Local Government Act*.

The Riparian Area Assessment will confirm the SPEAs for drainages on the property and provide measures that must be implemented during development to protect the SPEAs. The SPEA is a no disturbance zone intended to protect the features, form, and function of the riparian habitat. No disturbance of vegetation or soils, ornamental landscaping, tree removal or construction of structures is permitted in the SPEA.

The RAPR report will contain specific measures to protect the SPEA, such as the placement of a fence or other barrier between the development area and the SPEA, as well as any environmental monitoring requirements for construction. It is expected that environmental monitoring requirements would be minimal for the type of development that is proposed. This Condition and Impact Assessment Report and confirmation of restoration works will be included as appendices to the RAPR report.

The Province will require the submission of a post-development assessment report at the conclusion of all development activities, as confirmation that the requirements of the RAPR report were met. To prepare this report, a post-construction site visit by a QEP will be required to document the final conditions.

It is strongly recommended that a Qualified Environmental Professional be consulted when future development plans are being made, to avoid any future unpermitted activities that would result in further non-compliance with the RAPR and requirements of the Village of Sayward.

## 5.0 Restoration Plan

The restoration area includes approximately 275 m<sup>2</sup> of riparian area adjacent to the channelized stream. The restoration area is located within the Coastal Western Hemlock very dry maritime (CWHxm2) biogeoclimatic zone, which is an area of warm, dry summers and moist, mild winters with relatively little snowfall<sup>2</sup>.

This section of this report outlines a recommended planting plan to restore trees and native vegetation within the SPEA in and bordering 400 MacMillan Drive. It is the responsibility of the Developer to ensure this Restoration Plan and the required post planting monitoring program are implemented.

### 5.1 Objectives

The objectives of this restoration plan are:

- Remove the invasive species (English Laurel) that have become established in the riparian area adjacent to 400 MacMillan Drive.
- Replace the trees removed within the riparian area to provide shade, erosion control, and wildlife habitat and more closely reflect natural riparian conditions.
- Plant appropriate native species to establish a natural vegetated buffer and improved habitat quality as per Provincial guidelines.
- Prevent the re-establishment of invasive species in the restoration area that will effect the recovery of the natural riparian vegetation community.

### 5.2 Measures of Success

The measures of success for this revegetation project are as follows:

- Remove invasive species, prevent re-establishment:
  - Establish at least a 1 m by 1 m invasive-free patch surrounding new plantings.
  - Confirm less than 25% cover by weeds or invasive species in the restoration area after one year post planting.
  - Confirm that there are no Noxious Weeds as identified by the Invasive Species Council of BC<sup>3</sup> and that invasive plants are being effectively excluded and managed.
- Replace trees and establish native vegetation in the stream SPEA.
  - Confirm at least 80% survival of planted species one year post planting.
  - Confirm at least four different native shrub and tree species are established in the restoration area through observed survival over one year. This will confirm the presence of a varied riparian understory vegetation community.

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<sup>2</sup> R.N Green and K. Klinka. 1994. A Field Guide to Site Identification and Interpretation for the Vancouver Forest Region. BC Ministry of Forests.

<sup>3</sup> Invasive Species Council of BC. 2023. A Field Guide to Noxious Weeds and Other Selected Invasive Plants of British Columbia.

These factors will be evaluated during the monitoring visits as outlined in Section 5.3 to document if the restoration plan objectives have been met.

### 5.3 Site Preparation

The planting area must be defined at the start of the restoration work. The SPEA boundary must be established and clearly marked at the point 10 m from the stream boundary along the length of the stream within the property. All restoration work will occur between the stream and the SPEA boundary.



Figure 6. The boundary of the SPEA restoration area on 400 MacMillan Road (property outline red, SPEA restoration area highlighted orange).

Prior to planting, invasive species and noxious weeds must be removed from the restoration area. Mechanical control methods should be used given the proximity to the stream, and repeated treatment may be required for successful control. All invasive plant parts must be bagged or tarped and transported to a landfill site for burial.

The planting area must be prepared with loose native soil or added topsoil to the depth recommended by the plant supplier. Import only weed free topsoil and mulch to the site.

### 5.4 Planting Plan

Native species selected for planting have been chosen based on site conditions with an emphasis on species that tolerate partial shade and moist to wet soil. Table 1 outlines the

required minimum number of plants and recommended species. Additional plants can be included but they must be native species suited to the local conditions. Plant substitutions may be made in consultation with a native species supplier, landscaper and with review by a QEP.

Following planting a minimum of a 50 mm layer of weed free mulch<sup>4</sup> must be spread over any areas of exposed soil to protect against erosion, retain moisture and restrict the growth of invasive species.

Table 1. The recommended species, densities and plant size requirements for the restoration area at 400 MacMillan Drive. The restoration area is 275 m<sup>2</sup>.

Vegetation Layer	Recommended Species	Plant Size	Planting Density	Number of Plants Required	Area Equivalent <sup>1</sup> (m <sup>2</sup> )
Trees	Sitka spruce ( <i>Picea sitchensis</i> ) Red alder ( <i>Alnus rubra</i> ) Big-leaf maple ( <i>Acer macrophyllum</i> )	6 cm caliper or 3.5 m tall	1 plant / 10 m <sup>2</sup>	13	130
Shrubs	Salmonberry ( <i>Rubus spectabilis</i> ) Tall Oregon grape ( <i>Mahonia aquifolium</i> ) Red huckleberry ( <i>Vaccinium parvifolium</i> )	1 gallon	1 plant / 2 m <sup>2</sup>	40	80
Ferns	Sword fern ( <i>Polystichum munitum</i> )	1 gallon	1 plant / 1 m <sup>2</sup>	65	65
TOTAL plants				118	275
Mulch	Fir bark mulch	All exposed areas – 50mm depth			

<sup>1</sup> – Expected cover at maturity.

<sup>4</sup> Canadian Landscape Standards (current edition)

## 5.5 Planting Guidelines

The following recommendations are provided to facilitate successful planting:

- Early spring planting is suggested once the site preparation activities are complete to improve planting success and to avoid erosion of topsoil caused by rain or snow melt.
- Confirm the correct botanical name of nursery stock to ensure recommended native species are planted. Tags should be left attached for field identification/confirmation.
- Individual plants are to be planted with the inclusion of bone meal to aid in the establishment of the root systems.
- Avoid the use of chemical fertilizers. Organic soil enrichment (i.e., compost) is recommended if soil enhancement is required.
- Plants must be adequately watered at time of planting (1 bucket per plant) and dedicated watering is required during the initial stages of establishment (up to one year), particularly during periods of dry weather. Additional watering may be required based on the advice of the plant supplier / landscaper.
- Placement of coarse woody debris along the stream top of bank is recommended to increase riparian value for wildlife species.
- For higher survival rates and aesthetic value, it is suggested that plants are clustered or grouped to mimic nature and placed in areas where they might occur naturally.
- Remove invasive species and weeds regularly in the early years of growth (one to five years) to prevent them from outcompeting the young plants before they are established. Removal must be done by hand without the use of herbicides as described in Section 5.4, due to the proximity of the planting site to the stream. For additional species-specific information, refer to the Invasive Species Council of BC website (<https://bcinvasives.ca/>).

## 5.6 Monitoring Requirements

Post-planting monitoring is required for a minimum of one year to ensure successful establishment of native vegetation, however monitoring beyond that first year may increase the probability of successful restoration.

Additionally, invasive species must be removed to prevent these species from competing with newly planted native species. Continuing control efforts will be required to ensure these species are effectively managed.

Post-planting monitoring should occur during the late spring or early summer to ensure winter survival of the plantings through the observation of new growth. Photo documentation of the site will provide a reference for plant establishment during the monitoring period. During the post-planting monitoring assessment, the following details will be documented:

- The number of live plants within the revegetation area will be counted and compared to the recommended planting densities to determine if there has been 80% survival. Natural regeneration of native species will be included in the count of native plants present.
- The presence and coverage of invasive species will be documented. If management of these species is required, the recommended actions will be communicated to the

property owner. A target of less than 25% coverage within the restoration area will be established. Noxious weeds and invasive plants listed by the Invasive Species Council of BC (i.e., Japanese knotweed, Himalayan blackberry and Scotch broom) must be entirely removed.

- Any additional observations on the conditions of the riparian habitat that may be affecting successful revegetation, such as ungulate browse, will be documented and reported.
- The site will be evaluated for any risks to water quality during each site visit.

The frequency and duration of the monitoring program may be modified by the QEP depending on the success or failure of the planting. The results of the post-planting monitoring will be summarized in a report following each site visit to document the outcome of the revegetation effort. Reports will be provided to the Village of Sayward.

## Appendix 1- Photographs



**Photo 1**

A view looking west showing the channelized stream on the property.



**Photo 2**

A downstream view of the channelized stream as it enters a steel culvert pipe before flowing off the property.



**Photo 3**

A view looking south showing the absence of overhanging vegetation along the channelized stream due to the removal of vegetation on the property.



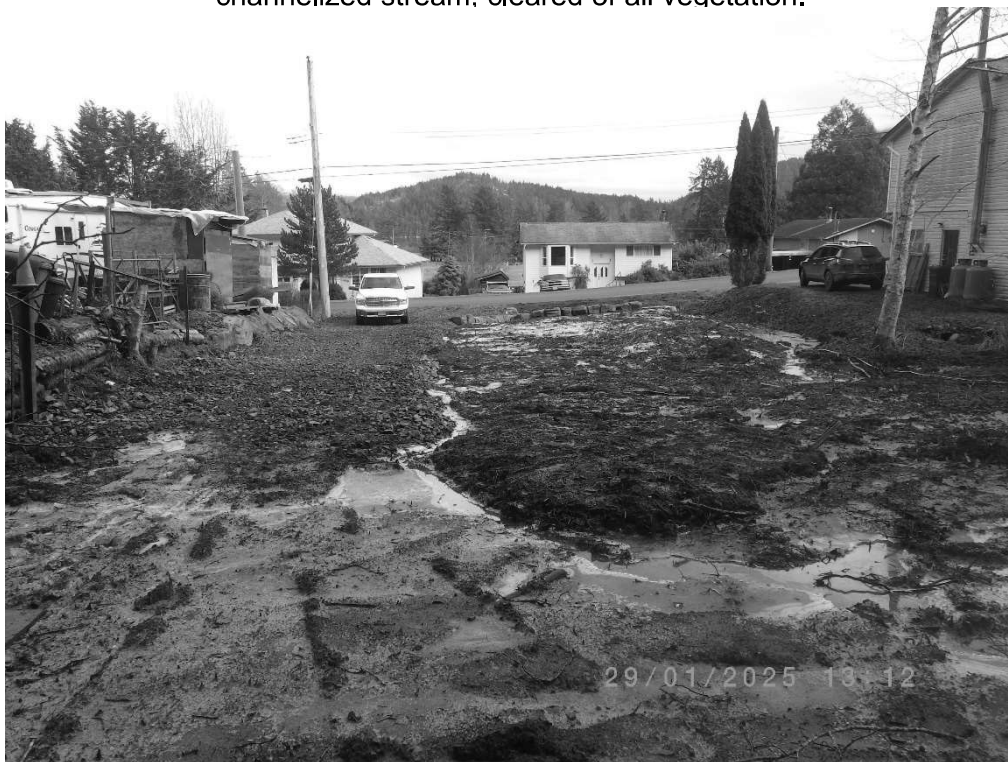
**Photo 4**

A view of the right bank SPEA of the stream showing established vegetation in contrast to the cleared left bank of the SPEA.



**Photo 5**

A view looking west showing that property, including the Riparian Assessment Area for the channelized stream, cleared of all vegetation.



**Photo 6**

A view looking east showing the cleared property. A gravel driveway has been established on the north property boundary



From Matthew Bates

To Sayward Council

RE: Application for variance at 400 MacMillan Dr due to riparian hardship restrictions

To whom it may concern:

This document is with respect to my application for a variance to the R-1 zoning bylaw (**to build a traditional stick structure as laid out below**) which requires a minimum structure width of 7m/21'. Riparian restrictions require a no build zone of 10m/30' from existing natural water courses and there is a creek at the back and left hand side (looking from the road) of the lot at 400 MacMillan Dr (see Figure 1 for riparian restrictions on the lot). As such the building space is significantly limited due to the hardship imposed on me by these restrictions. The small corner I can build on is shown as a red box in Figure 1 and has measurements of approximately 30' by 90'.

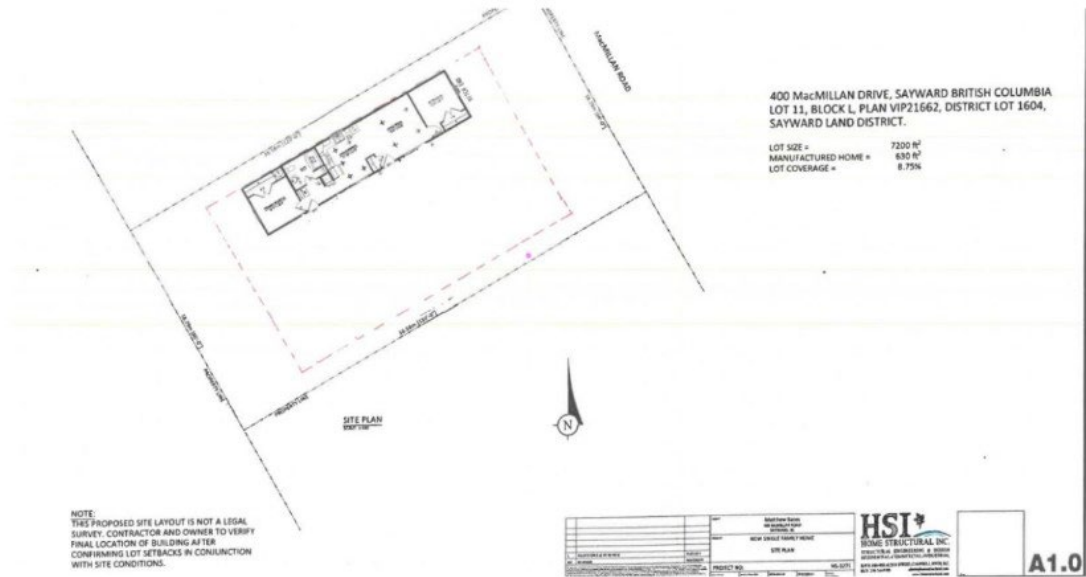
FIGURE 1: RIPARIAN RESTRICTIONS

Below is the proposed “**traditional build stick structure**” and placement:

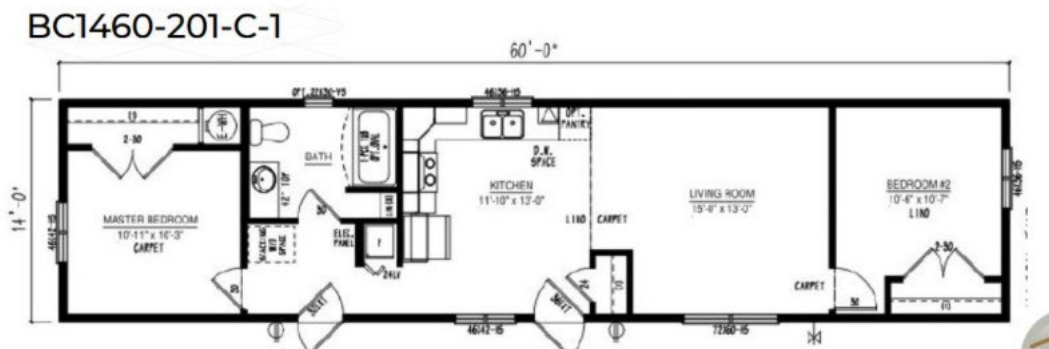


FIGURE 1: RIPARIAN RESTRICTIONS

My proposal is to build a “**traditional stick build structure**” with dimensions of 14’ by 60’ consisting of a 1 floor 2 bedroom 1 bathroom “**traditional stick build structure**” structure with floorspace shown below.



The structure would be placed as shown above and below with riparian lines added and riparian area shaded in pink.





I would greatly appreciate consideration of this variance by council.

Sincerely,

Matthew Bates



## DEVELOPMENT VARIANCE PERMIT

FILE: **DVP 400 MACMILLAN DR., VILLAGE OF SAYWARD**

ISSUED TO: **MATT BATES**



**PROPOSAL: DEVELOPMENT VARIANCE PERMIT TO VARY SECTION 601.6) TO REDUCE THE REQUIRED BUILDING / STRUCTURE WIDTH FROM 7.0 METRES TO 4.2 METRES TO CONSTRUCT A SINGLE-FAMILY DWELLING UNIT.**

1. This permit applies to only those lands (subject property) within the Village of Sayward described below:

**Legal Description:** LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662  
**Parcel Identifier (PID):** 003-440-371  
**Civic Address:** 400 MacMillan Drive, Village of Sayward, BC

2. This permit is issued subject to compliance with all relevant Village of Sayward bylaws, except as specifically varied or supplemented by this permit.

3. This Development Variance Permit varies Bylaw No. 309, as follows:

a. Reduce the building/structure width from 7.0 m to 4.2 m

4. The land described herein shall be developed in strict accordance with the following terms, conditions, and provisions of this permit, including:

a) Schedule A: Site Plan

5. This permit is NOT a building permit.

6. This development permit (DVP 400 MacMillan Dr) shall lapse if development is not substantially commenced within **two (2)** years of the issue date of this permit (see below). Lapsed permits cannot be renewed; therefore, application for a new development permit must be made, and permit granted by the Village of Sayward Council, to complete the remainder of the work.

**CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved by resolution of the Council of the Village of Sayward on \_\_\_\_\_.**

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

\_\_\_\_\_  
Certified on



# Village of Sayward

May 13, 2026

File: DVP – 400 MacMillan Drive

Dear Sir and/or Madam:

**Re: Development Variance Permit Application – 400 MacMillan Drive, Village of Sayward  
LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662**

---

A Development Variance Permit application has been received from the property owner at 400 MacMillan Drive to vary the Village of Sayward Zoning Bylaw, 2000, Bylaw 309, Section 601.6) to:

**Reduce the minimum width of a building from 7.0 m to 4.2 m to construct a single-family dwelling unit.**

The Village of Sayward Zoning Bylaw 2000, Bylaw 309, Section 601 states:

- 6) *No building or structure other than accessory buildings or structures shall be less than 7.0 m (22.9 ft) in width.*

The Village of Sayward Council will consider this application on

**Tuesday, May 26, 2026 at 7:00 pm.**

The meeting will be held in the Village of Sayward Council Chambers located at 652 H'Kusam Way, Sayward, BC V0P 1R0.

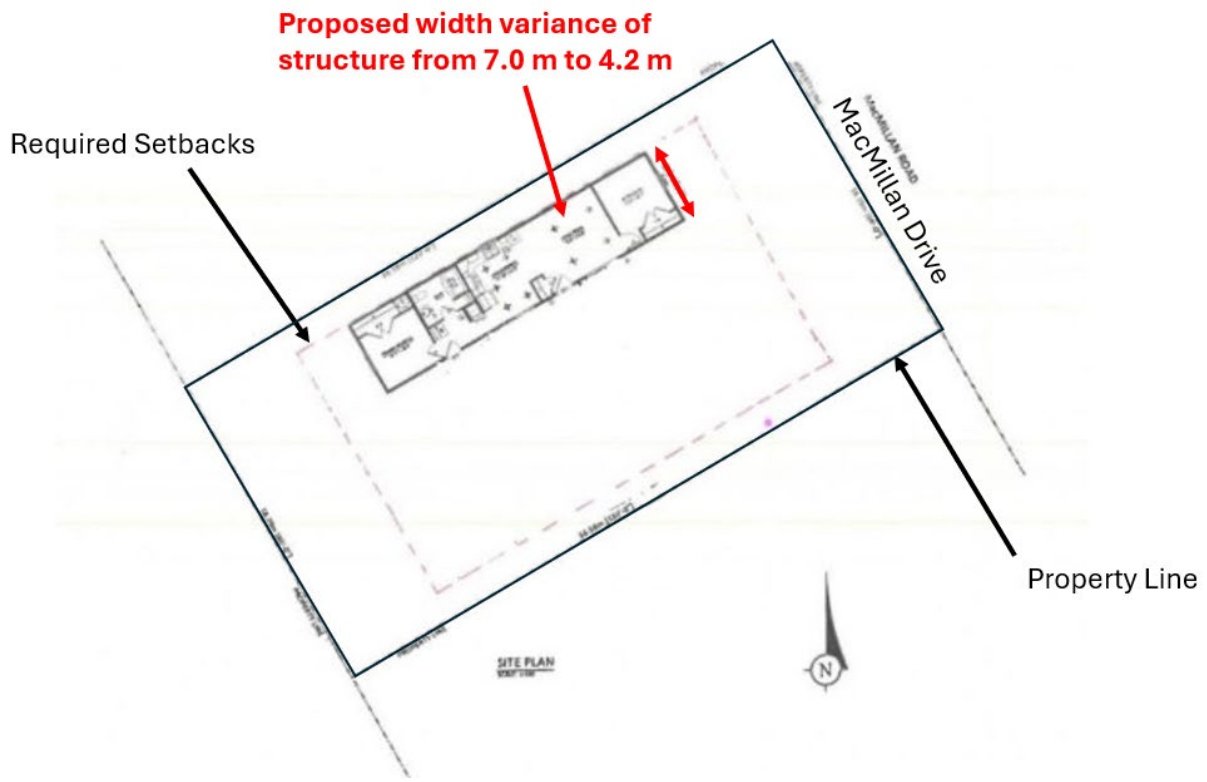
A copy of the proposed permit may be inspected at the Village of Sayward Municipal Office located at 652 H'Kusam Way, Sayward, BC from May 13<sup>th</sup> to May 26<sup>th</sup>, 2026 on weekdays (Monday to Friday) between 9:00 am and 4:00 pm excluding Statutory Holidays, and on the Village's website.

As an owner or occupier of land adjacent to the subject property, you have the right to submit written comments for consideration by the Village Council. Submissions received with respect to this application will form part of the public agenda. The Village of Sayward will accept written submissions delivered by hand, by fax at 250-282-5511, by email to [village@saywardvalley.ca](mailto:village@saywardvalley.ca) or by regular mail **until 4:00 pm on May 26, 2026**. Please submit any comments you have at your earliest convenience. Council will also receive comments about the proposed permit at the Council meeting on Tuesday, May 26, 2026.

Andrew Young, MCIP, RPP  
Chief Administrative Officer  
Village of Sayward

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

### Proposed Variance at 400 MacMillan Drive



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

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

Mayor and Council  
Village of Sayward  
652 H’Kusam Way  
Sayward

Dene and Deborah Rossouw  
██████████ MacMillan Drive  
Sayward

May 15, 2026  
Sent via email

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## Development Variance Permit Application – Zoning Bylaw No. 309, 2000

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Dear Mayor and Council

This letter is to record our opposition to the proposal to permit changes to Zoning Bylaw No. 309, 2000, Section 601.6 for the permit variance application for 400 MacMillan Drive, Village of Sayward.

For the following reasons, we **oppose** any changes from the existing Section 601 (6) Village of Sayward Zoning Bylaw:

**To reduce the minimum width of a building to 4.2 m appears to be the exact width of a manufactured or mobile home.**

Allowing a variance to permit mobile homes in the *Village of Sayward* of conventional homes can significantly impact our neighbourhood dynamics and property values.

Evidence indicates potential declines in property values due to reduced desirability, compromised community character and neighbourhood polarization.

### Impact on Property Values

Introducing mobile homes into the *Village of Sayward* will reduce property values for existing homes. Key factors include:

#### Perceived neighbourhood quality

Buyers of conventional homes will avoid areas with mixed housing types, viewing mobile homes as incompatible with the established residential character of the *Village of Sayward*. This will reduce demand for conventional homes in the village.

#### Neighbourhood consistency

Appraisers factor in location and neighbourhood consistency, with mobile homes often lowering valuations due to concerns about long-term desirability and marketability.

Relative property value

Our conventional homes will become the most expensive homes in the neighbourhood, making them harder to sell without significant price reductions.

Broader Implications

Affordability trade-offs

While mobile homes increase housing accessibility, allowing this variance to Zoning Bylaw No. 309, 2000 will significantly risk devaluing the existing investments in the *Village of Sayward* without guaranteed affordability benefits for new residents.

Market polarization

The *Village of Sayward* will become less attractive to traditional homebuyers, potentially accelerating a shift toward lower-income demographics.

The property adjacent to 400 MacMillan Drive has significant bylaw infractions (commercial salvage and junk on the property) and has already devalued the neighbourhood.

If a proposed *Variance Permit* is allowed to permit a single-wide mobile home at 400 MacMillan Drive, the two properties will add to the existing negative impact on the neighbourhood quality, neighbourhood consistency and investments already made by existing property owners of the *Village of Sayward*.

For these reasons, we oppose any to permit changes to Zoning Bylaw No. 309, 2000 Section 601.6.



Sincerely

Dene and Deborah Rossouw

**From:** [John G.](#)  
**To:** [Sayward Finance-Admin](#)  
**Cc:** [CAO Sayward](#)  
**Subject:** Development Variance Permit Application Opposal  
**Date:** May 14, 2026 7:04:20 AM  
**Attachments:** [Zoning Bylaw 309,2000 Opposition.pdf](#)  
**Importance:** High

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Dear Sayward Council,

Yesterday I got a letter from the Village in regards a Development Variance Permit Application - 400 MacMillan Drive Village of Sayward - LOT11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662

**I oppose the Development Variance Permit Application and don't want council even consider changing Zoning Bylaw 2000, Bylaw 309, Section 601 in the future.**

The property owner at 400 MacMillan Drive want to construct a 4.2 m single-family dwelling unit, *this is exactly the same size as a mobile home unit* - something I opposed last year on my letter to council on July 02, 2025 (See PDF file attached)

This so called construction of a 4.2 m single-family dwelling unit is nothing more than a mobile home in disguise.

Allowing a variance to permit 4.2 m homes in the Village of Sayward of conventional homes can significantly impact our neighbourhood dynamics and property values. Evidence indicates potential declines in property values due to reduced desirability, compromised community character and neighbourhood polarization. Introducing smaller homes than 7.0 m into the centre of the Village of Sayward will reduce property values for existing homes. Key factors include:

Perceived neighbourhood quality

Buyers of conventional homes will avoid areas with mixed housing types, viewing mobile homes sized houses as incompatible with the established character of the Village of Sayward, This will reduce demand for conventional homes in the village.

Neighbourhood consistency

Appraisers factor in location and neighbourhood consistency, with mobile homes sized houses often lowering valuations due to concerns about long-term desirability and marketability.

Relative property value

Our conventional homes will become the most expensive homes in the neighbourhood

compared to the mobile homes sized houses and making them harder to sell without significant price reductions.

Market polarization

The Village of Sayward will become less attractive to traditional homebuyers, potentially accelerating a shift toward lower-income demographics.

Best Regards,

John Govaert

■ MacMillan Drive, Sayward

Mayor and Council  
Village of Sayward  
652 H'Kusam Way  
Sayward

John Govaert  
430 MacMillan Drive  
Sayward

July 02, 2025  
Sent via email

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Development Variance Permit Application - Zoning Bylaw NO. 309,2000

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Dear Mayor and Council

This letter is to record my opposition to the proposal to permit changes to Zoning Bylaw No. 309,2000

For the following reasons, I oppose any changes from the existing Section 601 (6) and Section 601 (7):

Allowing a variance to permit mobile homes in the Village of Sayward of conventional homes can significantly impact our neighbourhood dynamics and property values. Evidence indicates potential declines in property values due to reduced desirability, compromised community character and neighbourhood polarization.

### **Impact on Property Values**

Introducing mobile homes into the centre of the Village of Sayward will reduce property values for existing homes. Key factors include:

#### Perceived neighbourhood quality

Buyers of conventional homes will avoid areas with mixed housing types, viewing mobile homes as incompatible with the established character of the Village of Sayward. This will reduce demand for conventional homes in the village.

#### Neighbourhood consistency

Appraisers factor in location and neighbourhood consistency, with mobile homes often lowering valuations due to concerns about long-term desirability and marketability.

#### Relative property value

Our conventional homes will become the most expensive homes in the neighbourhood compared to the mobile homes and making them harder to sell without significant price reductions.

### **Broader implications**

#### Affordability trade-offs

While mobile homes increase housing accessibility, allowing this variance to Zoning Bylaw NO. 309,2000 will significantly risk devaluing the existing investments in the Village of Sayward without guaranteed affordability benefits for new residents.

Market polarization

The Village of Sayward will become less attractive to traditional homebuyers, potentially accelerating a shift toward lower-income demographics.

The property adjacent to 400 MacMillan Drive has in my opinion significant bylaw infractions due to commercial salvage and junk on the property and has already devalued the neighbourhood.

If a proposed Variance Permit is allowed to permit a single-wide mobile home at 400 MacMillan Drive, the two properties will add to the existing negative impact on the neighbourhood quality, neighbourhood consistency and investments already made by existing property owners of the Village Of Sayward.

For these reasons, I oppose any permit changes to Zoning bylaw NO. 309, 2000

Sincerely,  
John Govaert

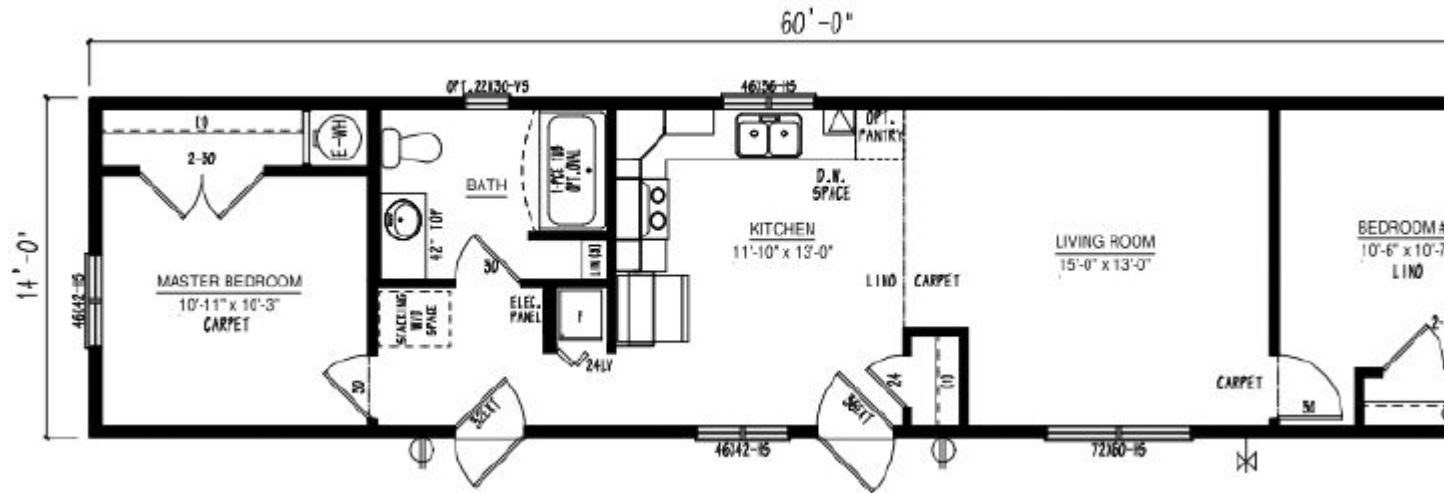


# Sayward Finance-Admin

**From:** Martin Carlson [REDACTED]  
**Sent:** May 15, 2026 3:02 PM  
**To:** Sayward Finance-Admin  
**Subject:** 400 Macmillan variance

To Council,

I am writing you to oppose the DVP for the address at 400 Macmillan drive to allow for a 14' wide stick built home. A simple google search found the exact same floorplan of a model BC1460-201-C-1 mobile home sold through Inmodul Modular homes in Vancouver. This is a screenshot from their website. <https://www.inmodul.ca/floor-plan/iconic-14%e2%80%b2-wide-single-sections/#> As you can see the owners proposal is just a dressed up mobile home footprint. It would still not look right in our neighborhood , as any passerby would assume it is a mobile home and soon the precedent is set and they could be built throughout the village. The village is not holding other owners to not be living in RVs for years, or using their yards as junkyards, so please do not allow further degradation of our neighborhood.



Thank you respectfully, Marty Carlson and Cheryl Clay [REDACTED] Macmillan Drive.



## REPORT TO COUNCIL

**To:** Mayor and Council  
**From:** Jennifer Redshaw, Office Administrator  
**Subject:** Grant in Aid Request – BCEHS Community Paramedic – Chair Fitness  
**Meeting date:** May 26, 2026

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### BACKGROUND

Policy # 300-09 - *Grant in Aid Policy* establishes guidelines for providing financial or in-kind assistance to community groups and non-profit organizations that benefit the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established grant in aid budget, provides Council with a framework and resources to serve the community within its capacity.

### DISCUSSION

Council previously approved a grant in aid request for our local BC Emergency Health Services (BCEHS) Community Paramedic, Greg Litschke, to run Chair Fitness classes until the end of May 2026 in the Kelsey Centre. Staff have received a new grant in aid application from Gregory Litschke, dated May 12, 2026, attached to this report.

The BCEHS Community Paramedic requests the use of the Kelsey Recreation Centre's gymnasium at no cost for the purpose of hosting a weekly fitness program. This program is intended to support individuals with limited mobility, while remaining accessible to all residents free of charge. The request also includes waiving the security deposit, and reimbursement of the required event liability insurance.

The requested facility usage period is from **June 5, 2026 – December 25, 2026.**

The use of hand weights and rubbers balls is included in this new grant in aid application. To support this request, an inventory of all items would be conducted at the start of the facility usage period. At the end of the usage period, any damaged or missing items would be replaced at the sole expense of the grant in aid applicant, Greg Litschke.

### Financial Information

Currently, the Kelsey Recreation Centre is closed for programming but remains open for private, not-for-profit, and corporate rentals. Individuals or groups wishing to use the facility are subject

to the fees outlined in **Bylaw No. 451 Fees & Charges Bylaw**. An excerpt from the bylaw, specifically *Schedule C – Kelsey Centre*, is attached to this report.

The value of providing this grant in aid (foregone revenue) is outlined below:

Gym Rental \$100.00 (2 hours @ \$50.00/hour) x 30 sessions	\$3,000.00
Liability Insurance - estimate	\$85.00
<b>Total</b>	<b>\$3,085.00</b>

The 2026 Budget for Council Grant in Aid is \$1500.00. To date, \$120.62 has been spent (Carpet Bowler’s 2026 liability insurance reimbursement).

### **STAFF RECOMMENDATIONS**

THAT Council receive the staff report titled *Grant in Aid Request – BCEHS Community Paramedic-Chair Fitness* for information and discussion.

#### **Potential Resolution options:**

1. THAT the grant in aid request from the BCEHS Community Paramedic – Chair Fitness, dated May 12, 2026 be approved.
2. THAT the grant in aid request from the BCEHS Community Paramedic – Chair Fitness, dated May 12, 2026, be denied.
3. {THAT Council direct staff to take another action deemed appropriate by Council.}

#### **Recommendation:**

Staff recommend Option 1.

Respectfully submitted,



\_\_\_\_\_  
Jennifer Redshaw, Office Administrator

*Approved for Council Package*

\_\_\_\_\_  
Andrew Young, MCIP, RPP  
Chief Administrative Officer

#### **Attachments:**

- Policy # 300-09 - *Grant in Aid Policy*
- Proposal For Weekly Chair Exercise Program at the Kelsey Centre
- Grant in Aid Application – BCEHS Community Paramedic – Chair Fitness
- Bylaw No. 451 Fees & Charges Bylaw - *Schedule C - Kelsey Centre*

	<b>Village of Sayward</b>	
	<b>Title: Grant in Aid Policy</b>	<b>Policy # 300-08</b>
	<b>Category: Finance</b>	

**1.0 PURPOSE**

To establish a policy and guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide services or a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council’s commitment to working with community groups which provide beneficial programs, services, or projects to the community while at the same time recognizing the financial constraints impacting the Village’s ability to provide funding to these groups.

**2.0 POLICY**

This policy shall apply to all areas within the Village of Sayward (“Village”) municipal boundaries. The Village recognizes the many not-for-profit organizations that provide valuable contributions to our community and this policy establishes eligibility requirements. Council will treat all organizations and groups fairly and consistently. The aim is to provide modest levels of support and assistance to community non-profit organizations.

**3.0 DEFINITIONS**

**Benefitting area:** means the Village of Sayward administrative/municipal boundary area.

**Community group:** includes voluntary groups, neighbourhood associations, service clubs, or other groups of individuals that are not registered with BC Corporate Registry and operate with no constitution or bylaws or any paid staff.

**In-kind grant:** means the provision of municipal property/facilities, materials or resources to an applicant, the waiver of permits or fees, and does not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under consideration.

**Registered non-profit organization:** includes an organization, a society, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

**Village:** means the Village of Sayward.

**4.0 PROCEDURES**

**4.1 Who Can Apply**

- a.) The applicant must be a registered non-profit organization or community group of the benefitting area;
- b.) The registered non-profit organization or community group must be locally based in the Village or must otherwise provide services or benefits to the Village. The grant in aid or in-kind grant requested must provide a specific service or benefit to the community or any aspect of the community.
- c.) The registered non-profit organization or community group must be financially and administratively sound.

d.) Each applicant requesting a monetary grant in aid must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.

e.) All applicants that receive a grant in aid must provide a written report to Council that outlines the success of their activity and how the grant in aid funds were used within 12 months of the date the grant in aid is issued. Applicants that receive an in-kind grant are also encouraged to provide a written report to Council.

#### **4.2 Application Restrictions**

a.) Industrial, commercial, and/or business organizations are not eligible to apply.

b.) Grant in aids may not be used to subsidize activities that are the responsibility of senior levels of government.

c.) The grant in aid may not cover any of the following expenses:

i.) remuneration;

ii.) capital improvement to rented or leased premises; or

iii.) private enterprise

d.) Grant in aids cannot be used for political purposes or to fund groups or organizations whose primary purpose is of a political nature.

#### **4.3 Application Process**

a.) All qualifying organizations are required to complete the Grant-In-Aid application form attached to this policy as Appendix "A". Applications should include a summary of how the grant in aid will be used if granted. It should be noted that organizations may be required to make a presentation or provide further documentation to Council before any decisions are made.

b.) Incomplete applications will not be accepted and will be returned to the applicant.

c.) Village staff will present the application along with any background information to Council with a request for decision.

c.) All applicants will receive notification of the status of their application once reviewed by Council.

d.) The Village reserves the right to request a full accounting of any and all expenditures of authorized grant in aid funds.

#### **4.4 Approval Criteria**

a.) Purpose for which funding is requested;

b.) Overall benefit to the community as a whole, or any aspect of the community;

c.) Amount of the grant requested; and

d.) Whether or not there is available funding and/or resources for the grant requested.

#### **4.5 Yearly allocation for grant funding**

The amount of funds available for grant in aids/donations shall be determined by Council during the Financial Plan process each year. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

**5.0 REFERENCES /POLICY INTEGRATION**

- *Fraser Valley Regional District*, Electoral Area Grant in Aid Guidelines and Application
- *City of West Kelowna*, Grants in Aid Policy
- *City of Rossland*, Community Grant Funding

**6.0 APPROVAL HISTORY**

<b>ISSUED BY:</b> CFO	<b>APPROVED BY:</b> Mayor & Council	<b>RESOLUTION NO:</b> R23/219	<b>DATE:</b> August 15, 2023
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Signed by:

Mayor: Original signed by "Mark Baker"	Corporate Officer: Original signed by "Lisa Clark"
Date: 7 September 2023	Date: 7 September 2023

**Appendix A – Application for Grant in Aid**



Village of  
Sayward

<b>Name of Organization</b>	
<b>Address of Organization</b>	
<b>Full Mailing Address</b>	
<b>Telephone Number &amp; Email</b>	
<b>Contact Person/Title</b>	

**Primary purpose of organization:** \_\_\_\_\_

\_\_\_\_\_

**Event or reason for request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Amount of grant requested (or items requested if in-kind):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

- 1.) Most recent Financial Statements
- 2.) Budget & details for event

Have you received a previous grant in aid from the Village?  Yes  No

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V0P 1R0

## **Proposal For Weekly Chair Exercise Program at the Kelsey Centre**

**Prepared For:** Sayward Village Council

**Prepared by:** Gregory Litschke, BCEHS Community Paramedic

May 12, 2026

**Preamble:**

This document contains the details of a proposal to host weekly chair exercises at the Kelsey Centre. The past six months of Sayward Chair Fitness, as it has come to be known, has been met with an overwhelmingly positive reception by community members and attendance levels have been consistently high at about 16-20 participants. I polled the group on my last class on whether they'd like to see chair fitness continue through the summer months and was met with a unanimous "Yes". Due to the high attendance rate and the needs of the participants, some changes to my request will need to be made as detailed below.

**Event Details:**

Sayward Chair Fitness has evolved beyond the low intensity movements of the SAIL exercises and now features stretching, gentle cardio and upper and lower body strength training movements. I would like to adjust my request (from the November 2025 request) in the following ways:

- Use of the gym instead of the multipurpose room
- Use of the free weights & rubber balls

**Preferred Schedule:**

The schedule will remain the same. Fridays at 10:00AM except for the last Friday of every month when the SCFTS has their food sort. Classes on these days will continue to be rescheduled for 1:00PM. There is also an understanding that important one-time events such as meetings, seminars, first aid classes will take precedence over Sayward Chair Fitness

**Target Audience and Cost to Participants:**

Remains the same. Free for attendants, directed towards seniors, however all are welcome.

**Cost to Facilitate the Event**

<b>Gym Rental</b>	\$100.00 (2 hours)	x30 sessions	\$3,000.00
<b>Table</b>	\$10.00	x30 sessions	\$300.00
<b>Chairs</b>	\$4.00	x20 units x30 sessions	\$2,400.00
<b>Liability insurance</b>	\$85.00	estimate	\$85.00
<b>Total</b>			<b>\$5,785.00</b>

**Conclusion:**

This community initiative has been so well received that it would be a huge disappointment to both village and valley residents if it were unable to continue through the summer. A regular group of Chair fitness patrons attend this class and have expressed that they now look forward to Friday mornings. I believe that my minor changes to the Grant in Aid request are well worth the innumerable positives that this class brings to our community.

Appendix A – Application for Grant in Aid



Village of Sayward

Name of Organization	BCEHS Community Paramedicine
Address of Organization	630 Kelsey Way
Full Mailing Address	630 Kelsey Way, Sayward, B.C. V6P 1R0
Telephone Number & Email	(250) 201-7539 CP.Sayward@BCEHS.ca
Contact Person/Title	Gregory Litschke Community Paramedic

Primary purpose of organization: Create community initiatives for Sayward Residents.

Event or reason for request: Continuation of Sayward Chair Fitness with some additional requests:

1) Rental of gym instead of MP room 2) Use of dumbbells and rubber balls

Date of event: Fridays for 6 months (June 5<sup>th</sup> → December 25<sup>th</sup>, 2026)

Amount of grant requested (or items requested if in-kind): Liability insurance: \$85.<sup>00</sup>

Kelsey Centre Gym Rental: \$<sup>3,000</sup>5,250.<sup>00</sup> (\$100.<sup>00</sup> x 30 sessions)

Chairs: \$2,400.<sup>00</sup> (20 chairs x \$4.<sup>00</sup> x 30 sessions)

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

- 1.) Most recent Financial Statements
- 2.) Budget & details for event

Have you received a previous grant in aid from the Village?  Yes  No

Applicant's signature: [Signature] Date: May 12<sup>th</sup>, 2026

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V6P 1R0

Bylaw 524,  
2026

**SCHEDULE C**  
**KELSEY CENTRE**

<b>ROOM RENTAL *</b>	<b>FEE</b>	<b>SECURITY DEPOSIT</b>
Bar (renter responsible for own supplies and permit) <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Gym	\$50.00/hour minimum two hours	\$200.00
Kitchen - use of all existing equipment <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Multipurpose room	\$25.00/hour minimum two hours	\$100.00

\* Tables and chairs included in room rental. Renter responsible for table and chair set up & tear down.

\* Facility Rental Agreement and Event Insurance required. Contact the Village Office for more details.



**VILLAGE OF SAYWARD**

**BYLAW NO. 520, 2026**

**A BYLAW TO AMEND OFFICIAL COMMUNITY PLAN BYLAW NO. 308, 2000**

**WHEREAS** the Council for the Village of Sayward has, by Bylaw No. 308, adopted an Official Community Plan for Sayward and vicinity pursuant to Part 14 of the *Local Government Act*;

**AND WHEREAS** the Council for the Village of Sayward wishes to amend “Bylaw No. 308 Village of Sayward Official Community Plan Bylaw, 2000” having due regard to the requirements of the *Local Government Act*;

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

**1. CITATION**

This bylaw may be cited as “**Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026**”.

**2. AMENDMENT**

Bylaw No. 308 being the “Village of Sayward Official Community Plan Bylaw, 2000” (as amended) is hereby further amended as set out in Schedule “A” attached to and forming part of this bylaw.

Read a first time on the 10<sup>th</sup> day of February 2026.

Read a second time on the 14<sup>th</sup> day of April 2026.

Public Hearing held on the 12<sup>th</sup> day of May 2026.

Read a third time on the \_\_\_ day of \_\_\_\_\_ 2026.

Adopted on the \_\_\_ day of \_\_\_\_\_ 2026.

Certified a true copy of Bylaw No. XXX  
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_  
  
\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

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

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

## Schedule "A"

### Text Amendments

#### **AMEND Section 2.1(b) – Settlement & Community (page 2)**

To ensure village design that encourages community interaction, village cohesiveness and that incorporates the needs of children & *seniors*.

#### **ADD Section 2.5 – Housing (page 2)**

##### **2.5 Housing**

*To support the provision of safe, adequate, and diverse housing for all residents of the Village.*

*a) To ensure a variety of housing options are available to meet the needs of residents at all stages of life.*

*b) To promote residential development that makes efficient use of land and infrastructure.*

*c) To work collaboratively with partners to support housing affordability and availability.*

*d) To ensure the long-term sustainability, livability, and resilience of the Village's housing stock.*

#### **AMEND Section 3.1(a)(i) - Residential (page 4)**

The primary use permitted in the Residential designation is single-detached ~~residential~~ *homes, duplexes, triplexes, fourplex dwellings, and rowhouses.*

#### **AMEND Section 3.1(a)(iii) - Residential (page 4)**

Affordable housing ~~may be provided~~ in the form of secondary suites *is supported* in the Residential designation provided that building and fire codes are met. ~~and that adequate off-street parking is provided.~~

#### **AMEND Section 3.1(a)(v) - Residential (page 4)**

The Village shall encourage ~~similar densities and infilling of the established residential area~~ *gentle infill and increased housing diversity within the Residential designation, provided that new development maintains similar massing, scale, and form to the surrounding neighbourhood.*

**AMEND Section 3.1(c)(ii) – Rural Residential - (page 5)**

Permitted uses in the Rural Residential designation are ~~single and multi family residential~~ *single-detached homes, duplexes, triplexes, fourplex dwellings, and rowhouses*, and home occupations.

**AMEND Section 3.1(d)(ii) – Residential/Industrial - (page 5)**

Permitted uses in the Residential/Industrial designation are single family residential, *secondary suites, duplexes*, live-work units, home based business and industrial.

**AMEND Section 3.1(e)(ii) – Community Facility - (page 5)**

Permitted uses in the Community Facility designation may include but are not limited to a medical centre, public educational services, *purpose-built social or seniors housing*, and recreational facilities.

**ADD Section 3.1(f)(viii) – Community Facility - (page 5)**

*The Village shall explore the reduction or removal of parking requirements for residential and commercial uses.*

**BYLAW NO. 521**

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**A BYLAW TO AMEND**

**THE VILLAGE OF SAYWARD ZONING BYLAW No. 309, 2000**

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**WHEREAS** the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations to regulate the location and use of land, buildings and structures, including the surface of the water pursuant to Part 14 of the *Local Government Act*;

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

**AND WHEREAS** the Council wishes to amend the aforesaid Bylaw No. 309 having due regard to the requirements of the *Local Government Act*;

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

**Amendments**

1. Bylaw No. 521, the Village of Sayward Zoning Bylaw 2000, Bylaw No. 309, is hereby amended as set out in Schedule ‘A’, attached to and forming part of this bylaw.

**Citation**

2. This bylaw may be cited for all purposes as the Village of Sayward Zoning Bylaw No. 309, 2000, Amendment Bylaw No. 521, 2026.

**READ A FIRST TIME ON THE 24<sup>th</sup> DAY OF March , 2026**

**READ A SECOND TIME ON THE 24<sup>th</sup> DAY OF March, 2026**

**PUBLIC HEARING HELD ON THE 12<sup>th</sup> DAY OF May, 2026**

**READ A THIRD TIME ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE \_\_\_\_ DAY OF \_\_\_\_\_ , 2026**

\_\_\_\_\_  
Mayor

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

**Schedule “A”**

**THAT Village of Sayward Zoning Bylaw No. 309, 2000 (as amended) be further amended by:**

1. Removing and Replacing “Section 107 Penalty” in Part 100 in its entirety with the following provisions:

**“107 Penalty**

1. Any person who commits an offence this bylaw shall be liable, upon summary conviction, to any combination of:
  - a. a minimum fine of \$200.00 to a maximum fine as specified under the general penalties outlined in the Offence Act of British Columbia and the Community Charter; and
  - b. in the case of a continuing offense, for each day that the offense continues either or both of
    - i. the minimum fine under, or
    - ii. the maximum fine as specified in the *Offence Act* of British Columbia and the *Community Charter*
  - c. imprisonment for not more than 6 months; and
  - d. the costs of prosecution and any other penalty or order imposed pursuant to the *Local Government Act* or the *Offence Act* and their amendments and regulations under these Acts.
2. Upon conviction, the presiding authority may direct that no prosecution under Subsection (1) may be made, with respect to the continuance of the violation, for such period of time as they direct.”

2. Removing and Replacing “Section 304 Residential Occupancy of Recreational Vehicles” in Part 300 in its entirety with the following provisions:

**“304 Residential Occupancy of Recreational Vehicles**

***Occupancy of recreational vehicles for residential purposes shall be permitted subject to the following:***

- 1) For recreational purposes, within any zone, for a period not to exceed 90 days in any 12 month period, or
- 2) In all zones, as on-site accommodation during the course of construction for a residential unit pursuant to, where applicable, an approved building permit issued by the Village of Sayward provided that:
  - a) Approval for hook-up to water and sewer services has been granted by the Village.
  - b) The period of occupancy of the recreational vehicle does not exceed 365 days. One additional extension of 365 days may be approved by the Chief Administrative Officer, at the request of the property owner.
  - c) The owner of the property or their agent has provided a notarized letter of undertaking wherein they agree to remove the recreational vehicle and/or cease its use as a residence within 365 days

and has provided a negotiable security in the form acceptable to the Village in the amount of \$5,000.00. This security would be used to cover the enforcement costs of causing the cessation of use should the owner neglect or refuse to cease its use as a residence in accordance with Sections (a), and (b) above.”

3. Removing and Replacing “Subsection 7) Conditions” in Section 601 Residential One (R-1) of Part 600 in its entirety with the following provisions:

**“7) CONDITIONS**

No single or double-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted.”