



Village of Sayward

PUBLIC HEARING AGENDA

May 12, 2026 at 6:00 pm
Village of Sayward
Council Chambers
652 H'Kusam Way
Sayward, BC

1. Call to Order

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 is:

- 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.

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

- 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.

5. Adjournment

THAT the Village of Sayward Council adjourns the May 12, 2026 Public Hearing at _____ pm.

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



Village of
Sayward

**VILLAGE OF SAYWARD
NOTICE OF PUBLIC HEARING
MAY 12, 2026**

Notice is hereby given that a Public Hearing will be held on Tuesday, May 12, 2026 at 6:00 p.m. at the Village Office, 652 H'Kusam Way, Sayward, BC, to consider Village of Sayward's Official Community Plan Amendment Bylaw No. 520, 2026.

Purpose:

The purpose of the proposed bylaw is to amend the Village of Sayward's Official Community Plan to align it with the Village's Housing Needs Report and the requirements of Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023.

General Effect:

The proposed amendments are intended to ensure the Village's Official Community Plan complies with current provincial housing legislation. In general terms, the amendments are to:

- add a new Housing section that supports diverse, affordable, and resilient housing;
- expand supported residential forms to include duplexes, triplexes, fourplexes, and rowhouses;
- support secondary suites and gentle infill within existing neighbourhoods;
- add support for purpose-built social and seniors housing; and
- introduce policy direction that explore reduced parking requirements.

The proposed amendments do not introduce new growth areas or major land use redesignations.

A copy of the proposed bylaw, staff report, and related background information may be inspected from April 29, 2026 to May 12, 2026, between 9:00 a.m. and 4:00 p.m., Monday to Friday, excluding statutory holidays, at the Village Office, 652 H'Kusam Way, Sayward, BC, and on the Village's website.

All persons who believe their interest in property is affected by the proposed bylaw shall be afforded a reasonable opportunity to be heard in person, by representative, or by written submission at the Public Hearing. Written submissions may be delivered to the Village Office at 652 H'Kusam Way, Sayward, BC V0P 1R0, or emailed to village@saywardvalley.ca.

Following the close of the Public Hearing, no further submissions or comments may be accepted by Council with respect to the proposed bylaw.

For more information, please contact the Village of Sayward at (250) 282-5512.



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 10th day of February 2026.

Read a second time on the 14th day of April 2026.

Public Hearing held on the ___ day of _____ 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.



Village of Sayward

What is a Public Hearing?

A public hearing is an opportunity for members of the public to present their views on items on the public hearing agenda. The purpose is not to discuss or debate the items, nor is it a Q & A session. It is an opportunity for the elected members of Council to hear the public's view. It is a formal meeting where certain procedures must be followed.

Who can attend and speak at a Public Hearing?

Public hearings are open to the public. Anyone who feels their interest is affected may attend and speak or submit a written comment within the rules of the process.

How do I submit my views at a Public Hearing?

- Public Record: please note that all submissions and presentations become part of the public record.
- Anyone who wishes to speak to an item on the public hearing agenda can do so by submitting their name at the registration desk. A speaker's list will be compiled, and you will be called to the podium to speak. Once you are at the podium:
 - a. State your name, address and if relevant, any organization or company you represent.
 - b. State whether you are 'in favour' or 'opposed' to the item on the agenda.
 - c. Direct any comments you may have to Mayor & Council.
 - d. Please keep your comments directed to the item under consideration, be succinct (5 minutes or less) and respectful.
 - e. Return to your seat.
- Do not want to speak? Written submissions can be made on any piece of paper or on the comment sheets available at the hearing. These MUST be completed and submitted before the close of the public hearing.
- Not able to attend? Make a written submission within the published deadline. Submissions can be dropped off at the Village office, or e-mailed to cao@saywardvalley.ca

What happens at a Village of Sayward Public Hearing?

1. Upon arrival people are asked to sign in at the registration desk. Agenda packages and information sheets will be available.
2. The Mayor opens the public hearing and provides introductions and instructions about the process.
3. Presentations are received from the public.
4. The Mayor will close the public hearing at the designated time.

The material presented in this summary is for information purposes only and is subject to change at any time. It is not an official statement of Village of Sayward policy, law, practice, or procedure and should not be construed as such.

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate 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



STAFF REPORT

To: Mayor and Council
From: Caelen Middleton, Village Planner
Subject: Official Community Plan Amendments – Housing Needs Amendments
Meeting date: April 14, 2026

PURPOSE

To update Council on Official Community Plan Amendment Bylaw No. 520, 2026 following first reading and external referral, and to seek second reading and referral of the bylaw to public hearing.

BACKGROUND

On November 30, 2023, the Province enacted several amendments to the *Local Government Act (LGA)* to increase the housing supply across British Columbia. Of these amendments, Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023*, has had the greatest impact on the Village of Sayward.

Bill 44 requires local governments to ensure their Official Community Plans (OCPs) and Zoning Bylaws reflect current and anticipated housing needs. This includes updating Housing Needs Reports, reviewing Zoning Bylaws for small-scale multi-unit housing compliance, and updating OCPs to reflect the findings of the most recent Housing Needs Report. Village staff previously reviewed Sayward's Zoning Bylaw and determined that it complies with the applicable Bill 44 requirements; however, the Village's Official Community Plan requires some updates.

The Village's *Housing Needs Report & Analysis* was completed and presented to Council in January 2025 (Attachment 1). Review of the Village's OCP and draft policy amendments were completed in June 2025. A public open house was held on June 25, 2025, to present the proposed OCP amendments and to receive public feedback. The findings of that work are summarized in the report titled *Village of Sayward – OCP Recommendations from the Housing Needs Report* (Attachment 2), and the proposed amendments were subsequently brought forward through *Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026* (Attachment 3).

At its February 10, 2026 meeting, Sayward Council adopted the following resolutions:

MOTION R26/32

MOVED AND SECONDED

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

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

CARRIED

MOTION R26/33

MOVED AND SECONDED

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

CARRIED

DISCUSSION

Following Council's direction, referral letters were circulated with a copy of the draft bylaw and a summary of the proposed amendments (Attachment 4). Recipients were advised that the amendments are primarily procedural and intended to bring the Village's OCP into compliance with Bill 44 and the Local Government Act. The amendments do not introduce new growth areas or major land use redesignations; they simply update the OCP to reflect provincial housing policy and support a broader range of housing forms.

The referral period has now closed. One response was received from the BC Ministry of Transportation and Transit, advising that it had no comments on the proposed amendment bylaw (Attachment 5). No responses were received from the Strathcona Regional District Board, K'omoks First Nation, or School District No. 72.

Village staff are satisfied that Council's referral direction has been carried out. Given the limited and procedural nature of the proposed amendments, and the absence of substantive concerns through the referral process, it is recommended that Council give second reading to the bylaw and proceed to public hearing on May 12, 2026.

RECOMMENDATION/S

THAT COUNCIL

- 1) Gives second reading to Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026; and
- 2) Directs staff to schedule a public hearing for Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026 for May 12, 2026, and to give notice of the public hearing in accordance with the Local Government Act and the Village's public notice procedures.

Respectfully submitted,

Caelen Middleton

Caelen Middleton
Planner, Village of Sayward

Reviewed by

Kevin Brooks

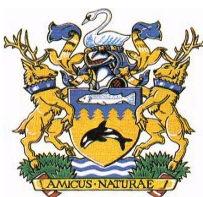
Kevin Brooks, MCIP, RPP
Planner, Village of Sayward

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer

Attachments:

1. Housing Needs Report & Analysis
2. Village of Sayward – OCP Recommendations from the Housing Needs Report
3. Proposed Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026 – Housing Needs Amendments
4. Copies of referral letters circulated
5. Response received from the BC Ministry of Transportation and Transit



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 10th day of February 2026.

Read a second time on the ___ day of _____ 2026.

Public Hearing held on the ___ day of _____ 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.



Village of
Sayward

**VILLAGE OF SAYWARD
NOTICE OF PUBLIC HEARING
MAY 12, 2026**

Notice is hereby given that a Public Hearing will be held on Tuesday, May 12, 2026 at 6:00 p.m. at the Village Office, 601 Kelsey Way, Sayward, BC, to consider Village of Sayward's Official Community Plan Amendment Bylaw No. 520, 2026.

Purpose:

The purpose of the proposed bylaw is to amend the Village of Sayward's Official Community Plan to align it with the Village's Housing Needs Report and the requirements of Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023.

General Effect:

The proposed amendments are intended to ensure the Village's Official Community Plan complies with current provincial housing legislation. In general terms, the amendments are to:

- add a new Housing section that supports diverse, affordable, and resilient housing;
- expand supported residential forms to include duplexes, triplexes, fourplexes, and rowhouses;
- support secondary suites and gentle infill within existing neighbourhoods;
- add support for purpose-built social and seniors housing; and
- introduce policy direction that explore reduced parking requirements.

The proposed amendments do not introduce new growth areas or major land use redesignations.

A copy of the proposed bylaw, staff report, and related background information may be inspected from April 29, 2026 to May 12, 2026, between 9:00 a.m. and 4:00 p.m., Monday to Friday, excluding statutory holidays, at the Village Office, 601 Kelsey Way, Sayward, BC, and on the Village's website.

All persons who believe their interest in property is affected by the proposed bylaw shall be afforded a reasonable opportunity to be heard in person, by representative, or by written submission at the Public Hearing. Written submissions may be delivered to the Village Office at 601 Kelsey Way, Sayward, BC V0P 1R0, or emailed to village@saywardvalley.ca.

Following the close of the Public Hearing, no further submissions or comments may be accepted by Council with respect to the proposed bylaw.

For more information, please contact the Village of Sayward at (250) 282-5512.

HOUSING NEEDS ANALYSIS

VILLAGE OF SAYWARD

2024

CONTENTS

- Housing Needs Analysis 1
- Village of Sayward 1
- The Background4
 - Community Engagement4
 - Population4
 - Data Collection5
 - What This Means 10
- The People At-Risk 10
- Extreme Core Housing Need (Component A)..... 10
 - HNR Numbers: Extreme Core Housing Need 11
 - Data Collection 11
 - What This Means 14
 - HART Tool Calculations – 2021 14
- Individuals Experiencing Homelessness (Component B) 15
 - HNR Numbers: Individuals Experiencing Homelessness 16
 - What This Means 16
 - Data Collection 16
- The Households..... 16
 - Data Collection 17
- Suppressed Households (Component C)20
 - HNR Numbers: Suppressed Households 21
- Anticipated Household Growth (Component D)21
 - HNR Numbers: Anticipated Household Growth 21
- The Housing Stock 21
- Increasing the Rental Vacancy Rate to 3% (Component E)21
 - HNR Numbers: Increasing Rental Vacancy 22

Housing Stock Data Collection.....	22
Accessible Housing.....	23
What This Means.....	23
The Additional Demand	24
Demand Buffer (Component F)	24
HNR Method: Demand Buffer.....	24
The Numbers: 5 & 20-Year Required Units.....	25
5 & 20-year Unit Requirements	25
Housing Type Breakdown	26
What This Means.....	28
Key Areas of Local Need – Initial Takeaways	28
General	29
Affordable Housing & Rental Housing	29
Special Needs Housing.....	29
Housing for Seniors	30
Housing for Families.....	30
Shelters.....	30
Housing Near Transportation.....	30

THE BACKGROUND

Housing legislation was passed in November 2023 which requires all local governments to update their housing needs assessments to provide 5 and 20-year housing projections. This background analysis report utilizes key information from both regulated data collection and housing needs analysis methodologies, along with additional data collection and analysis critical to the deeper understanding of the housing environment in the Village of Sayward, and how that environment can be improved to meet the needs of the people.

This analysis sheet provides an overview of the information used and results found to inform the Housing Needs Report (HNR) which meets the regulatory requirements of the province of British Columbia. Appendix A provides the required HNR calculation tables.

Community Engagement

Following the initial analysis below, community engagement in the form of a Community Survey will be conducted in early 2025. Results of the community engagement will inform the revisions to the OCP and Zoning Bylaw if required, ensuring that key contextual issues concerning housing in the Village of Sayward are included. The below analysis has been completed to meet the requirements for an interim housing needs report however the intent is to update the analysis following the results of community engagement and has been used to determine information gaps that need to be addressed through the engagement process.

Population

Population information and projections provide a basis on which to assess and predict housing needs in the community. This population information can be compared to housing stock quantity, quality, and type to determine how the current housing environment does or does not meet the needs of the people now and for anticipated growth and change. The quality of the information going into the analysis will dictate the quality of the results. This report has included the following statistical input to provide an analysis of the housing need in the Village of Sayward.

Data Collection

As mandated by the Province of British Columbia, certain information must be collected and considered when creating Housing Needs Reports. Age, mobility, and student status can all impact the need for housing in communities. The required *Populations* information for the Village of Sayward has been provided below and has informed the analysis of housing need based on population.

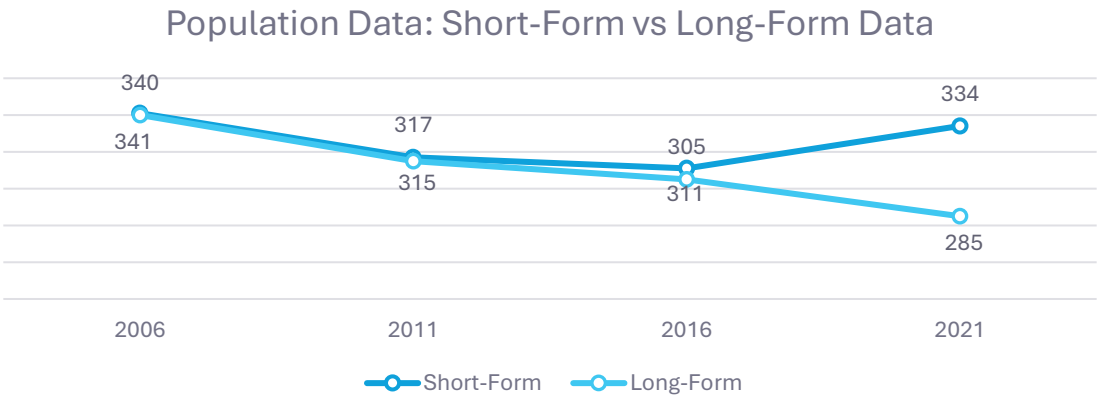
Table 1.0 – Population Data

	2006	2011	2016	2021	Source
Total Population	341	317	311	334	Census
Average Age	-	-	49.5	51.9	Census
Median Age	49.5	53.6	57.9	60.4	Census
Mobility (1 year)					
Non-Movers	270	-	230	275	Census
Non-Migrants	25	-	35	0	Census
Migrants	30	-	30	15	Census
Students enrolled in post-secondary institutions	0	0	0	0	Ministry of PSEFS

For the previous three census periods, there has been an overall decrease in non-movers, and a slight increase in migrants, noting mobility within the Village and to the Village. The variation in these numbers for the most recent Census period may have been disproportionately impacted by the COVID-19 pandemic.

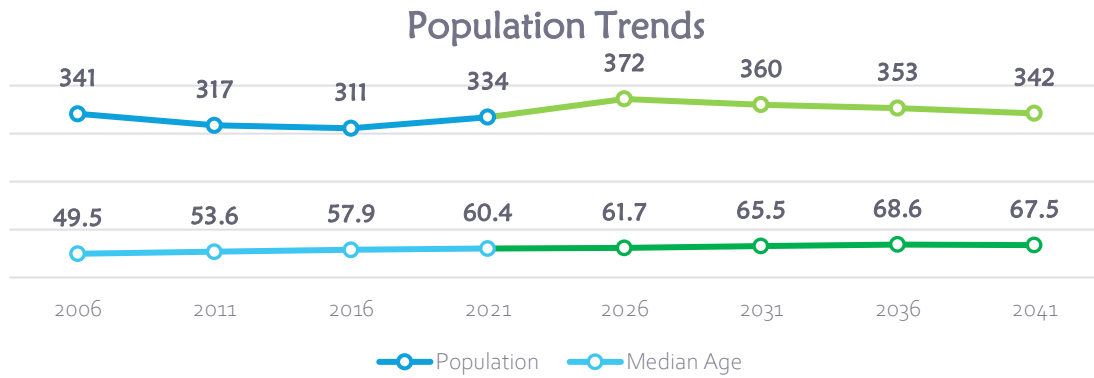
Of note, two different sets of data are used to determine the Census Canada numbers, which represent different surveys provided to the public. While the entire population receives a short-form questionnaire, a sample of the population receives a long-form questionnaire, with additional questions to the short-form. As the long-form data is taken from a smaller sample of the population, data may be less representative than short form census data. In areas with small population bases, such as the Village of Sayward, sampling errors of the long-form data may be disproportionately skewed as sample sizes are proportionate to 1 in 4 as compared to short-form census data. In the case of the Village of Sayward Census data from 2021, there were differences in the population

numbers provided by the short-form and long-form questions. For this Housing Needs Report methodology as required by the provincial government, data from the long-form questionnaire is used as the additional data provided by those questionnaires is required for the statistical analysis of housing environments. Differences in the short-form and long-form population numbers since 2006 are shown below. As the provincial regulations make use of the long-form data sets, this is what is used for most of this report. However, these numbers are limited in their accuracy and should be contextualized with non-statistical information about the community. The discrepancies below demonstrate the challenges of accurately depicting the reality of a small community using only statistical data.

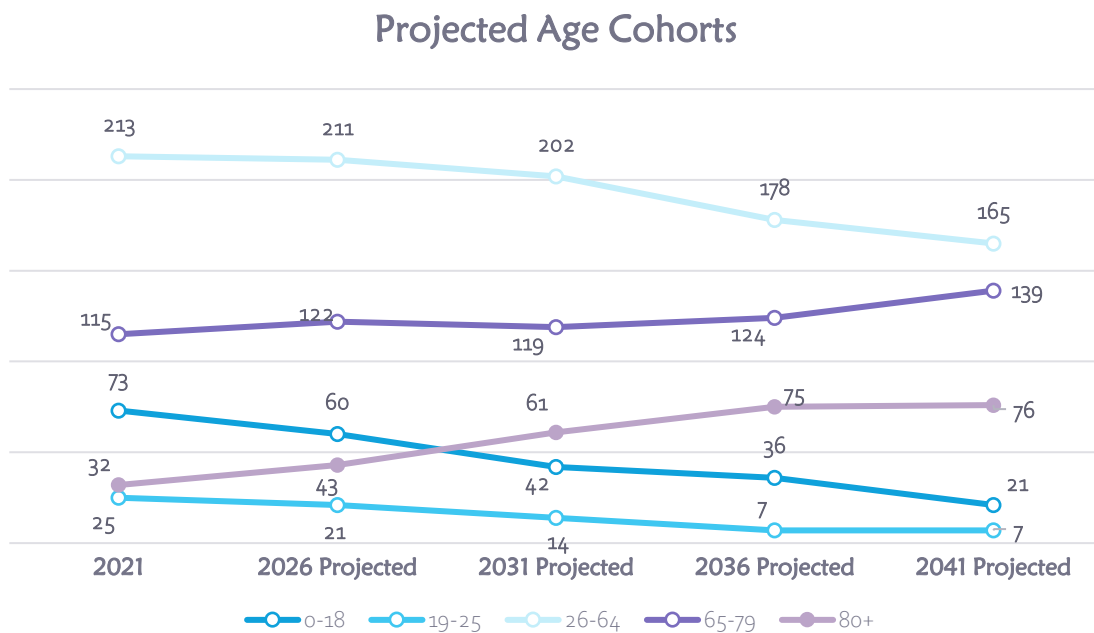


Despite the challenges of determining accurate data for the Village of Sayward, we can utilize the required data to determine past trends to determine a set of future conditions. Past population growth and projected future population growth as provided by Census data and BC Population Projection numbers are demonstrated below, which show an anticipated increase in population between 2021 and 2026, followed by a slight decline over the next two decades. This anomaly in the population from 2016 to 2021 may be the result of inaccurate data collection, or impacts seen by the COVID-19 pandemic. The 2021 census data faced unique challenges due to the impact of COVID-19, which affected both data collection and response rates. Small, remote communities, such as the Village of Sayward, were particularly affected by lower response rates as data collection may have been limited. While the 2021 census data still provides valuable insights, it may be less reliable than previous census cycles, and presents challenges when comparing census data between cycles, especially for smaller population bases. The average age of the population is anticipated to increase to 67.5 by 2041, indicating a change in the

demographic profile of the community.



For housing needs analysis, age cohorts have been broken down into five distinct groups which have different housing needs. Examining the common characteristics and housing preferences of these age cohorts may provide insight into future housing typologies required to accommodate different types of households. The age cohorts examined are 0-18 years (dependents), 19-26 years (new adults), 26-64 years (nonspecific household maintainers), 65-79 years (older adults and empty nesters), and persons over 80. Demographic trends of these age cohorts over the previous two decades as per the Canada Census are shown below.



0-18 Years (Dependents)

From a housing perspective, the general expectation is that people under the age of 20 will be living at home as dependents, rather than seeking their own independent housing. The expectation is that members of this cohort will not function as household maintainers. The size and type of housing for this group will vary, depending on the makeup of the household, but will be more suited to single-family homes or larger townhouses, with 3 or more bedrooms.

BC Statistics project a significant decrease in the size of this age cohort for the next 20 years, with a decrease of over 71% by the year 2041. This suggests a decrease in the need for homes that support families with children under the age of 19, such as larger, single-family homes.

19-25 Years (New Adults)

This is the age young adults may begin to seek housing outside of their parent/caregiver's home. From a housing perspective, this marks a large change in household size as many nuclear families see children "leave the nest", with households beginning to divide. For example, a 4-person family with a parental couple may see the first child leave home at 20, creating 2 households, followed by an additional household forming when the second child leaves home a few years later. These additionally formed households may be where the new adult seeks their own smaller unit (such as a one-bedroom basement suite, or student housing) on their own or with a partner, or in a larger shared house with roommates.

BC Statistics project a decrease in this age cohort of 72% by the year 2041. The types of housing for those looking to leave home for the first time at this age, such as small-scale multi-unit housing (secondary suites and accessory dwelling units, duplexes, and triplexes/fourplexes) designed for young single adults or couples may decrease accordingly.

26-64 Years (Nonspecific Household Maintainers)

Between 26-64 years, housing needs based on age alone are non-specific, with a majority of household members in this age range being household maintainers (contributing to paying rent, mortgage, taxes, utilities, etc.). This group may have dependents living at home, and the size and type of housing for this group will depend on household makeup. This is the age group where many new adults will begin having children and requiring larger

housing units and may be better suited to a large townhouse or single-family home environment.

As the age range is widest for this cohort, this group represents the largest proportion of the community. Based on BC Statistics projections, this cohort is anticipated to decrease over the next 20 years, though at a much slower rate than the younger cohorts, with an overall decrease of 22.5% by 2041. As with the decrease in dependents, this may mean that the need for larger family homes will decrease over time.

65-79 Years (Older Adults and Empty Nesters)

Between 65 and 79 years, the needs of this age cohort share similar characteristics than that of the 20-64 age group. Members of this group may be ready to 'downsize' as dependents leave the home, and some may start to see an increase in the need for accessibility features or begin to move into supportive facilities.


BC statistics projection anticipate a slight increase in this cohort over the next 15 years, with a larger jump between 2036 and 2041, peaking at 140 community members by 2041. This suggests that housing with accessibility options and smaller unit sizes to accommodate downsizing may be in more demand in the coming decades.

80+ (Persons Over 80)


From a housing perspective, the needs of older seniors may be different to those of younger cohorts. The need for accessibility features will be high for those living alone or sharing in a larger household. The rate of single-person households is higher for this age cohort, and supportive seniors housing, and support for those wishing to age in place are critical for this group. The need for housing located with easy access to medical services will also be critical for this age group, including access to public transportation for those who no longer drive.

This cohort represents the largest anticipated age group increase in the next 20 years as projected by BC Statistics, with this cohort projected to more than double by 2041, from 32 people to 76 people. This suggests an extreme increase in the need for supportive seniors housing, accessible housing, smaller units, and housing located close to medical services and amenities.

What This Means

 Key Takeaway The projected increase for the Village of Sayward residents over the age of 65, and particularly the even steeper projected increase for persons over the age of 80, suggest that housing options that cater to seniors will be extremely important. The implications of this may include an increased demand for:

- Seniors Housing
- Multi-generational housing, or accessible small-scale units designed for older family members living in a separate unit on the same property as family (such as accessory dwelling units or secondary suites)
- Assisted living facilities

 Key Takeaway The projected decrease for the Village of Sayward residents under the age of 26 could mean a decrease in average household size, with less children and families living in the Village of Sayward. This could mean a decrease in demand for larger homes that have been traditionally used for larger families. This suggests that retrofitting of existing homes may provide the needed affordable rental housing.

THE PEOPLE AT-RISK

EXTREME CORE HOUSING NEED (COMPONENT A)

Extreme core housing need is defined as households where the unit is not adequate (requires major repairs), or not affordable to an extreme degree (has shelter costs of more than 50% of before-tax household income), or not suitable (does not have enough bedrooms as per National Occupancy Standards (NOS)) and the household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all of the above housing indicator thresholds. For this number, the extreme core housing needs rates for both homeowners and renters are considered separately, with the final number of units required being a sum of the two groups.

HNR Numbers: Extreme Core Housing Need

**5-YEAR
REQUIREMENT**

0.0

**20-YEAR
REQUIREMENT**

0.0

The BC HNR Calculator tool has been used to produce the housing needs for Component A (Extreme Core Housing Need) to the left. Data tables for these calculations are provided in Appendix A. **0** units must be accommodated to meet the 20-year requirement for the Village of Sayward.

Data Collection

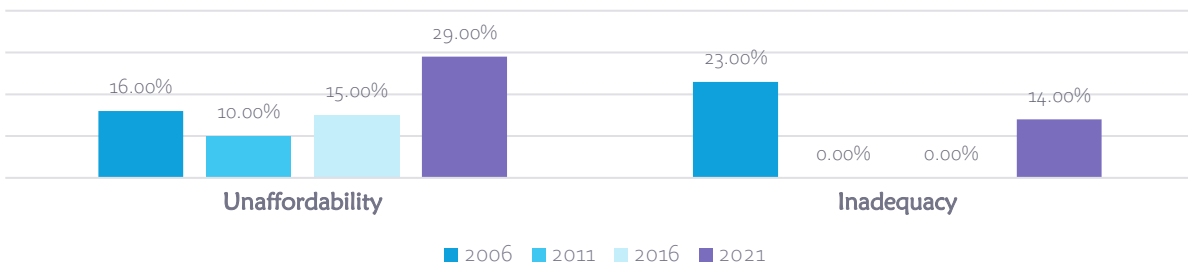
The affordability, adequacy, and suitability of housing have a major impact on what housing supports are required for a community's housing stock demands. The required *Core Housing Need* and *Household Income* data collection for the Village of Sayward has been provided below and has been included in the analysis of housing needs based on at-risk populations.

Table 2.0 – Core Housing Needs Data

		2006		2011		2016		2021		Source
Affordability										
	Households spending 30%+ of income on shelter costs	25	16%	15	10%	20	15%	45	29%	Custom Census
	Renter households spending 30%+ of income on shelter costs	10	-	0	-	0	0%	20		Custom Census
	Owner households spending 30%+ of income on shelter costs	15	-	10	-	10	8%	25		Custom Census
Adequacy										
	Households in dwellings requiring major repairs	35	23%	0	0%	0	0%	25	14%	Custom Census
	Renter households in dwellings requiring major repairs	15	-	0	-	0	-	0	0%	Custom Census
	Owner households in dwellings requiring major repairs	20	-	0	-	0	-	20	44%	Custom Census
Suitability										

Households in overcrowded dwellings	0	0%	0	0%	0	0%	0	0%	Custom Census
Renter households in overcrowded dwellings	0	0%	0	0%	0	0%	0	0%	Custom Census
Owner households in overcrowded dwellings	0	0%	0	0%	0	0%	0	0%	Custom Census

Core Housing Needs



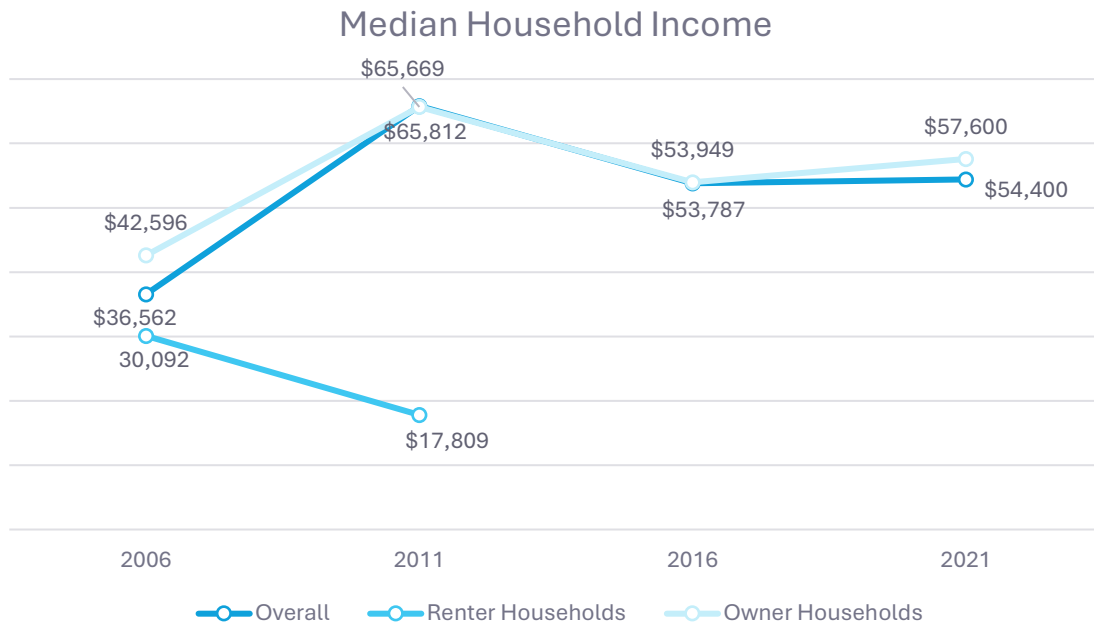
The number of households living in housing that is not deemed affordable (spending 30% or more of income on shelter costs) has almost doubled to 29% for the past two decades. Adequacy data for 2011-2021 is noted as zero, however this may be a sampling error due to the remote and small and remote nature of the community. Further investigation may be required, including conducting a community survey to better understand the adequacy of housing in the Village of Sayward. Unsuitable housing (units that do not meet National Occupancy Standards for household size – otherwise known as overcrowding) has remained at 0% from 2006-2021. This indicates that units are suitable in size for the current population, however inadequate (in need of major repairs) and unaffordability measures have increased by 80% since 2006 and indicate a need for more support for the Village of Sayward.

For the Village of Sayward, equal numbers of owners and renters have experienced housing unaffordability in the last 20 years. In addition to affordability challenges, owners are experiencing an increased burden in the cost of repairs for the Village of Sayward. Resources that may be helpful to homeowners maintaining their homes could include financial support, information on how to perform basic home maintenance, and information on how to hire qualified workers to conduct repair work. It is understood that access to qualified, affordable tradespeople to perform repair work is particularly

challenging for the Village of Sayward residents due the remote nature of the community. Supports the lack of skilled trades in the community would be beneficial in maintaining the quality of the housing stock in the community. This issue will be noted further in the Housing Stock section of this report.


Table 2.1 – Household Income Data


	2006	2011	2016	2021	Source
Average household income	\$48,825.00	\$66,200.00	\$63,505.00	\$63,000.00	Custom Census
Median household income	\$36,562.00	\$65,812.00	\$53,787.00	\$54,400.00	Custom Census
Average renter household income	\$44,915.00	\$23,892.00	-	\$34,000.00	Custom Census
Median renter household income	\$30,092.00	\$17,809.00	-	-	Custom Census
Average owner household income	\$49,561.00	\$72,655.00	\$60,797.00	\$69,000.00	Custom Census
Median owner household income	\$42,596.00	\$65,669.00	\$53,949.00	\$57,600.00	Custom Census



Overall, household income is higher for households than in 2006, which is to be expected due to general inflation, and median household income for Owners matches closely with the trend of overall Median income. This indicates most of the population may be homeowners, giving a smaller sample size of data for renter income. Income for owner households is significantly higher than for rental households, with no data for renter households for 2016 or 2021. This may be because there was a decrease in renters for the Village of Sayward, or because of a sampling area with the long-form census.

What This Means

 Key Takeaway Housing affordability is an increasing issue for both Owners and Renters in the Village of Sayward. Given this, affordability measures are particularly beneficial and should be explored in conjunction with general measures to support housing affordability for residents of all types of tenure.

 Key Takeaway Unaffordability has increased by 80% since 2006 in the Village of Sayward, indicating a need for greater financial support or measures to bring down the cost of housing.

HART Tool Calculations – 2021

The HART tool was developed by UBC to create a standardized way of measuring income-based housing needs, powered by Statistics Canada. This methodology provides a way of viewing housing by income categories that can help to shine a light on housing costs experienced by community members in relation to income.

The HART methodology breaks household income into five categories which are intended to group households by employment types. The categories are as follows:

Very Low Income: 20% or less of Median Household Income for the area, which is equivalent to shelter allowance for welfare recipients

Low Income: 21%-50% of Median Household Income for the area, which is equivalent to one full-time minimum wage job

Moderate Income: 51%-80% of Median Household Income for the area, which is meant to note “middle class” households

Median Income: 80%-120% of Median Household Income for the area


High Income: More than 120% of Median Household Income for the area

For Strathcona A (census subdivision for the Village of Sayward), the Area Median Household Income (AMHI) in 2021 was \$61,6000, with a projected affordable household cost of \$1,540. This is broken down further by income category in the table below:

Table 2.2 – Affordable Shelter Cost Based on HART Model

Income Category	% Total Households	Annual Household Income	Affordable Shelter Cost
Very Low Income (20% or under AMHI)	0.0%	<\$12,320	<\$308
Low Income (21%-50% AMHI)	20.99%	\$12,320-\$30,800	\$308-\$770
Moderate Income (51%-80% AMHI)	17.28%	\$30,800-\$49,280	\$770-\$1,232
Median Income (81% to 120% AMHI)	24.69%	\$49,280-\$73,920	\$1,232-\$1,848
High Income (121% + of AMHI)	37.04%	>\$73,921	>\$1,849

The affordable shelter costs noted in the above table may give some context to appropriate rent prices for non-market housing, and highlights that over one fifth of households fit into the low-income category.

Key Takeaway  Based on the HART model, affordable shelter costs for low-income households (equivalent to one full-time minimum wage job) range from \$308 to \$770 per month, with over 20% of households fitting into this income group. Affordable shelter costs for moderate income households range from \$770 to \$1,232, with 25% of households fitting into this category.

INDIVIDUALS EXPERIENCING HOMELESSNESS (COMPONENT B)

This number examines the obligation of the Village to accommodate a population-based proportion of the units required to meet the needs for the Village of Sayward.

HNR Numbers: Individuals Experiencing Homelessness

**5-YEAR
REQUIREMENT**

1.15

**20-YEAR
REQUIREMENT**

2.31

The BC HNR Calculator tool has been used to produce the housing needs for Component B (Individuals Experiencing Homelessness) to the left. Data tables for these calculations are provided in Appendix A. **2.31** units must be accommodated to meet the 20-year requirement for the Village of Sayward as per HNR methodology.

Due to the remote nature of the Village of Sayward within the Strathcona A Regional District, understanding the needs of the community for housing to support individuals experiencing homelessness requires more information that is specific to the Village. The Community Engagement component of this project will work to better understand what these needs are, and how those needs can be better addressed in the community.

What This Means

Key Takeaway



Based on the remoteness of the Village of Sayward, numbers and community feedback specific to the Village should be obtained to better understand the needs for housing for those experiencing homelessness, and what measures can be taken to support those individuals in the community now and over time.

Data Collection

There are currently no shelter beds and housing units for people experiencing or at risk of homelessness in the Village of Sayward. Further understanding of the needs of the community based on Community Engagement will help to inform the level of required to address the needs of those individuals experiencing or at risk of homelessness.

THE HOUSEHOLDS

The number and make-up of households help to determine the volume and type of housing units will be needed to meet the needs of the community. We can estimate deficits of specific housing types to determine which types and sizes of housing should be prioritized when development opportunities become available.

Data Collection

The number and make-up of households help to determine the volume and type of housing units that will be needed to meet the needs of the community. The required *Household* data collection for the Village of Sayward has been provided below and has informed the analysis of housing needs based on current, suppressed, and anticipated households.

Table 4.0 – Household Data

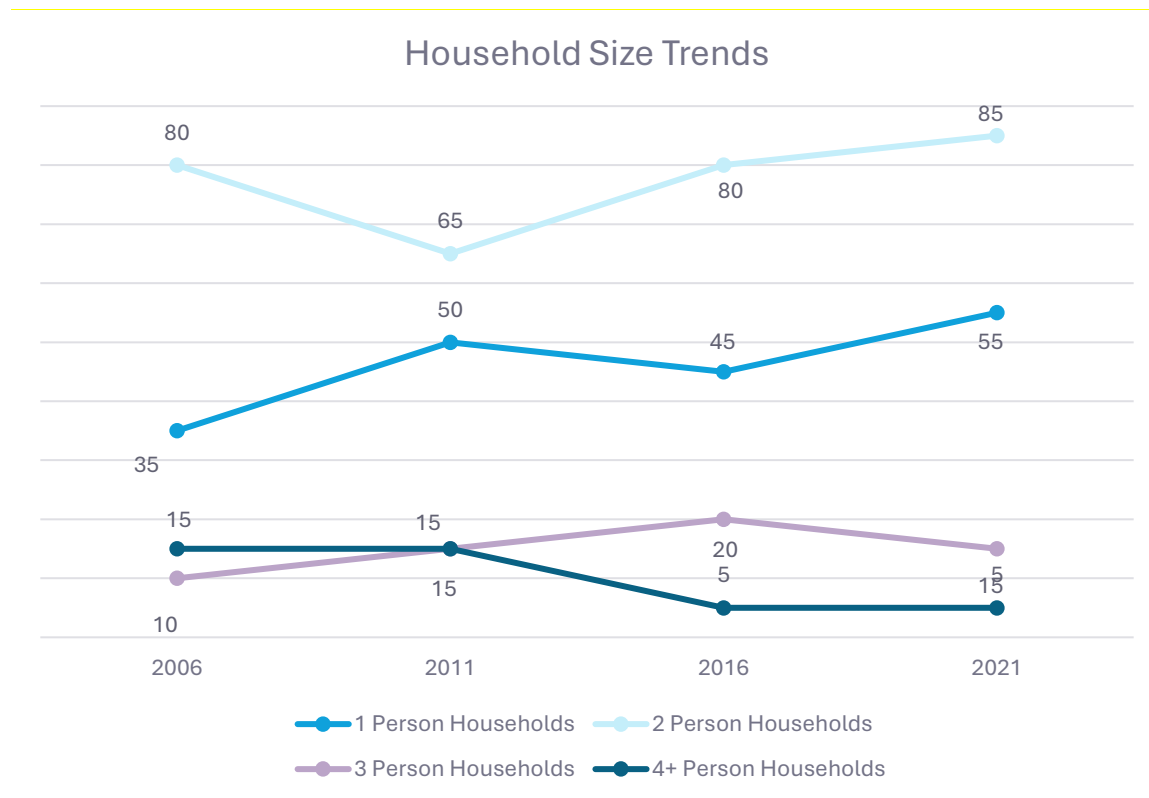
	2006		2011		2016		2021		Source
Total Households	155		175		140		155		Custom Census
Average Household Size	2.2		1.8		2.3		1.8		Custom Census
Households by Size									
1 person	35	23%	90	51%	30	21%	60	39%	Custom Census
2 person	80	52%	45	26%	70	50%	70	45%	Custom Census
3 person	10	6%	0	0%	25	15%	20	13%	Custom Census
4 person	20	13%	0	0%	0	0%	0	0%	Custom Census
5+ person	10	6%	0	0%	10	7%	10	6%	Custom Census
Renter Households	25	16%	20	11%	20	14%	30	19%	Custom Census
Owner Households	130	84%	150	86%	120	86%	125	81%	Custom Census
Renter Households in Subsidized Housing	n/a		n/a		n/a		n/a		Custom Census

	2006*		2011		2016		2021		Source
Total Households	150		150		150		165		Census Profile Data
Average Household Size	2.3		2.1		2.1		2.0		Census Profile Data
Households by Size									
1 person	35	22.5 %	50	33.3 %	45	30.0 %	55	33.3 %	Census Profile Data
2 person	80	51.6 %	65	43.3 %	80	53.3 %	85	51.5 %	Census Profile Data
3 person	10	6.5%	15	10%	20	13.3 %	15	9.0%	Census Profile Data
4 person	15	9.7%	15	10%	5	3.3%	5	3.0%	Census Profile Data
5+ person	0	0%	5	3.3%	5	3.3%	5	3.0%	Census Profile Data
Renter Households	25	16.1 %	20	11.4 %	15	10.7 %	30	19.4 %	Custom Census
Owner Households	13	83.8 %	15	85.7 %	12	85.7 %	125	80.6 %	Custom Census
Renter Households in Subsidized Housing	n/a		n/a		n/a		n/a		Census Profile Data

* Where numbers taken from the Custom Census Data (long-form data) was determined to be less accurate, short-form data was used, as noted in the Source column

The average household size has fluctuated between 2.2 and 1.8 over the past 20 years. The most recent statistics put the average household size at 1.8 people in 2021 for the Village of Sayward. As per BC Statistics household projections, this average household size is anticipated to drop further to 1.7 persons per household by 2041. This has large implications on the types of housing that may be needed to satisfy the needs of the community in the future, with smaller units being favored over larger ones.

The percentage of renter households for the past two decades has remained consistent, at around 85% owner households and 15% renter households.



When examining household size trends for the past three census periods, it is noted that one-person households have increased, while larger four-person households have decreased, indicating a need for more options for smaller household sizes. One-person and two-person households represent the highest proposed household sizes in the community. All other household sizes have dropped on average, with households with four or more people dropping significantly in the past two decades.

One way to conceptualize the types of housing needed is to examine the *household size mix*. Household size mix refers to the percentage of different-sized households. In 2021, the Household Size Mix for the Village of Sayward is shown below:

1-Person Households (2021): 33.3% (55)


2-Person Households (2021): 51.5% (85)

3-Person Households (2021): 9.0% (15)

4+ Person Households (2021): 6.0% (10)

The household size mix for 2021 shows that most households are comprised of one or two people (84.8%). This is aligned with the average household size for 2021 of 2.0. Household size mix trends from 2006 to 2021 show a gradual increase in 1-person & 2-person households. 3-person households have remained consistent between census periods, and 4+ person households have decreased, averaging a decrease of 4.5% per census period since 2011.

The general trends in change of household size mix since 2006 demonstrate that the number of one and two person households seem to be increasing, while all others are decreasing over time. This aligns with the changes in age cohorts and will change the demand for certain housing types designed to suit different households.

 **Key Takeaway** As of 2021 more than half (51.5%) of households in Sayward are two-person households, with the second highest household size as one-person households at 33.3%. This household mix follows a trend of decreasing household sizes over the past two decades, with one and two-person households composing more of the households in the community. The trend suggests that the future needs of the community may be centered around an increase in smaller units designed for households with one or two people and can be combined with projected increases in age to determine some of the features those smaller units may need to accommodate the types of households anticipated in the Village of Sayward over the next two decades.

SUPPRESSED HOUSEHOLDS (COMPONENT C)

This number represents households that may have formed if housing were more available, such as adult children moving out of home to form their own households or choosing to have roommates where they otherwise would not have. This number is calculated based on headship rates (households per population, by cohort and tenure) from 2006 when housing was less constrained and is applied to the current population.

HNR Numbers: Suppressed Households

5-YEAR
REQUIREMENT

2.88

20-YEAR
REQUIREMENT

11.54

The BC HNR Calculator tool has been used to produce the housing needs for Component C (Suppressed Households) to the left. Data tables for these calculations are provided in Appendix A. **11.54** units must be accommodated to meet the 20-year requirement for Sayward.

ANTICIPATED HOUSEHOLD GROWTH (COMPONENT D)

For the purposes of this housing needs report and analysis, BC Stats population projections are used. This tool produced by the provincial government uses the P.E.O.P.L.E (Population Extrapolation for Organization Planning with Less Error) method.

HNR Numbers: Anticipated Household Growth

5-YEAR
REQUIREMENT

28.09

20-YEAR
REQUIREMENT

44.39

The BC HNR Calculator tool has been used to produce the housing needs for Component D (Anticipated Household Growth) to the left. Data tables for these calculations are provided in Appendix A. **44.39** units must be accommodated to meet the 20-year requirement for the Village of Sayward.

THE HOUSING STOCK

INCREASING THE RENTAL VACANCY RATE TO 3% (COMPONENT E)

Vacancy rates (the number of units unoccupied at a given time) are seen to be 'healthy' at around 3%, meaning that there are available units for people looking to move to or within the community. The HNR methodology uses this number to calculate additional units needed to bring local communities up to the 3% vacancy rate that reflects a healthy housing environment.

HNR Numbers: Increasing Rental Vacancy

**5-YEAR
REQUIREMENT**

0.12

**20-YEAR
REQUIREMENT**

0.50

The BC HNR Calculator tool has been used to produce the housing needs for Component E (Rental Vacancy Rate Adjustment) to the left. Data tables for these calculations are provided in Appendix A. **0.50** units must be accommodated to meet the 20-year requirement for Sayward as per HNR methodology.

Housing Stock Data Collection

The existing housing stock plays a role in determining what additional housing is needed to meet the demand. The required *Housing Unit* data collection for the Village of Sayward has been provided below and has informed the analysis of housing need based on the principle of facilitating a healthy vacancy rate. Vacancy Rates are considered “healthy” at around 3%, meaning that 3% of units are not occupied at a given time.

Table 5.0 – Housing Unit Data

		2021		Source
Total Housing Units		170		Custom Census
Structural Type of Units				
	Single-detached house	130	76.5%	Census Profile 2021
	Semi-detached house	0	0%	Census Profile 2021
	Row house	0	0%	Census Profile 2021
	Apartment or flat in a duplex	0	0%	Census Profile 2021
	Apartment in a building that has fewer than 5 storeys	25	14.7%	Census Profile 2021
	Apartment in a building that has 5 or more storeys	0	0%	Census Profile 2021
	Other single-attached house	0	0%	Census Profile 2021
	Movable dwelling	15	8.8%	Census Profile 2021
	Other dwelling			Census Profile 2021
Units by Size				
	0 bedrooms (bachelor)	0		Census Profile 2021
	1 bedroom	25		Census Profile 2021
	2 bedrooms	15		Census Profile 2021


	3+ bedrooms	115		Census Profile 2021
Units by Date Built				
	Pre-1960 (Pre-1970 data not available)	10	6.9%	Custom Census
	1961-1980 (1971-1980 data not available)	100	70.0%	Custom Census
	1981-1990	10	6.9%	Custom Census
	1991-2000	25	17.2%	Custom Census
	2001-2010	0	0%	Custom Census
	2011-2020	0	0%	Custom Census
	2021+	0	0%	Custom Census
	Subsidized housing units	n/a		BC Housing/BCNPHA


Most of the housing stock in the Village of Sayward is comprised of single-detached houses (76.5%) and homes with 3 or more bedrooms (74.2%). 76.9% of the housing stock is over 40 years old. As most of the housing stock was constructed before 1980, maintenance of older homes will be vital in preserving the existing housing stock.

Accessible Housing

As the population of Sayward is ageing, and particularly with the anticipated growth of the age cohort of residents over the age of 80, it is expected that the level of need for accessible housing units will expand significantly in the coming decades. This issue is community-specific, therefore information gained from the Community Survey and Open House in 2025 will help to provide additional information on the current accessibility needs of residents, as well as expected needs for the future.

What This Means

 **Key Takeaway** As over 75% of the existing housing stock is over 40 years old, and many of the existing dwellings are already requiring major repair, home maintenance will be a key factor in preserving the existing housing stock for generations to come.

 **Key Takeaway** As the population of Sayward is ageing, and particularly with the anticipated growth of the age cohort of residents over the age of 80, it is expected that the level of need for accessible housing units will expand significantly in the coming decades.

THE ADDITIONAL DEMAND

DEMAND BUFFER (COMPONENT F)

The demand buffer is a contingency to account for additional housing required to satisfy a ‘healthy’ market demand.

HNR Method: Demand Buffer

**5-YEAR
REQUIREMENT**

2.32

**20-YEAR
REQUIREMENT**

9.28

The BC HNR Calculator tool has been used to produce the housing needs for Component C (Suppressed Households) to the left. Data tables for these calculations are provided in Appendix A. **9.28** units must be accommodated to meet the 20-year requirement for the Village of Sayward.

General Context

It is important to examine some potential explanations for the housing market not naturally meeting the demands of the community. These explanations are unique to each community, with some challenges being seen across the province while others are of particular importance in different communities. One main constraint reducing the ability of the market to self-adjust to the needs of the people of many north Island communities includes the high cost of housing construction and building materials, and the challenges of bringing skilled tradespeople into the community for construction and repair work.

It should be noted that local governments do not have tools to directly resolve issues related to construction costs, however, it is important to note the impact of multiple complex factors such as social, political, and financial factors contribute to the housing environment.

- The local government is limited in what it can do to foster new housing development. Some key strategies that can be used are: The development of social housing, constructed in partnership with BC Housing, on municipal lands

- Streamlining approvals processes for housing projects and reducing some requirements of development where the impact is anticipated to be minimal, (e.g. Reducing parking requirements for certain types of development)
- Where infrastructure is not at risk, reducing property taxation for housing developments that support the community’s housing goals
- Ensuring that land is appropriately designated (in the OCP) and zoned to facilitate residential development in appropriate areas in the community
- Incentivize local trade businesses through decreased business taxation for in-demand businesses such as construction trades

Following community engagement, policy will be developed outline the key strategies the Village of Sayward can utilize these tools to address specific community needs .

THE NUMBERS: 5 & 20-YEAR REQUIRED UNITS

The required number of housing units based on the HNR Calculator for the 5-year and 20-year periods as required by the province is equal to the sum of the six housing needs components. These numbers are listed in the table below.

5 & 20-year Unit Requirements

Component	5 Year Result	20 Year Result
A – Extreme Core Housing Need	0.00	0.00
B – Persons Experiencing Homelessness	1.15	2.32
C – Suppressed Household Formation	2.88	11.54
D – Anticipated Household Growth	28.09	44.39
E – Rental Vacancy Rate Adjustment	0.12	0.50
F – Demand Buffer	2.32	9.28
Total	35	68

**Denotes numbers which have been adjusted to account for contextual factors relevant to the community*

Housing Type Breakdown

As mentioned in the population section of this analysis, different age cohorts will have different housing needs, both in housing size and in the most appropriate typology. Families with children living at home will be larger and require more space, which is better suited to single-family homes (those under 19, and their parents/caregivers/household maintainers). New adults moving out on their own for the first time will have smaller households and less leverage for homeownership. Rental options that are affordable and are suitable for individuals living alone or as couples without children may be most appropriate for this cohort, along with some options for larger units designed for individuals living with roommates. Adults (65-79) may be looking to downsize from larger homes to reduce the upkeep of larger dwellings but may not be requiring as many additional features such as universally accessible units or seniors housing at this stage. As such, smaller units such as one and two-bedroom apartments/condominiums may be particularly desirable for this age cohort, particularly where units are located near services and amenities that residents would like to enjoy as a part of retirement. In the 80+ age cohort, units of universally accessible housing, and seniors/supportive housing will be important to accommodate changing housing needs later in life.

Based on those different life stages and housing needs during those stages, a general household type and size has been directly aligned with each designated age cohort to determine how a person may move through various stages of housing throughout their lifetime. This will not be the trajectory through the housing continuum for every person but demonstrates the shift in need for many people and families through time. The most common trajectory may look like this:

Childhood →	New Adulthood →	Adulthood →	Older Adulthood →	Over 80
Living at home with parents/caregivers, with or without siblings or relatives. This may be most suited to a single-family home or large townhouse.	Moving out of home, either as a student or resident, in student housing, an apartment, a suite/ADU, or a shared house with roommates. This may be alone or as a part of a couple.	Beginning to act as head of a household to more people, as a parent or caregiver. This may be most suited to a single-family home or large townhouse.	Once children/relatives leave the home, it may be suitable to downsize to a smaller home to reduce upkeep and maintenance, and for retirement income.	This may represent a time of increased accessibility needs or supportive/seniors housing. At this time, household size will also begin to decrease.

These life stages and housing types associated with them are shown below, with a review of the household size mixes, unit size mixes, and household type mixes. This provides a foundation for determining gaps in the existing housing environment that will help to guide the most beneficial types of housing needed in the community.

Age Cohort		General Household Size	Household Size Mix (2021)	Best-suited Household Size	Existing Unit Size Mix (2021)	Best Suited Unit Type
Shared Child/Adult Living	Under 19	3-5 persons	15.2%	3+ bedrooms	76.5%	Single Family Home Rowhouse
	26-64					
New Adults	19-25	1-2 persons	84.8%	1-2 bedrooms	14.7%	Suites/ADU's, 2/3/4 Plexes
Older Adults	65-79					Apartments Condos
Persons Over 80	80+					Apartments, Seniors Housing

Childhood & Adulthood Housing (Families)

As per the 2021 statistics, approximately 15.2% of households contain three or more persons. This compares to 76.5% of the housing stock being noted as having three or more bedrooms, which is the most appropriate housing type for this group. This suggests that there may not be a need for additional housing designed to accommodate larger households. **77% of the housing stock is designed for only 15% of households.**

New Adults, Older Adults, & Persons Over 80


In 2021, approximately 76.5% of households contain 1-2 persons, which is assumed to be the household size for young adults, and people aged over 65. The types of units most suitable for this group are secondary suites, accessory dwelling units, plexes (such as duplexes, triplexes, and fourplexes), and apartments/condos and seniors housing. Together, these units account for only 14.7% of the housing stock. **14.7% of the housing stock is designed for 77% of households, meaning that many housing units designed for larger families are being utilized for smaller households.** While this may be preferred by

some residents, it is important to determine if this is an intentional desire for community members to age in place, or if smaller, easier-to-maintain units would better suit their housing needs as they age.

Neighbourhood Diversity

Additionally, it is important to note that integrated and diverse communities provide key benefits to the social health of any neighbourhood, and that these cohort designations are intended to serve as general notes on population, and not to assign any one area or neighbourhood to any housing type or targeted cohort. It is noted that residents of different cohorts in any neighbourhood provide valuable diversity that contributes to that neighbourhood socially, economically, and for the health of the residents.

What This Means

 **Key Takeaway** Most of the housing stock is designed for three to five-person households, though most households are one to two persons in size. This notes an opportunity for exploring options for retrofitting more units in existing buildings to accommodate more community members. New units should focus on satisfying one to two person households rather than larger families.

Key Areas of Local Need – Initial Takeaways

Housing Needs Reports in BC are required to report on the following key areas of local need: Affordable Housing, Rental Housing, Special Needs Housing, Housing for Seniors, Housing for Families, Shelters, and Housing Near Transportation. Key takeaways from this analysis have informed the following statements on the Village of Sayward Key Areas of Local Need.

General

With an aging housing stock, the need for repairs and maintenance will be a significant factor in preserving the existing homes in the Village of Sayward for future generations. The proportion of dwellings requiring major repairs has risen to 14% since 2011, highlighting a need for support and education in home maintenance, particularly for homeowners. Resources that could assist homeowners in maintaining their homes include financial aid, guidance on performing basic home repairs, and information on hiring skilled workers for more complex repairs. Additionally, addressing the challenges posed by the community's remote location, such as the difficulty in finding skilled tradespeople, will be beneficial.

Another key element in meeting the community's housing needs, both now and in the future, is ensuring that housing types and sizes align with the needs of households. At present, 51.5% of households in Sayward consist of two people, while 33.3% are one-person households. Combined, these two categories represent 84.8% of households, indicating a demand for smaller housing types. Over the past two decades, there has been a trend toward smaller households, suggesting that the future housing needs of the community may center around one- and two-person households. The projected aging of the population further implies that these smaller units may need features that cater to older residents over the coming decades.

While much of the existing housing stock is built for households of three to five people, most households in Sayward are smaller, consisting of one or two people. This mismatch presents an opportunity to explore retrofitting existing homes to better serve the community's current needs. Future housing developments should prioritize creating units suited for one- to two-person households rather than larger families.

Affordable Housing & Rental Housing

Affordability remains a challenge in Sayward, especially for renters. Given this, specific measures to improve affordability for renters should be considered, alongside broader efforts to support affordable housing for all residents, regardless of tenure.

According to the HART model, affordable housing costs for low-income households (typically equivalent to one full-time minimum wage job) range from \$308 to \$770 per month, with over 21% of households falling into this income bracket. For moderate-income households, affordable shelter costs range from \$770 to \$1,232 per month, with over 17% of households in this category. Median-income households can afford shelter costs between \$1,232 and \$1,848 per month, which includes about 25% of households.

Special Needs Housing

It is unclear the level of need for Special Needs housing in the community, however, the results of community engagement may provide a more in-depth understanding of the demand for special needs housing in Sayward.

Housing for Seniors

With a projected increase in Sayward's population over the age of 65—and an even sharper rise in residents over 80—housing options that cater to seniors will be increasingly important in the coming decades. This may result in a higher demand for seniors' housing, supportive housing, smaller accessible units for one-person households, multi-generational homes, or accessory dwelling units (such as secondary suites) designed for older family members. Assisted living facilities may also become necessary.

Housing for Families

The projected decrease for Sayward residents under the age of 26 could mean a decrease in average household size, with less children and families living in Sayward. This could mean a decrease in demand for larger homes that have been traditionally used for larger families.

Shelters

Based on the remoteness of Sayward within the Strathcona A District, numbers specific to Sayward should be obtained to better understand the needs for housing for those experiencing homelessness, and what measures can be taken to support those individuals in the community now and over time.

Housing Near Transportation

For many communities in BC, housing located near public transportation is crucial to ensure residents can move around without relying on personal vehicles. However, as Sayward does not currently have transit services, public transportation access will not play a significant role in determining housing locations.

Appendix A

HNR Calculation Data Tables: Village of Sayward

Extreme Core Housing Need (Component A)

The BC HNR Calculator tool has been used to produce the below housing needs for Component A (Extreme Core Housing Need):

Calculation Table 1 – Extreme Core Housing Need Calculations, Step 1 and 2

Total Households	2006		2011		2016		2021		Average ECN Rate
Owners	130		155		120		125		
Renters	25		25		15		30		
Extreme Core Housing Need	#	% of total	#	% of total	#	% of total	#	% of total	
Owners with a mortgage	n/a		n/a		n/a		0	0%	0%
Renters	0	0%	0	0%	0	0%	0	0%	0%

Calculation Table 2 – Extreme Core Housing Need Calculations, Steps 3 and 4

Total Households	2021 Households	Average ECHN Rate	Households in ECHN
Owners	125	n/a	n/a
Owners with a mortgage		0%	0.00
Renters	30	0%	0.00
Total New Units – 20 years			0.00

Individuals Experiencing Homelessness (Component B)

The BC HNR Calculator tool has been used to produce the below housing needs for Component B (Individuals experiencing homelessness):

Calculation Table 3 – People experiencing homelessness calculations, Step 1, 2, and 3

Regional Population	Local Population		Regional PEH	Proportional Local PEH
	#	% of Region		
47,280	285	0.6%	383	2.31
Total New Units – 20 years				2.31

2024 Housing Needs Analysis

Village of Sayward

Suppressed Households (Component C)

The BC HNR Calculator tool has been used to produce the below housing needs for Component C (Suppressed Households):

Calculation Table 4 – Suppressed household formation calculations, Step 1

Age – Primary Household Maintainer 2006 Categories	2006 Households	
	Owner	Renter
Under 25 years	0	0
25-34 years	0	0
35-44 years	0	10
45-54 years	50	0
55-64 years	35	0
65-74 years	25	10
75+ years	0	0

Age – Primary Household Maintainer 2021 Categories	2021 Households	
	Owner	Renter
15-24 years	0	0
25-34 years	0	0
35-44 years	10	0
45-54 years	0	0
55-64 years	40	0
65-74 years	40	25
75 to 84 years	20	0
85+ years	0	0

Calculation Table 5 – Suppressed household formation calculations, Step 2

Age Categories – Household Maintainer	Age Categories - Population	2006		2021	
		All Categories	Summed Categories	All Categories	Summed Categories
15-24 years	15-19 years	15	15	25	25
	20-24 years	0		0	
25-34 years	25-29 years	10	20	0	0
	30-34 years	10		0	
35-44 years	35-39 years	15	45	10	25
	40-44 years	30		15	
45-54 years	45-49 years	30	65	15	15
	50-54 years	35		0	
55-64 years	55-59 years	35	70	25	60
	60-64 years	25		35	
65-74 years	65-69 years	25	60	45	80
	70-74 years	35		35	
75 years+	75-79 years	0	10	35	35
	80-84 years	10		0	
	85 years +	0		0	

Calculation Table 6 – Suppressed household formation calculations, Step 3

Age Categories – Household Maintainers	2006 Households		2006 Population	2006 Headship Rate	
	Owner	Renter		Owner	Renter
15-24 years	0	0	15	0.00%	0.00%
25-34 years	0	0	20	0.00%	0.00%
35-44 years	0	10	45	0.00%	22.22%
45-54 years	50	0	65	76.92%	0.00%
55-64 years	35	0	70	50.00%	0.00%
65-74 years	25	10	60	41.67%	16.67%
75+ years	0	0	10	66.67%	0.00%

Calculation Table 7 – Suppressed household formation calculations, Step 4

Age Categories – Household Maintainers	2006 Headship Rate		2021 Population	2021 Potential Households	
	Owner	Renter		Owner	Renter
15-24 years	0.00%	00.00%	25	0.00	0.00
25-34 years	0.00%	00.00%	0	0.00	0.00
35-44 years	00.00%	22.22%	25	0.00	5.56
45-54 years	76.92%	00.00%	15	11.54	0.00
55-64 years	50.00%	0.00%	60	30.00	0.00
65-74 years	41.67%	16.67%	80	33.33	13.33
75+ years	00.00%	0.00%	35	0.00	0.00

Calculation Table 8 – Suppressed household formation calculations, Steps 5 and 6

Age Categories – Household Maintainers	2021 Potential Households		2021 Households		2021 Suppressed Households		
	Owner	Renter	Owner	Renter	Owner	Renter	Total
15-24 years	0.00	0.00	0	0	0.00	0.00	0.00
25-34 years	0.00	0.00	0	0	0.00	0.00	0.00
35-44 years	0.00	5.56	10	0	-10.00	5.56	0.00
45-54 years	11.54	0.00	0	0	11.54	0.00	11.54
55-64 years	30.00	0.00	40	0	-10.00	0.00	0.00
65-74 years	33.33	13.33	40	25	-6.67	-11.67	0.00
75+ years	0.00	0.00	20	0	-20.00	0.00	0.00
Total New Units – 20 years							11.54

2024 Housing Needs Analysis

Village of Sayward

Anticipated Household Growth (Component D)

The BC HNR Calculator tool has been used to produce the below housing needs for Component D (Anticipated Household Growth):

Calculations Table 9 – Anticipated household growth calculations, Step 1

Regional District Projections	2021	2041	Regional Growth Rate
Households	21,230	27,364	28.89

Calculations Table 10 – Anticipated household growth calculations, Steps 2-5

Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Local Household Growth	n/a	155	199.00	44.00
Regionally Based Household Growth	28.89%	155	199.78	44.78
Scenario Average				44.39
Total New Units – 20 years				44.39

Increasing the Rental Vacancy Rate to 3% (Component E)

The BC HNR Calculator tool has been used to produce the below housing needs for Component E (Increasing Rental Vacancy Rate to 3%):

Calculations Table 11 – Rental vacancy rate adjustment calculations, Steps 1-4

	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.00%	97.00%	30	30.93
Local Vacancy Rate	1.4%	98.6% (BC)		30.43
Total New Units – 20 years				0.50

Demand Buffer (Component F)

The BC HNR Calculator tool has been used to produce the below housing needs for Component F (Demand Buffer):

Calculations Table 12 – Additional local housing demand calculations, Steps 1 and 2

Component	Result
A – Extreme Core Housing Need	0.00

B – Persons Experiencing Homelessness	2.31
C – Suppressed Household Formation	11.54
E – Rental Vacancy Rate Adjustment	0.50
Total	14.35
Demand Factor	0.65
Total New Units – 20 years	9.28

The Numbers: 5 & 20-Year Required Units

5 & 20-year Unit Requirements

Component	5 Year Result	20 Year Result
A – Extreme Core Housing Need	0.00	0.00
B – Persons Experiencing Homelessness	1.15	2.31
C – Suppressed Household Formation	2.88	11.54
D – Anticipated Household Growth	28.09	44.39
E – Rental Vacancy Rate Adjustment	0.12	0.50
F – Demand Buffer	2.32	9.28
Total	35	68



**Village of Sayward – OCP
Recommendations from
the Housing Needs Report**

July 22, 2025

Submitted to: Village of Sayward
Prepared by McElhanney

Contact

Caelen Middleton
Planner
778-647-2513
cmiddleton@mcelhanney.com

Address

1196 Dogwood Street,
Campbell River BC
Canada, V9W 3A2

Our file: 2221-149618-07



July 22, 2025

Village of Sayward
cao@saywardvalley.ca

Attention: John Thomas

OCP Recommendations from the Housing Needs Report

Dear John,

On behalf of McElhanney, I am pleased to submit this report outlining recommended updates to the Village of Sayward's Official Community Plan (OCP), based on the findings of the 2024 Housing Needs Report and recent legislative changes including Bill 44.

The report identifies key gaps in the current OCP and provides actionable recommendations to align Village policies with emerging housing needs, infrastructure capacity, and land use objectives.

The Housing Needs Report highlights important trends, including an aging population, limited rental supply, challenges in retaining skilled workers, and the out-migration of some households seeking better economic opportunities. In response, this report outlines priority areas to ensure the OCP supports a more diverse and sustainable housing future.

We trust this report will support the Village's efforts to plan for an inclusive and resilient future. We trust this report will support the Village's efforts to create a more inclusive and sustainable community.

Sincerely,
McElhanney Ltd.

Prepared by:

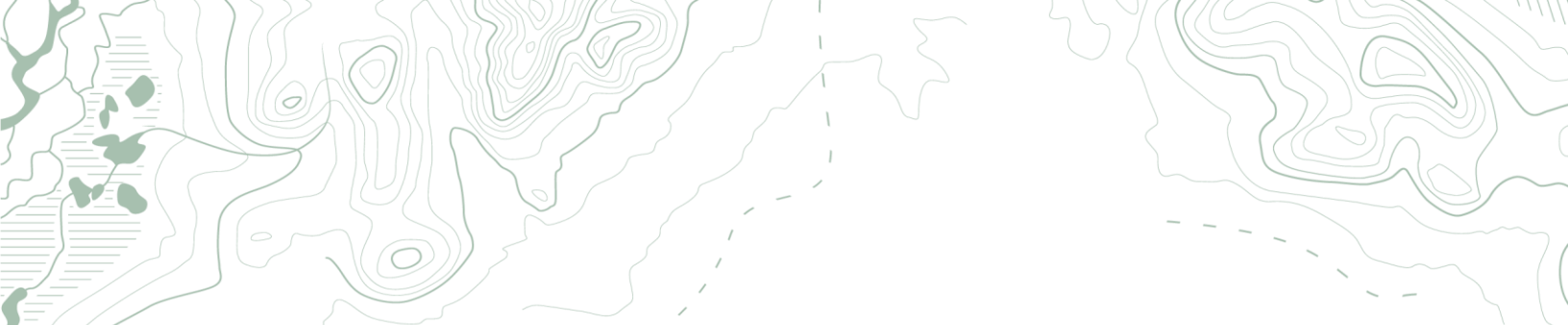


Caelen Middleton, Planner
cmiddleton@mcelhanney.com
778-647-2513

Reviewed by:



Kevin Brooks, Division Manager, Planning
kbrooks@mcelhanney.com
778-560-2371



Contents

- Executive Summary** 1
- Purpose** 2
- Legislative Context** 2
- Bill 44 Requirements 2
- Remote Communities 2
- Housing Needs Report Summary** 2
- Key Demographics & Trends 2
- Housing Supply & Demand 2
- Public Engagement Findings** 3
- Policy Directions Presented 3
- What we Heard: 3
- Key Topics for Official Community Plan Updates** 4
- Land Use Designations & Land Use Map (Schedule B of the OCP) 4
- Future Housing Land Use Analysis** 2
- Conclusion** 3
- Appendix A** 4
- Appendix B** 7
- Appendix B: OCP POLICIES** 8
- Land Use Designations & Land Use Map (schedule A of ocp) 8



Executive Summary

In response to new provincial housing legislation, including Bill 44, the Village of Sayward should consider aligning its Official Community Plan (OCP) and Zoning Bylaw with updated housing targets and policy directions. This report outlines practical, locally grounded recommendations to help Sayward comply with these requirements while addressing its unique rural context, aging population, and constrained housing market.

The Housing Needs Report prepared for the Village indicates that if no action is taken, the issues that are persistent in the Village will be exacerbated, which includes aging houses in need of critical repairs, the inability to accommodate or hire skilled laborers, and an overall lack of housing options that go beyond that of a single-family residence.

Key Findings:

- **Sayward is aging rapidly**, with seniors expected to make up over 40% of the population by 2041. Most homes are large, detached units, yet nearly 85% of households consist of one or two people.
- The Housing Needs Report (2024) identifies a need for **68 new units by 2041**, including 35 units in the next five years, primarily small, affordable, and accessible homes.
- The **OCP provides a solid policy foundation**, but lacks specific implementation tools, zoning permissions, and infrastructure flexibility to fully meet Bill 44 requirements.

Major Policy Gaps:

- **Land Use Designations:** Current designations do not explicitly allow triplexes, fourplexes, or townhouses, creating barriers to low-rise infill housing.
- **Senior & Supportive Housing:** There is significant room to plan for Saywards aging population.
- **Parking & Mixed Use:** There is no guidance on parking minimum reductions for new housing.

Key Recommendations:

Expand Housing Permissions

- Allow triplexes, fourplexes, rowhouses, and small-scale rentals in Residential, Rural Residential, and Residential/Industrial areas.

Advance Senior and Special Needs Housing

- Expand areas where purpose-built seniors and supportive housing is permitted to include the Residential and Community Facility designations.

Parking Requirements Reduction

- Introduce guidance for reducing parking requirements, particularly in support of affordable and multi-unit housing forms.

Purpose

The purpose of these recommendations is to assess how Bill 44 impacts the Village of Sayward's existing Official Community Plan (OCP) policies and Zoning Bylaw and to provide clear recommendations to comply with the Bill. The Housing Needs Report (HNR), completed by McElhanney at the end of 2024, summarizes key findings related to housing demand, affordability, and supply gaps within the community.

The next step is to review the legislative requirements and local housing needs and provide specific amendments to the Village of Sayward's OCP & Zoning Bylaw, that will allow the Village to align with provincial housing targets. The intent of this document is to serve as a guiding framework for Council and staff, providing a clear path forward to meet housing requirements.

Legislative Context

BILL 44 REQUIREMENTS

Recent housing legislation in British Columbia, including Bill 44, requires local governments to update their Official Community Plans (OCPs) and zoning bylaws to support housing diversity and meet provincial housing targets. Several key legislative provisions are particularly relevant to Sayward.

The OCP must designate sufficient residential land to accommodate the housing targets outlined in the Housing Needs Report. The Village may need to assess current land use designations and ensure there is enough capacity for housing development to address the needs outlined in the Report. Ensuring OCP and Zoning Bylaw alignment with provincial targets will be essential for accessing funding opportunities and

demonstrating compliance with legislated housing mandates.

The Village must align with provincial regulations that limit off-street parking requirements for multi-unit housing. Reducing parking minimums can lower development costs, making housing more affordable while also encouraging alternative transportation methods such as walking, or cycling. This approach supports more compact and sustainable development, particularly in areas where land availability is limited.

To support faster housing development, the Village should review and streamline approval processes for housing projects that align with provincial priorities. Long and complex approval timelines can increase construction costs and delay housing supply, making it critical to



implement more efficient review procedures. This may involve updating permitting systems, reducing unnecessary red tape, and introducing pre-approved design templates for small-scale

multi-unit housing. By improving the approval process, the Village can help facilitate housing development while maintaining necessary oversight and community engagement.

REMOTE COMMUNITIES

While Bill 44 aims to increase housing supply across British Columbia, its implementation poses unique challenges for small and remote communities like the Village of Sayward. Unlike urban centers where developers readily invest in multi-unit projects, these communities face limited private-sector interest due to low market demand, high material transportation costs, and especially a shortage of skilled tradespeople and contractors. Development is typically further constrained by limited municipal resources and infrastructure servicing challenges. Additionally, the small population size reduces the financial viability of large-scale projects, meaning that municipal or non-profit-led initiatives will likely be required to meet housing needs. The high cost of skilled labor, which is not easily sourced in the community, combined with rising material costs and logistical challenges often makes small-scale housing projects financially unfeasible without government subsidies or grant funding. Given these constraints, a one-size-fits-all approach to housing legislation alignment may not be practical, and Sayward will need to implement flexible



Photo Credit – GoSawyard.com

policies and funding mechanisms that meet the legislative requirements while acknowledging the realities of remote communities with declining populations. To align with the legislation while addressing these local constraints, the Village must explore targeted incentives, public-private partnerships, and alternative housing models that balance meeting housing needs with the economic realities of remote communities.

Housing Needs Report Summary

KEY DEMOGRAPHICS & TRENDS

The population of Sayward is projected to increase slightly from 334 in 2021 to 342 by 2041, which mainly consisted of Seniors. Alongside this decline, the median age is expected to rise significantly from 49.5 to 67.5 years, highlighting a growing need for senior-friendly housing options that accommodate aging residents. Additionally, while one- and two-person households account for 84.8%% of all households, most existing homes in the community have three or more bedrooms, indicating a mismatch between housing supply and demand. Addressing these trends will require strategic planning to ensure that future housing development aligns with the evolving needs of the population.

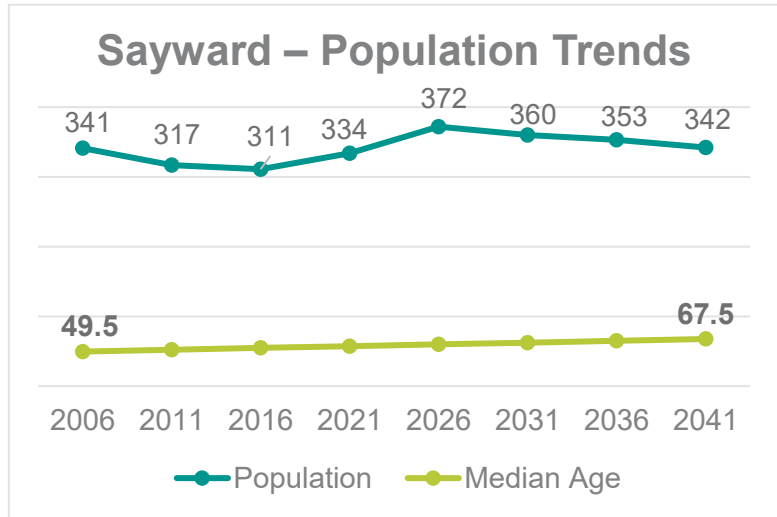


Fig 1. Sayward Population Projections

HOUSING SUPPLY & DEMAND

By 2041, Sayward **will need 68 new housing units within the next 20 years, with 35 required within the next five years** to meet the demand as identified in the Housing Needs Report. Despite this need for new housing, the community faces an oversupply of large single-family homes and a shortage of smaller, more affordable units suited for seniors, young adults, and small households. Rental housing options remain limited, with no dedicated senior or supportive housing available, making it difficult for aging

68

UNITS TO BE FACILITATED BY 2041

35

FIVE YEAR TARGET

0 units for extreme core housing need

2.32 units for people experiencing homelessness

11.54 units for suppressed household formation

44.39 units for anticipated household growth

0.5 units for rental vacancy rate adjustment

9.28 units for demand buffer

35 units



residents and those with specific care needs to find appropriate accommodations. Additionally, much of the existing housing stock is aging and requires significant repairs, yet access to skilled trades is limited, posing challenges for homeowners trying to maintain and upgrade their properties. Addressing these housing gaps will be critical to ensuring that Sayward can provide suitable and sustainable housing options for its residents in the years to come.

Addressing these housing gaps will be critical to ensuring that Sayward can provide suitable and sustainable housing options for its residents in the years to come.

Public Engagement Findings

As part of the Village of Sayward's housing policy and Official Community Plan (OCP) update, McElhanney hosted a public engagement session on Wednesday, June 25, 2025, at the Kelsey Recreation Centre. The purpose was to gather community input on proposed housing policy directions, as a response to the 2024 housing Needs Report, particularly related to infill, accessibility, and senior-friendly design.

POLICY DIRECTIONS PRESENTED

Residents were invited to comment on a number of policy ideas under consideration:

- Allowing duplexes, fourplexes, and townhomes in more residential areas
- Updating lot size rules to support gentle infill and smaller homes
- Encouraging accessible housing and age-friendly design
- Supporting rental and non-profit housing through partnerships
- Focusing new development near the village core and existing services
- Reducing or eliminating parking requirements for residential uses

WHAT WE HEARD:

Overall, participants expressed cautious support for introducing new housing types, with a strong emphasis on quality design and senior accessibility. Some were surprised to learn that current policies restrict the development of alternative housing forms. While generally open to infill and increased housing diversity, residents voiced concerns about the potential size and height of new buildings. Maintaining the character of neighbourhoods like MacMillan Drive was seen as essential, even as the community looks to accommodate growth.



Key Topics for Official Community Plan Updates

LAND USE DESIGNATIONS & LAND USE MAP (SCHEDULE B OF THE OCP)

The Sayward Official Community Plan (OCP) establishes a framework for land use through its designations, outlined in Part 4 (Page 25). The land use categories include “Residential Core,” “Future Community Expansion,” and “Village Centre.” While these designations encourage compact forms such as single-detached and duplex housing, they do not explicitly support medium-density residential forms like triplexes, fourplexes, or rowhouses.

While the Sayward Official Community Plan (OCP) demonstrates a foundational commitment to preserving Village character and supporting incremental growth, several limitations within the current policy framework may hinder the delivery of diverse and affordable housing options.

Gaps Identified

Although the Village of Sayward is exempt from the mandatory zoning changes required by Bill 44 due to its population being below the 5,000-resident threshold, the current Official Community Plan (OCP) presents several limitations that may constrain the delivery of diverse, affordable, and age-friendly housing. These are:

- **Limited housing variety in residential zones:** The OCP permits primarily single-detached homes, with only secondary suites mentioned as a form of affordability. It does not explicitly support small-scale multi-unit housing such as duplexes, triplexes, fourplexes, or rowhouses, limiting the Village’s ability to respond to demographic change or attract younger families.
- **No dedicated housing section:** The absence of a high-level housing policy section limits the Village’s ability to set out long-term goals for affordability, diversity, lifecycle housing, or partnerships.
- **No support for parking flexibility:** While many communities are exploring parking reform to reduce development costs and support walkability, the OCP still requires off-street parking for residential uses, which can be a barrier for infill or affordable projects.
- **Unclear permissions in other zones:** Designations such as Rural Residential, Residential/Industrial, and Community Facility allow limited forms of housing and do not clearly support modern housing needs such as seniors housing, live-work units, or gentle density.

Recommendations

Updating the land use designations and policies in the Sayward Official Community Plan (OCP) will help reduce barriers to diverse housing development and provide a clearer framework for incremental, sustainable growth. The following recommendations aim to align Sayward’s land use approach with its



identified housing needs and recent changes in provincial legislation, particularly around enabling small-scale multi-unit housing.

1. **Add a Housing Objectives Section**

Introduce a new Section 2.5 – *Housing* to clearly articulate the Village’s intent to support a range of housing types, promote affordability, and ensure long-term livability and resilience.

2. **Expand Housing Permissions in Residential Zones**

Amend policies in Section 3.1 to explicitly permit duplexes, triplexes, fourplexes, and rowhouses, providing clarity for staff and applicants and enabling a broader range of modest infill options.

3. **Clarify and Encourage Gentle Infill**

Strengthen existing language around infill to encourage housing diversity while maintaining form and scale appropriate to Sayward’s village character.

4. **Enable Housing Variety Across Designations**

Expand permitted uses in Rural Residential, Residential/Industrial, and Community Facility zones to include a broader range of housing, including purpose-built seniors housing and live-work units.

5. **Introduce Parking Flexibility Tools**

Add policy language that supports reducing or removing off-street parking requirements for certain housing types, especially in walkable areas or for seniors and affordable housing. This flexibility can lower development costs and support compact, human-scaled growth.

6. **Plan for an Aging Population**

Recognize seniors as a core demographic in community design and land use planning by identifying priority housing types and preferred locations and exploring opportunities for partnerships or pre-zoning to reduce barriers to development.

Future Housing Land Use Analysis

In response to upcoming provincial housing legislation, the Village has completed a high-level review of large, potentially developable parcels. This analysis supports future planning by estimating how many new housing units could be accommodated under current zoning. The focus is on parcels most likely to develop (particularly those zoned **Residential One**) to understand the Village’s capacity to meet new housing targets.



Civic Address	PID	Zone	Area (m ²)	Min Lot Size (m ²)	Net Land Use	Potential Units
18 SAYWARD RD	000-568-309	Residential One (R-1)	248,081.1	668	80%	297
AMBLESIDE DR	009-679-065	Residential One (R-1)	213,479.25	668	80%	256
M BRANCH FOREST SERVICE RD	000-914-070	Residential One (R-1)	61,312.05	668	80%	73
M BRANCH FOREST SERVICE RD	000-914-070	Residential One (R-1)	28,571.82	668	80%	34
779 SAYWARD RD	000-126-250	Residential One (R-1)	107,690.67	668	80%	129
NET TOTAL						789

The table below estimates the number of potential single-family units for each large R-1 parcel. Each parcel's area was divided by the **minimum lot size of 668 m²**, then adjusted with a **20% net land use factor** to account for internal roads, sidewalks, and other infrastructure. This reflects a more realistic build-out scenario based on site planning constraints.

- **Total estimated capacity: 789 net new housing units**

This high-level analysis demonstrates the Village's potential to accommodate significant new housing within current boundaries and zoning, aligning with the goals of provincial housing policy.

Conclusion

The Village of Sayward stands at a pivotal moment as it plans for a changing population, new legislative requirements, and evolving community needs. While the current Official Community Plan provides a solid foundation, strategic updates are necessary to align with the Housing Needs Report and meet provincial expectations under Bill 44.

This report has outlined realistic, actionable recommendations that reflect the Village's rural context, financial capacity, and demographic trends. By implementing these updates, particularly in the areas of land use, housing diversity, senior and special needs housing, and flexible servicing, the Village can better respond to its unique challenges and support a more resilient, inclusive future for all residents.

These efforts will not only position Sayward to access future funding opportunities but will also help ensure the long-term sustainability and livability of the community.



APPENDIX A

In Person Engagement Responses



Verbatim comments included:

- *“McMillan: Not a dump”*
- *“Transport for seniors that require medical services”*
- *“I like the ideas here and would support most of them. I am a senior and homeowner in Sayward, 321 MacMillan”*
- *“One level townhouses, single story”*
- *“MacMillan: Not a trailer park”*
- *“A care home for seniors – which all facilities require doctors, nurses available – more recreation for seniors – outside trips, etc.”*

General discussion themes:

- Surprise and confusion that current policies may limit housing options beyond single-family dwellings.
- Support for expanding housing options, particularly for seniors, provided that new development respects the existing neighbourhood character.



APPENDIX B

OCP Policy Recommendations

Appendix B: OCP POLICIES

Based on the recommendations presented within the report, specific policies have been provided as part of Appendix A. McElhanney has provided instructions below to ADD, DELETE or AMEND based on the existing policy language in the OCP. *Letters italicized in blue* are recommended additions and words with ~~strike through~~ are recommended deletions.

LAND USE DESIGNATIONS & LAND USE MAP (SCHEDULE A OF OCP)

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.*
- c) 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.

Contact

Caelen Middleton

778-841-1176

cmiddleton@mcelhanney.com





Village of Sayward

Monday, February 23rd, 2026

Via Email: natalie.crenshaw@sd72.bc.ca

Subject: Referral for Review – OCP Amendment Bylaw No. 520, 2026

Mr. Geoff Manning
Superintendent of Schools and Chief Executive Officer
School District No. 72 (Campbell River)
425 Pinecrest Road, Campbell River, BC, V9W 3P2

Dear Mr. Manning,

The Village of Sayward is in the process of updating its Official Community Plan (OCP) to bring it into compliance with recent legislative changes introduced through Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023.

These amendments are procedural in nature and are required of all municipalities in British Columbia. The purpose is to align the Village's OCP with the updated provisions of the Local Government Act. The proposed changes do not introduce new growth areas or major land use re-designations but rather update policy language to reflect the Province's housing framework.

Summary of proposed changes:

- Adds a new Housing section supporting diverse, affordable, and resilient housing.
- Expands permitted residential uses to include duplexes, triplexes, fourplexes, and rowhouses.
- Supports secondary suites and gentle infill within existing neighbourhoods.
- Adds support for purpose-built social and seniors housing.
- Introduces policy direction to explore reduced parking requirements.

Enclosed Documents:

- Draft OCP Amendment Bylaw No. 520, 2026

Council has directed that the bylaw proceed to public hearing, anticipated sometime in May 2026.

This letter is intended as a courtesy referral to inform you of the proposed changes. While these are housekeeping amendments to ensure compliance, we welcome any feedback, questions, or comments you may have. If you wish to provide feedback, questions, or comments on the proposed bylaw, please do so by email to: cao@saywardvalley.ca and village@saywardvalley.ca before March 31, 2026.

Sincerely,

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate Officer
Village of Sayward
cao@saywardvalley.ca

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'ómoks First Nation, the traditional keepers of this land.



Village of Sayward

Monday, February 23rd, 2026

Via Email: kfncc@komoks.ca

Subject: Referral for Review – OCP Amendment Bylaw No. 520, 2026

Chief Councillor Nicole Rempel
K'omoks First Nation
330 Comox Road, Comox, BC, V9N 3P8

Dear Chief Rempel,

The Village of Sayward is in the process of updating its Official Community Plan (OCP) to bring it into compliance with recent legislative changes introduced through Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023.

These amendments are procedural in nature and are required of all municipalities in British Columbia. The purpose is to align the Village's OCP with the updated provisions of the Local Government Act. The proposed changes do not introduce new growth areas or major land use re-designations but rather update policy language to reflect the Province's housing framework.

Summary of proposed changes:

- Adds a new Housing section supporting diverse, affordable, and resilient housing.
- Expands permitted residential uses to include duplexes, triplexes, fourplexes, and rowhouses.
- Supports secondary suites and gentle infill within existing neighbourhoods.
- Adds support for purpose-built social and seniors housing.
- Introduces policy direction to explore reduced parking requirements.

Enclosed Documents:

- Draft OCP Amendment Bylaw No. 520, 2026

Council has directed that the bylaw proceed to public hearing, anticipated sometime in May 2026.

This letter is intended as a courtesy referral to inform you of the proposed changes. While these are housekeeping amendments to ensure compliance, we welcome any feedback, questions, or comments you may have. If you wish to provide feedback, questions, or comments on the proposed bylaw, please do so by email to: cao@saywardvalley.ca and village@saywardvalley.ca before March 31, 2026.

Sincerely,

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate Officer
Village of Sayward
cao@saywardvalley.ca

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'ómoks First Nation, the traditional keepers of this land.



Village of Sayward

Monday, February 23rd, 2026

Via Email: corporate@srd.ca

Subject: Referral for Review – OCP Amendment Bylaw No. 520, 2026

Mr. Mark Baker
Board Chair
Strathcona Regional District
990 Cedar Street, Campbell River, BC, V9W 7Z8

Dear Mr. Baker,

The Village of Sayward is in the process of updating its Official Community Plan (OCP) to bring it into compliance with recent legislative changes introduced through Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023.

These amendments are procedural in nature and are required of all municipalities in British Columbia. The purpose is to align the Village's OCP with the updated provisions of the Local Government Act. The proposed changes do not introduce new growth areas or major land use re-designations but rather update policy language to reflect the Province's housing framework.

Summary of proposed changes:

- Adds a new Housing section supporting diverse, affordable, and resilient housing.
- Expands permitted residential uses to include duplexes, triplexes, fourplexes, and rowhouses.
- Supports secondary suites and gentle infill within existing neighbourhoods.
- Adds support for purpose-built social and seniors housing.
- Introduces policy direction to explore reduced parking requirements.

Enclosed Documents:

- Draft OCP Amendment Bylaw No. 520, 2026

Council has directed that the bylaw proceed to public hearing, anticipated sometime in May 2026.

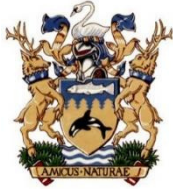
This letter is intended as a courtesy referral to inform you of the proposed changes. While these are housekeeping amendments to ensure compliance, we welcome any feedback, questions, or comments you may have. If you wish to provide feedback, questions, or comments on the proposed bylaw, please do so by email to: cao@saywardvalley.ca and village@saywardvalley.ca before March 31, 2026.

Sincerely,

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate Officer
Village of Sayward
cao@saywardvalley.ca

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'ómoks First Nation, the traditional keepers of this land.



Village of Sayward

Monday, February 23rd, 2026

Via Email: Courtney.Hayre@gov.bc.ca

Subject: Referral for Review – OCP Amendment Bylaw No. 520, 2026

Ms. Courtney Hayre
Manager, Divisional Operations
Ministry of Transportation and Transit
9850 Stn Prov Govt Victoria, BC, V8W 9T5

Dear Ms. Hayre,

The Village of Sayward is in the process of updating its Official Community Plan (OCP) to bring it into compliance with recent legislative changes introduced through Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023.

These amendments are procedural in nature and are required of all municipalities in British Columbia. The purpose is to align the Village's OCP with the updated provisions of the Local Government Act. The proposed changes do not introduce new growth areas or major land use re-designations but rather update policy language to reflect the Province's housing framework.

Summary of proposed changes:

- Adds a new Housing section supporting diverse, affordable, and resilient housing.
- Expands permitted residential uses to include duplexes, triplexes, fourplexes, and rowhouses.
- Supports secondary suites and gentle infill within existing neighbourhoods.
- Adds support for purpose-built social and seniors housing.
- Introduces policy direction to explore reduced parking requirements.

Enclosed Documents:

- Draft OCP Amendment Bylaw No. 520, 2026

Council has directed that the bylaw proceed to public hearing, anticipated sometime in May 2026.

This letter is intended as a courtesy referral to inform you of the proposed changes. While these are housekeeping amendments to ensure compliance, we welcome any feedback, questions, or comments you may have. If you wish to provide feedback, questions, or comments on the proposed bylaw, please do so by email to: cao@saywardvalley.ca and village@saywardvalley.ca before March 31, 2026.

Sincerely,

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate Officer
Village of Sayward
cao@saywardvalley.ca

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'ómoks First Nation, the traditional keepers of this land.

Fw: Referral – OCP Amendment Bylaw No. 520, 2026 (Village of Sayward)

From Caelen Middleton <cmiddleton@mcelhanney.com>

Date Thu 4/9/2026 6:06 PM

To Caelen Middleton <caelenmiddleton@gmail.com>

From: McRae, Tallina TT:EX <Tallina.McRae@gov.bc.ca>

Sent: Friday, March 13, 2026 10:22 AM

To: Caelen Middleton <cmiddleton@mcelhanney.com>

Subject: RE: Referral – OCP Amendment Bylaw No. 520, 2026 (Village of Sayward)

[EXTERNAL EMAIL] Check email address, links, and attachments

Hello Caelen,

The Ministry does not have any comments on the OCP amendments. Our eDAS system is on the fritz at the moment and I cannot produce a file number for this referral. I'll keep this email chain for reference and future correspondence.

Sincerely,

Tallina McRae (she/her)

Development Services Officer



Vancouver Island District - SA03

Telephone: (250) 331 - 9891

[Apply for BCeID](#)

[Apply for Permit](#)

[Apply for Subdivision](#)

We're saying goodbye to eDAS and hello to PASport – our new Permits, Approvals, and Subdivisions portal! Get ready for a smoother, more efficient way to manage your applications. Launching March 16th!

Vacation: April 17th 2026 – May 10th 2026



Village of
Sayward

**VILLAGE OF SAYWARD
NOTICE OF PUBLIC HEARING
May 12, 2026**

Notice is hereby given that a Public Hearing will be held on Tuesday, May 12, 2026, at 6:00 p.m. in the Village Office, 652 H'Kusam Way, Sayward, BC, to consider Village of Sayward Zoning Bylaw Amendment, Bylaw No. 521, 2026.

Purpose:

The purpose of the proposed bylaw is to amend the Village of Sayward Zoning Bylaw No. 309, 2000, to:

- Prohibit single and double-wide mobile homes in the Residential One (R-1) zone;
- Increase the security required from \$1,000 to \$5,000 for residential occupancy of recreational vehicles during construction of a dwelling unit under approved building permit; and
- Update Section 107, Penalty, of the Zoning Bylaw to increase the maximum fine from \$2,000 to \$50,000 to align with the updated provisions of Section 263 (1) of the Community Charter.

General Effect:

The proposed amendments are intended to ensure that:

- mobile homes are not placed in the Residential One (R-1) zone;
- adequate security is received for the temporary use of recreational vehicles while construction of a dwelling unit is completed; and
- the Village of Sayward Zoning Bylaw No 309, 2000, is aligned with the penalties and provisions within the Community Charter.

A copy of the proposed bylaw, staff report, and related background information may be inspected from April 29 to May 12, 2026, between 9:00 a.m. and 4:00 p.m., Monday to Friday, excluding statutory holidays, at the Village Office, 652 H'Kusam Way, Sayward, BC, and on the Village's website.

All persons who believe their interest in property is affected by the proposed bylaw shall be afforded a reasonable opportunity to be heard in person, by representative, or by written submission at the Public Hearing. Written submissions may be delivered to the Village Office at 652 H'Kusam Way, Sayward, BC V0P 1R0, or emailed to village@saywardvalley.ca.

Following the close of the Public Hearing, no further submissions or comments may be accepted by Council with respect to the proposed bylaw.

For more information, please contact the Village of Sayward at (250) 282-5512.

BYLAW NO. 521

A BYLAW TO AMEND

THE VILLAGE OF SAYWARD ZONING BYLAW No. 309, 2000

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 24th DAY OF March , 2026

READ A SECOND TIME ON THE 24th DAY OF March, 2026

PUBLIC HEARING HELD ON THE ____ DAY OF _____, 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.”



Village of Sayward

What is a Public Hearing?

A public hearing is an opportunity for members of the public to present their views on items on the public hearing agenda. The purpose is not to discuss or debate the items, nor is it a Q & A session. It is an opportunity for the elected members of Council to hear the public's view. It is a formal meeting where certain procedures must be followed.

Who can attend and speak at a Public Hearing?

Public hearings are open to the public. Anyone who feels their interest is affected may attend and speak or submit a written comment within the rules of the process.

How do I submit my views at a Public Hearing?

- Public Record: please note that all submissions and presentations become part of the public record.
- Anyone who wishes to speak to an item on the public hearing agenda can do so by submitting their name at the registration desk. A speaker's list will be compiled, and you will be called to the podium to speak. Once you are at the podium:
 - a. State your name, address and if relevant, any organization or company you represent.
 - b. State whether you are 'in favour' or 'opposed' to the item on the agenda.
 - c. Direct any comments you may have to Mayor & Council.
 - d. Please keep your comments directed to the item under consideration, be succinct (5 minutes or less) and respectful.
 - e. Return to your seat.
- Do not want to speak? Written submissions can be made on any piece of paper or on the comment sheets available at the hearing. These MUST be completed and submitted before the close of the public hearing.
- Not able to attend? Make a written submission within the published deadline. Submissions can be dropped off at the Village office, or e-mailed to cao@saywardvalley.ca

What happens at a Village of Sayward Public Hearing?

1. Upon arrival people are asked to sign in at the registration desk. Agenda packages and information sheets will be available.
2. The Mayor opens the public hearing and provides introductions and instructions about the process.
3. Presentations are received from the public.
4. The Mayor will close the public hearing at the designated time.

The material presented in this summary is for information purposes only and is subject to change at any time. It is not an official statement of Village of Sayward policy, law, practice, or procedure and should not be construed as such.

Andrew Young, MCIP, RPP
Chief Administrative Officer & Corporate 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



REPORT TO COUNCIL

To: Mayor and Council
From: Keltie Chamberlain, MCIP, RPP
Land Use Planner II, Community Services
Strathcona Regional District

With input from Andrew Young, MCIP, RPP
Chief Administrative Officer

Subject: **Proposed Amendments to Village of Sayward Zoning Bylaw No. 309, 2000**
Meeting date: March 24, 2026

PURPOSE

To consider Bylaw 521 that would, if adopted, amend the Village of Sayward 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.
- Update Section 107 Penalty in the Zoning Bylaw to align with the updated provisions of the *Community Charter*.

BACKGROUND

In response to community concern and complainants regarding the placement of mobile / manufactured homes on R-1 zoned properties in the Village of Sayward (the Village), and recreational vehicles (RVs) being occupied and remaining on properties as permanent residences, and a need to align current Zoning Bylaw provisions with the *Community Charter*, a set of Zoning Bylaw amendments have been developed to address these items.

There is increased interest in manufactured homes as a source of affordable long-term housing. There are, however, some negative impacts this type of housing can have on municipalities and neighbourhoods. For example, manufactured homes often: result in higher electricity needs for heating and cooling; require specialized infrastructure to support connections to water and sanitary sewer services; and result in non-conforming uses, as well as safety and compliance issues which require specialized inspections.

The Village's existing R-1 zone requires a minimum dwelling unit width of 7.0 metres. The intent of this regulation is to avoid the placement of single-wide mobile homes on properties

within the R-1 zone. The Village's 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.

Dwelling units are defined within the Village of Sayward Zoning Bylaw as *self-contained unit consisting of one or more rooms designed, occupied, or intended for occupancy as a separate household with sleeping and sanitary facilities and not more than one set of kitchen and cooking facilities, but specifically excludes recreational vehicles.*

This definition permits mobile/manufactured homes within zones unless specifically prohibited.

Recreational Vehicles (RVs) are permitted for residential use with conditions, and for recreational purposes for a maximum of 90 days per year on a property. They are permitted as accommodation during construction of a dwelling unit when hooked up to water and sewer services, for a maximum of 365 days, with the condition that the Village is in receipt of a letter of undertaking and security of \$1,000.00. The security deposit is insignificant and does not discourage overstays resulting in continued non-compliant use of RVs when construction is not carried out, or that they remain in addition to a constructed dwelling unit.

There have been recent updates to Part 8 – Bylaw Enforcement and Related Matters in the *Community Charter* (Section 263), which increased the maximum fine for municipal penalties to \$50,000.00. Currently the Village's Zoning Bylaw supports a maximum fine of \$2,000 and needs to be updated to align with Province's update.

DISCUSSION

Single Family Dwelling Units in R-1 Zone

The Village's R-1 zoning schedule applies principally to Sayward's core area where single-family dwelling units (typically built on-site) are the main type of housing (see image A277 in Attachment #1 – Standards for Housing Typologies). The R-1 zoning schedule currently stipulates a minimum width of 7.0 metres (22.9 feet) which is intended to discourage the placement of single-wide mobile/manufactured homes. There is also a provision in the R-1 zoning schedule to restrict single-wide mobile homes including Z-240 certified homes. To maintain the housing typology of single-family dwelling units within the Village's R-1 zone, it is proposed that double-wide mobile homes also be specifically prohibited. Attachment #1 illustrates four typical factory-built dwellings (namely Z240, Z241, Z240rv and Tiny Home) that would be prohibited in Sayward's R-1 zone if Bylaw 521 is adopted by Council.

Mobile/manufactured homes are typically permitted as a use under a local government's Zoning Bylaws in areas zoned for mobile/manufactured home parks, which allow additional residential density per hectare in response to the smaller size of the dwellings based on smaller internal lot configurations, as well as denser infrastructure and servicing. Mobile home parks are designed to accommodate units on large parcels of land through comprehensive site planning and the provision of full municipal utilities. Currently, the Village's Zoning Bylaw permits mobile/manufactured homes within most zones based on the existing definitions of dwelling unit and single-family dwelling and does not specifically restrict them except within the R-1 zone. The Village, therefore, has many options for placement of mobile/manufactured

homes that are not within a Mobile/Manufactured Home Park zone that can support this more affordable housing option.

Recreational Vehicle – Enforcement of Temporary Use

The use of a Recreational Vehicle (RV) on property is clearly defined and addressed within the Village of Sayward Zoning Bylaw where they are specifically excluded from the definition of a dwelling unit. When the Village receives a building permit application for a new home, the Zoning Bylaw currently provides an option to property owners to occupy a RV on a lot while a residential unit is under construction. The RV must have approval for hook-up to water and sewer services, and the length of occupancy is limited to one year (365 days) with an extension of an additional year possible. To receive approval for the one-year occupancy, the owner must provide a letter of undertaking and agree to remove the RV or cease use as a residence within the 365 days and provide security to the Village in the amount of \$1,000.00. The proposed Zoning Bylaw amendment, if approved, would increase the amount of security to \$5,000.00 to increase the level of assurance that the RV use as a residence will not continue beyond the agreed upon timeframe.

In recent years the Village has had a few cases where RVs have been placed on R-1 zoned properties where the property owners violated the Village's Zoning Bylaw. These actions led to frustrations for neighbouring property owners, and frequent complaints to the municipality, which have often resulted in bylaw enforcement and legal action to bring those properties into compliance with the Village's Zoning Bylaw. The proposed amendment to the amount of security required for temporary occupancy of RVs will help avoid complaints and potential land-use conflicts and help ensure the prompt removal of RVs when construction has progressed to the point where they are no longer needed.

Penalty Provisions in the Zoning Bylaw

Finally, the penalty provisions in the *Community Charter* were changed and now enable fines of up to \$50,000 to support enforcement. Currently, the Village's Zoning Bylaw includes outdated minimum and maximum penalties (e.g., a maximum fine of \$2,000). Section 107 of the Village's Zoning Bylaw should be amended so that it aligns with the updated *Community Charter* provisions.

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. Village of Sayward restricts single and double-wide mobile/manufactured homes including Z-240 certified homes in the R-1 zone.
 - a. Enforce a distinct housing typology in the Village's core.
 - b. Uphold the minimum building width of 7 metres.
 - c. Prohibit the placement of single and double-wide mobile/manufactured homes within the R-1 zone in the future development of the area.

2. Village of Sayward supports an increase to the security required for temporary occupancy of RVs during single family dwelling unit construction.

- a. Incentivize that the occupancy of RVs cease after construction is completed.
 - b. Provide further assurance that single family dwelling unit construction will be completed within agreed time frames.
 - c. Result in less bylaw enforcement for non-conforming use of RVs as dwelling units on lots.
3. Village of Sayward supports the proposed update to Section 107 Penalty related to enforcement powers within the Zoning Bylaw.
- a. Align penalties with the *Community Charter*.

CONCLUDING REMARKS AND RECOMMENDATIONS

As previously discussed, the Village of Sayward's R-1 zoning schedule applies principally to Sayward's core area where single-family dwelling units (typically built on-site) are the main type of housing. The R-1 zoning schedule currently stipulates a minimum width of 7.0 metres (22.9 feet) to discourage the placement of single-wide mobile/manufactured homes. There is also provision in the R-1 zoning schedule to restrict single-wide mobile homes such as Z-240 certified homes. To maintain the housing typology of single-family dwelling units in the Village's core area, it is recommended that double-wide mobile homes also be prohibited.

As also discussed, in recent years the Village has seen RVs placed on R-1 zoned properties to support construction of new dwellings but later found the property owners' RVs were contravening the Village's Zoning Bylaw. These actions led to frustrations for neighbouring property owners, and frequent complaints to the municipality, which often resulted in bylaw enforcement and legal action to bring those properties into compliance with the Village's Zoning Bylaw. It is recommended that the amount of security required for temporary occupancy of RVs be increased to help reduce complaints and potential land-use conflicts and ensure the prompt removal of RVs when construction has progressed to the point where the RV is no longer needed.

And finally, as previously discussed, the proposed amendment to Section 107 (Penalty) in the Zoning Bylaw is needed to ensure alignment with the provisions in the *Community Charter* to help support bylaw enforcement.

Recommendation/s

THAT Council

1. Gives first and second readings to Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 521; and
2. Directs staff to schedule a public hearing for Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 521.

Respectfully submitted,



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

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer &
Corporate Officer

Attachments:

1. Standards for Housing Typologies
2. Zoning Bylaw No. 309, 2000, Amendment Bylaw No. 521, 2026

STANDARDS FOR HOUSING TYPOLOGIES

A277	Z240	Z241	Z240RV	Tiny Home
				
<p>The CAN/CSA A277 standard covers modular factory-built housing constructed in compliance with the BC Building Code and designed to be permanently placed on a foundation.</p>	<p>The CSA Z240 MH covers factory-built homes constructed to the Z240 mobile home standard and designed to be transported from time to time. Beyond requirements for local conditions (snow load, egress, etc.) the BCBC only covers their placement on a suitable foundation and connection to services. Most urban Zoning Bylaws restrict placement of Z240s to mobile home parks; most regional districts allow placement on private property with some restrictions.</p>	<p>CAN/CSA Z241 Park Model Trailers This category covers Park Model Trailers manufactured at a factory location. A Park Model Trailer is defined as a recreational unit that meets the following criteria:</p> <ul style="list-style-type: none"> • it is built on a single chassis mounted on wheels; • it is designed to facilitate relocation from time to time; • it is designed as living quarters for seasonal camping and may be connected to those utilities necessary for operation of installed fixtures and appliances; and • it has a gross floor area, including lofts, not exceeding 50 square meters (538 square feet) when in the set-up mode, and has a width greater than 2.6 meters (8-feet, 6-inches) in the transit mode. 	<p>CAN/CSA Z240RV This category covers Recreational Vehicles manufactured at a factory location. Recreational Vehicles are defined by the CSA Z240 RV Series standard as a vehicular-type unit that is primarily designed as temporarily living quarters for recreational, camping, or seasonal use; has its own motive power or is mounted on or towed by another vehicle; does not require a special highway use permit for operation on the highways; and can be easily transported and set up on a daily basis by an individual. Types of recreational vehicles include: folding camping trailers, fifth-wheel trailers, motor homes, truck campers and travel trailers. Recreational Vehicles in Canada must comply with all requirements of the Canadian Motor Vehicle Safety Act and the Canadian Motor Vehicle Safety Regulation as enforced by Transport Canada.</p>	<p>Tiny Homes Though Tiny Homes can be built to a Code or standard, most are not.</p> <ul style="list-style-type: none"> • If used as permanent dwellings, they must be built to the BCBC, A277 or Z240 standard. • If built to Z241 or Z240RV, they can only be used as seasonal dwellings in RV Parks or campgrounds. <p>If they are not built to Code or to a standard, they are non-compliant – unable to be legally transported, non-compliant with BCBC or CSA standards.</p>
<p>Permanent dwellings</p>	<p>Permanent dwellings</p>	<p>Seasonal dwellings</p>	<p>Seasonal dwellings</p>	<p>?</p>
<p>Eligible for mortgage</p>	<p>Eligible for mortgage with some exceptions</p>	<p>Seasonal dwellings are not eligible for mortgage</p>	<p>Seasonal dwellings are not eligible for mortgage</p>	<p>?</p>

BYLAW NO. 521

A BYLAW TO AMEND

THE VILLAGE OF SAYWARD ZONING BYLAW No. 309, 2000

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 ____ DAY OF _____, 2026

READ A SECOND TIME ON THE ____ DAY OF _____, 2026

PUBLIC HEARING HELD ON THE ____ DAY OF _____, 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.”