



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
June 9, 2026 - 7:00 PM  
COUNCIL CHAMBERS**

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

**1. Call to Order**

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

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

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

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for **June 9, 2026**, be approved [as presented **or** as amended].

**5. Minutes of Previous Meetings**

Recommended Resolutions:

- a) THAT the revised minutes from the **Regular Council meeting** held on **May 12, 2026**, be adopted as presented.
  - Village Staff discovered there were duplicate resolution numbers in the approved minutes (R26/88). The revised minutes remove the duplication.
- b) THAT the minutes from the **Regular Council meeting** held on **May 26, 2026**, be adopted [as presented **or** as amended].
- c) THAT the minutes from the **Special Council meeting** held on **June 2, 2026 starting at 7:00 pm**, be adopted [as presented **or** as amended].

**6. Petitions and Delegations – None**

## **7. Correspondence**

- a) Association of Vancouver Island Coastal Communities (AVICC) Strategic Priorities for 2026-2030 (attachment)

## **8. Council Reports – None**

## **9. Reports of Committees – None**

## **10. Mayor’s Report – None**

## **11. Unfinished Business – None**

## **12. Staff Reports**

- a) **Village of Sayward Permissive Tax Exemptions 2027**
  - i. Permissive Tax Exemptions 2027 – report to Council
  - ii. Village of Sayward Permissive Tax Exemption Policy #300-01

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

## **14. Bylaws**

- a) **Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026**
  - i. Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026  
Recommended Resolution:  
THAT Council gives fourth and final reading to, and adopts, Village of Sayward Official Community Plan Amendment Bylaw No. 520, 2026.
  
- b) **Village of Sayward Zoning Bylaw Amendment Bylaw No. 521, 2026.**
  - i. Village of Sayward Zoning Amendment Bylaw No. 521, 2026  
Recommended Resolution:  
THAT Council gives fourth and final reading to, and adopts, Village of Sayward Zoning Amendment Bylaw No. 521, 2026.

## **15. New Business – None**

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

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

## 17. In Camera

### Recommended Resolution:

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

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

## 18. Adjournment

- a) **THAT the Village of Sayward Council adjourns its June 9, 2026 Regular Meeting.**  
**Time: \_\_\_\_\_ .**



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
May 12, 2026  
COUNCIL CHAMBERS**

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

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

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

**1. Call to Order**

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

**2. Public Input**

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

**MOTION R26/81**

**MOVED AND SECONDED**

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

**CARRIED**

**3. Introduction of Late Items**

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

**MOTION R26/82**

**MOVED AND SECONDED**

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

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

**DEFEATED**

**4. Approval of Agenda**

**MOTION R26/83**

**MOVED AND SECONDED**

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

**CARRIED**

**MOTION R26/84**

**MOVED AND SECONDED**

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

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R26/85**

**MOVED AND SECONDED**

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

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R26/86**

**MOVED AND SECONDED**

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

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R26/87**

**MOVED AND SECONDED**

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

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**6. Petitions and Delegations**

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

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

**7. Correspondence**

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

**MOTION R26/88**

**MOVED AND SECONDED**

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

**CARRIED**

**8. Council Reports – None**

**9. Reports of Committees – None**





**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
May 26, 2026  
COUNCIL CHAMBERS**

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

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

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

**1. Call to Order**

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

**2. Public Input**

- a) Maureen Haslehurst of 520 MacMillan Drive addressed information circulating within the community and encouraged residents to visit the Village of Sayward website for accurate and up to date information.

**MOTION R26/91**

**MOVED AND SECONDED**

THAT the speaker be permitted to speak longer than 2 minutes.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

Cllr Burchett and Cllr Poulsen left the meeting table at 7:08 pm.

Mayor Baker called a recess at 7:10 pm. Mayor Baker called the meeting back to order at 7:20 pm without Cllr Burchett or Cllr Poulsen present.

Maureen Haslehurst completed her statements.

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

**4. Approval of Agenda**

**MOTION R26/92**

**MOVED AND SECONDED**

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

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R26/93**

**MOVED AND SECONDED**

THAT the minutes from the **Public Hearing** held on **May 12, 2026**, be adopted as presented.

**CARRIED**

**MOTION R26/94**

**MOVED AND SECONDED**

THAT the minutes from the **Regular Council meeting** held on **May 12, 2026**, be adopted as presented.

**CARRIED**

**6. Petitions and Delegations – None**

**7. Correspondence**

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

**MOTION R26/95**

**MOVED AND SECONDED**

THAT Staff write a letter of support.

**CARRIED**

**8. Council Reports - None**

**9. Reports of Committees – None**

**10. Mayor’s Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

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

**MOTION R26/96**

**MOVED AND SECONDED**

THAT the Village of Sayward at this time:

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

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

**Opposed Cllr Coates**

**CARRIED**

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

**MOTION R26/97**

**MOVED AND SECONDED**

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

**CARRIED**

**MOTION R26/98**

**MOVED AND SECONDED**

THAT the grant in aid request from the BCEHS Community Paramedic – Chair Fitness, dated May 12, 2026 be approved.

**CARRIED**

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

**14. Bylaws**

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

**MOTION R26/99**

**MOVED AND SECONDED**

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

**CARRIED**

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

**MOTION R26/100**

**MOVED AND SECONDED**

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

**CARRIED**

**15. New Business – None**

**16. Public Question Period – None**

**17. In Camera**

**MOTION R26/101**

**MOVED AND SECONDED**

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

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

**CARRIED**

Mayor Baker called a recess at 7:41 pm.

Mayor Baker called the meeting back to order at 7:52 pm.

**18. Adjournment**

**MOTION R26/102**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its May 26, 2026 Regular Meeting.

**CARRIED**

**Time: 8:59 pm.**

\_\_\_\_\_  
Mayor

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



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
June 2, 2026  
COUNCIL CHAMBERS**

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

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

**In Attendance:** Andrew Young, CAO/CO  
Jennifer Redshaw, Office Administrator  
Jeannie Bradburne, Financial Consultant (via Teams)

**Absent:** Councillor Burchett (notice of absence given)

**1. Call to Order**

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

**2. Public Input**

a) Lorna Agnew inquired about what quorum means.

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

**4. Approval of Agenda**

**MOTION S26/10**

**MOVED AND SECONDED**

THAT the agenda for the Special Council Meeting held on June 2, 2026, be approved as presented.

**CARRIED**

**5. Minutes of Previous Meetings – None**

**6. Petitions and Delegations – None**

**7. Correspondence – None**

**8. Council Reports – None**

**9. Reports of Committees – None**

**10. Mayor's Report – None**

**11. Unfinished Business – None**

**12. Staff Reports**

**a. Notice of the 2025 Annual Meeting**

**MOTION S26/11**

**MOVED AND SECONDED**

**BE IT RESOLVED THAT** Council gives notice of the Village of Sayward’s Annual Meeting in accordance with Section 94 of the Community Charter (BC) which meeting shall take place on Tuesday, June 23, 2026 at 6:00 pm in the Council Chambers at 652 H’Kusam Way, Sayward, BC.

**CARRIED**

**b. 2025 Statement of Financial Information (SOFI)**

**MOTION S26/12**

**MOVED AND SECONDED**

**BE IT RESOLVED THAT** the Statement of Financial Information (SOFI) for the Village of Sayward for the year ended December 31, 2025, be approved for filing with the Ministry of Housing and Municipal Affairs under the Financial Information Act.

**CARRIED**

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

**14. Bylaws – None**

**15. New Business – None**

**16. Public Question Period – None**

**17. In Camera – None**

**18. Adjournment**

**MOTION S26/13**

**MOVED AND SECONDED**

**THAT** the Village of Sayward Council adjourns its June 2, 2026 Special Council Meeting at 7:05pm.

**CARRIED**

\_\_\_\_\_  
Mayor

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

An aerial photograph of a winding asphalt road with yellow double lines, curving through a dense green forest. Two wooden utility poles are visible in the foreground, one on the left and one on the right, with power lines extending across the scene. The text "AVICC Strategic Priorities 2026~2030" is overlaid in white serif font in the center of the image.

# AVICC Strategic Priorities 2026~2030

# Message from the Presidents

On behalf of the Board, we are pleased to introduce the AVICC 2026-2030 Strategic Priorities – a forward-looking plan that builds on our strong foundation and positions our organization for the future. AVICC has always been at its best when we come together to share ideas, support one another, and speak with a unified voice on the issues that matter most to our communities. This strategy is about strengthening that role and being more intentional in how we serve and represent our members.

The Strategic Priorities focus our efforts on what matters most: effective advocacy, meaningful opportunities to connect and learn, and a strong, responsive organization. It reflects our commitment to listening to our members, setting clear priorities, and using our collective influence to advance local government interests across Vancouver Island and coastal communities.

As AVICC moves forward, this strategy will guide our decisions, help us make the best use of our time and resources, and ensure we continue to deliver value to our members. Most importantly, it reinforces the importance of working together—because our collective voice is our greatest strength.

As this strategy is released at the transition between Executive terms, it reflects the work of the 2025–2026 Board under the leadership of President Ben Geselbracht and will guide implementation under the 2026–2027 Board, led by incoming President Vanessa Craig. We would like to thank the Board and our members for their ongoing leadership, insight, and commitment, and look forward to what we will achieve together.



A handwritten signature in black ink that reads "Ben Geselbracht".

Ben Geselbracht  
President, 2024-2026

A handwritten signature in black ink that reads "Vanessa Craig".

Vanessa Craig  
President, 2026-2027

# AVICC Purpose

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AVICC serves to amplify the voice of Vancouver Island and coastal communities. Through convening, education, and advocacy, we work to advance issues impacting our members.





# Convening

**Creating opportunities for members to network and learn from each other and others.**

**Priorities:**

- **Enhance the annual convention** as our primary forum for in-person connection, learning, and advancing advocacy priorities.
- **Create additional opportunities for member engagement throughout the year**, including virtual convening on key issues.
- **Strengthen peer-to-peer learning and networking opportunities** among members and partners.
- **Leverage other strategies to inform and support advocacy and collaboration efforts.**



# Collaborating

**Partnering with member communities to advance shared goals and strengthen collective impact.**

**Priorities:**

- **Build and maintain strategic partnerships** with area associations, other levels of government, and key organizations.
- **Align efforts with partners** to advance shared advocacy and learning priorities.
- **Expand engagement with post-secondary educational institutions and students** to bring new and different resources to our work.



# Learning

**Providing learning opportunities for member representatives and staff in support of our members.**

**Priorities:**

- **Deliver a coordinated, multi-year learning program** aligned with advocacy priorities and member needs and interests.
- **Provide accessible, flexible learning opportunities** through a mix of in-person and virtual formats.
- **Support member capacity-building on core local government topics** (e.g., advocacy, governance, intergovernmental relations).
- **Act as a connector and curator of relevant learning opportunities** from across the sector.



# Advocacy

**Advancing the priorities of our membership through collective action and influence to other levels of government and potential partners.**

## **Priorities:**

- **Establish and implement a clear, annual advocacy priority-setting process** that is informed by member input, convention resolutions, and evaluation of past efforts.
- **Strengthen AVICC's influence with senior governments** through coordinated, strategic, and sustained advocacy efforts.
- **Expand and diversify advocacy tools and approaches** (e.g., petitioning, building relationships, convening, learning) to increase impact.
- **Align organizational resources and structures** (Board, committees, staff/contract support) to effectively deliver advocacy priorities.



# Strengthening AVICC for the Future

**Building the structures, capacity, and governance practices needed to deliver on our priorities, support our members, and continue providing value to members now and into the future.**

## **Priorities:**

### **Outreach & Member Value**

- **Strengthen member engagement and awareness of AVICC's value**, particularly beyond the annual convention.
- **Expand outreach to underrepresented and non-participating members**, including newly elected officials, youth, and First Nations.
- **Enhance AVICC's visibility and presence** within the broader local government community.



# Strengthening AVICC for the Future

(continued)

## **Governance & Capacity**

- **Strengthen governance practices, planning, and Board effectiveness** to support strategic priorities.
- **Ensure sustainable organizational capacity and resources** (financial, staffing, and structural) to deliver on the strategy.
- **Implement key organizational policies and systems** (e.g. reserves, continuity planning, Board development).
- **Continuously assess and evolve AVICC's structure and approach** to remain responsive and effective.



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## STAFF REPORT

**To:** Mayor and Council  
**From:** Jennifer Redshaw, Office Administrator  
**Subject:** **Permissive Tax Exemptions 2027**  
**Meeting date:** June 9, 2026

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### BACKGROUND

In accordance with Policy #300-01, Council is responsible for reviewing applications for permissive tax exemptions on an annual basis. A copy of the Policy, which details the application process, is attached to this report for Council's reference.

Section 224 of the *Community Charter* outlines the authority for permissive tax exemptions. A bylaw under this section must come into force on or before October 31<sup>st</sup> for the exemption to be valid for the following year.

### DISCUSSION

A permissive tax exemption (PTE) enables Council to support community organizations that advance its objectives of enhancing quality of life - economically, socially, culturally – while promoting the efficient delivery of services. In accordance with Council policy, several organizations in the Village of Sayward have historically been granted permissive tax exemptions for various terms, up to a maximum of 10 years.

The PTE for Sayward Futures Society is expiring at the end of 2026, and the remainder are set to expire at the end of 2028. A list of all current PTEs is provided at the end of this report for information purposes. There may be additional organizations/entities within the Village of Sayward without a current exemption that wish to apply for one for the 2027 tax year.

The Property Tax Exemption application process in brief follows:

| Schedule                           | Action  |
|------------------------------------|---|
| Late June 2026                     | Advertise in July Sayward Newsletter that Council will consider property tax exemption (PTE) applications and post notice on the Village's website, public notice places, and social media. |
| August 1, 2026                     | Deadline for PTE applications.  |
| September 8, 2026                  | Staff Report to Council to consider PTE applications.   |
| September 22, and October 13, 2026 | PTE Bylaw, if required, brought to Council.   |
| October 31, 2026                   | Deadline for Staff to advise BC Assessment Authority of any new permissive tax exemptions for 2027.   |

| Legal Description   | Organization                                    | Value of Permissive Exemption (2026)* | Expiry Date of Exemption |
|---|---|---------------------------------------|--------------------------|
| District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I Roll 2741.000             | Sayward Futures Society                         | \$9,957.05                            | Dec 31, 2026             |
| Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100                               | Nature Trust of BC                              | \$2,962.47                            | Dec 31, 2028             |
| Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000                          | Nature Trust of BC                              | \$10,092.48                           | Dec 31, 2028             |
| Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140 | Nature Trust of BC                              | \$24,603.56                           | Dec 31, 2028             |
| Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125   | Nature Trust of BC                              | \$8,134.24                            | Dec 31, 2028             |
| Lot 2, Plan 14387 Sayward District Roll No. 704.022   | Royal Canadian Legion Sayward Valley Branch 147 | \$11,649.03                           | Dec 31, 2028             |
| <b>Total Permissive Tax Exemptions</b>  |   | <b>\$67,398.84</b>                    |                          |

\* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes.

#### NEXT STEPS

Village staff will proceed with posting information about the property tax exemption process as per policy.

Respectfully submitted,




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

*Approved for Council Package*

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

#### Attachments:

- Permissive Tax Exemption Policy #300-01

|   |  |                        |
|---|--|------------------------|
|  | <b>Village of Sayward</b>                              |                        |
|   | <b>Title: Permissive Property Tax Exemption Policy</b> | <b>Policy # 300-01</b> |
|   | <b>Category: Finance</b>                               |                        |

**1.0 PURPOSE**

A permissive tax exemption is a means for Council to support organizations within the community which further Council’s objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council’s objectives.

Division 7 of Part 7 of the *Community Charter* provides for permissive tax exemptions for Land and Improvements owned or held by a variety of not-for-profit organizations providing services which Council considers directly related to the purposes of the organization. It also provides for permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.

**2.0 POLICY**

This policy is intended to provide guidance in the evaluation of applications for exemption from property taxes pursuant to the *Community Charter*. The total amount of revenue to be set aside to finance permissive tax exemptions will be discussed by Council annually during the development of the Financial Plan.

**3.0 DEFINITIONS**

- a. Statutory Property Tax Exemption: non-discretionary exemption from payment of property taxes pursuant to Section 220, Division 6, Part 7 of the *Community Charter*;
- b. Permissive Property Tax Exemption: discretionary exemption from payment of property taxes pursuant to Sections 224-226, Division 7, Part 7 of the *Community Charter* and granted by Council bylaw.

**4.0 PROCEDURES**

**4.1 Process**

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in Sayward News and letters will be mailed to tax exemption recipients designated in the preceding tax year.

Applications must be submitted to the Chief Administrative Officer using the prescribed application form (Appendix “A”) before August 1<sup>st</sup> of each year, to be considered for the following taxation year. The CAO will review the applications for completeness and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copy of Audited Financial Statements or Financial Statements prepared by an accountant for last 3 years,
- Copy of state of title certificate or lease agreement, as applicable,
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation,
- Description of any 3<sup>rd</sup> party use of the subject land/improvements including user group names, fees charged, conditions of use.

The CAO will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to attend Council meeting if necessary.

Staff will draft a Permissive Tax Exemption Bylaw for the year incorporating Council's direction regarding the year's applicants. To apply to taxation in a particular year, the bylaw must be passed on or before October 31<sup>st</sup> of the preceding year.

Appendix "B" provides a template for advertising the Permissive Tax Exemption Bylaw as required by Section 227 of the *Community Charter*.

#### **4.2 Eligibility Criteria**

(a) Subject Property must be one of:

- Land and/or improvements eligible for tax exemption under Division 7 of Part 7 of the *Community Charter*;
- Land and/or improvements ancillary to a statutory exemption under Divisions 6 of Part 7 of the *Community Charter*.

(b) Nature of organization must be:

- Non-profit organization,
- Charitable/philanthropic organization,
- Athletic or Service Club/Associations,
- Care facility/licensed private hospital,
- Partner of the municipality by agreement under s. 225 of the *Community Charter*,
- Other local authority,
- Organization eligible for exemption under s. 220 or 224.

(c) The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- provides recreational facilities for public use,
- provides recreation programs to the public,
- provides programs to and/or facilities used by youth, seniors or other special needs groups,
- preserves heritage important to the community character,
- preserves an environmentally, ecologically significant area of the community,
- offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance,
- offers services to the public in formal partnership with the municipality.

#### **4.3 Duration of Exemption**

Tax exemption bylaws must specify the period to which the exemption applies and any other conditions applicable to the exemption. Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one-year (i.e. for the period of the tax exemption).

#### **4.4 Extent, Conditions, and Penalties**

(a) Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and/or organizations not meeting Council's exemption criteria.

- (b) Council may impose **conditions** on the exempted land/improvements with the applicant organization, including but not limited to:
- registration of a covenant restricting use of the property,
  - an agreement committing the organization to continue a specific service/program,
  - an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time,
  - an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates,
  - an agreement committing the organization to immediately disclose any substantial increase in the organization’s revenue or anticipated revenue (e.g. receives large operating grant from senior government).
- (c) Council may impose **penalties** on an exempted organization for knowing breach of conditions of exemption, including but not limited to:
- revoking exemption with notice,
  - disqualifying any future application for exemption for specific time period,
  - requiring repayment of monies equal to the foregone tax revenue.

**5.0 REFERENCES / POLICY INTEGRATION**

*Community Charter:*

Part 7 – Municipal Revenue:

- Division 6 — Statutory Exemptions:
  - Section 220 General statutory exemptions
  
- Division 7 – Permissive Exemptions:
  - Section 224 General authority for permissive exemptions
  - Section 225 Partnering, heritage, riparian and other special exemption authority
  - Section 226 Revitalization tax exemptions
  - Section 227 Notice of permissive tax exemptions

Government of BC Ministry of Community, Sport and Cultural Development website:

[http://www.cscd.gov.bc.ca/lgd/gov\\_structure/community\\_charter/finance/permissive\\_exemptions.htm](http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/finance/permissive_exemptions.htm)

**6.0 APPROVAL HISTORY**

|                        |                                     |                              |                             |
|------------------------|-------------------------------------|------------------------------|-----------------------------|
| <b>ISSUED BY:</b> CAO  | <b>APPROVED BY:</b> Mayor & Council | <b>RESOLUTION NO:</b>        | <b>DATE:</b> July 2004      |
| <b>REVISED BY:</b> CFO | <b>APPROVED BY:</b> Mayor & Council | <b>RESOLUTION NO:</b> R19/92 | <b>DATE:</b> April 16, 2019 |

Signed by:

|  |                                    |
|--|------------------------------------|
| Mayor: Original signed by “J. MacDonald” | CAO: Original signed by “L. Clark” |
| Date: 19 November 2019                   | Date: 19 November 2019             |

**Appendix "A" – Permissive Tax Exemption Application Form**

**APPLICATION FOR PERMISSIVE TAX EXEMPTION**

1.) Full name or title of organization:

\_\_\_\_\_

2.) Society number/non-profit number, or registered charity number:

\_\_\_\_\_

3.) Mailing address of the organization (including Postal Code):

\_\_\_\_\_

4.) Application contact (name, phone, e-mail address):

\_\_\_\_\_

5.) Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, Director, etc.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Email: \_\_\_\_\_

6.) Property address:

\_\_\_\_\_

7.) Folio number:

\_\_\_\_\_

8.) The lands are registered in the name of:

\_\_\_\_\_

*(In the case of a Society, Corporation, Association, please include a copy of the Certificate of Title)*

9.) The exemption claimed under Section 224 –226 is pursuant to Subsection 1, Clause

( \_\_\_\_\_ ) *(Please supply the relevant clause designation from Section 224-226, see attached)*

10.) The gross floor area of the building: \_\_\_\_\_

11.) **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show dimensions.

12.) What is the principal use of the property?

\_\_\_\_\_  
\_\_\_\_\_

13.) Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, please disclose below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14.) Please provide details of other activities on your property; such as daycare centres, catering and hall rental, thrift/gift shop.

The following information is required for each activity:

- Hours per day and/or days per week of operation
- Fees or charges
- Approximate number of participants/patrons
- Is the activity operated by a church or by an outside organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15.) a.) How is your organization non-profit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b.) How is your organization a complementary extension to Village services and programs?

\_\_\_\_\_

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c.) How is your organization accessible to the public?

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d.) How is your organization used primarily by Sayward residents?

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16.) Other activities which may be pertinent to your application:

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17.) Has there been any change in the status or use of the buildings or property in the last 12 months?

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18.) CHURCHES ONLY complete the following additional questions:

(i) What is the seating capacity of the church?

Permanent: \_\_\_\_\_

Portable: \_\_\_\_\_

(ii) What is the gross floor area of the

Church: \_\_\_\_\_

Hall: \_\_\_\_\_

Other Buildings: \_\_\_\_\_

Total Gross Floor Area: \_\_\_\_\_

- (iii) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall. Yes \_\_\_\_\_ No \_\_\_\_\_

On behalf of \_\_\_\_\_, I/we hereby declare that all the information presented and provided with this application is true and correct.

Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

- 1.) If the property is sold prior to the exemption expiration, the organization will remit to the Village an amount equal to the taxes that would have otherwise been payable to the Village by a non-exempt owner.
- 2.) The property use will be in compliance with applicable municipal policies and bylaws.
- 3.) The organization will publicly acknowledge the permissive tax exemption granted by the Village.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

Authorized Signature: \_\_\_\_\_

NOTE:

1. The personal information on this form is collected for the purpose of an operating program of the Corporation of the Village of Sayward as noted in Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the CAO at 250-282-5512
2. The Application for Permissive Tax Exemption must be received by 1<sup>st</sup> of August in the year prior to the taxation year(s) for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption Bylaw. i.e. An application for a permissive tax exemption for the year 2020 or years 2020 to 20\_\_ must be received by the 1<sup>st</sup> of August of 2019, the year prior to year one of the tax exemption period.
3. Permissive Tax Exemption Applications are to be submitted to: Village of Sayward, Box 29, 652 H'Kusam Way, Sayward, B.C. VOP IRO

## EXCERPT FROM SECTION 4 OF THE *COMMUNITY CHARTER* (ATTACHMENT TO APPLICATION)

### General Statutory Tax Exemptions

#### Section 220

(see full text in the *Community Charter*)

Unless otherwise provided in this Act or the Local Government Act, the following property is exempt from taxation to the extent listed:

- a) land, improvements or both vested in or held by Provincial Government,
- b) land, improvements or both vested in or held by municipality (i) the municipality, or the municipality jointly with another municipality or regional district,
- c) land, improvements or both exempt from municipal taxation by another Act,
- d) land, improvements or both (i) of a public library under the *Library Act*, or vented in or held by a municipality and occupied by a public library under the *Library Act*,
- e) land, improvements or both of an Indian ... except for municipal taxes,
- f) land, improvements or both held in trust (i) by Crown for Indian band and (ii) are not leased or occupied by non-band member,
- g) land actually used an occupied for the internment of the dead and improvements used by cemetery, mausoleum and columbarium (municipal portion only) .....,
- h) a building set apart for public worship owned and used by church (municipal portion only),
- i) a building that was constructed with the assistance of aid granted by the Provincial government after Jan 1, 1947 but before April 1, 1974 owned and used by non-profit society for elderly citizens home (municipal portion only),
- j) a building set apart and used solely as a hospital,
- k) land and improvements for future hospital requirements,
- l) land and improvements owned by private schools,
- m) fruit trees,
- n) farm improvements to a maximum of assessed value of \$50,000,
- o) dwellings, fixtures and machinery used to operate a farm,
- p) improvements used for emergency protection,
- q) sewage treatment plants, manure storage facilities, effluent reservoirs, effluent lagoons, deodorizing equipment, dust and particulate matter eliminating equipment,
- r) floating dry dock if the dry dock has lift capacity of greater than 20000 tonnes.

#### Section 221

(see full text in the *Community Charter*)

Grandparented pollution abatement exemptions

#### Section 221.1

(see full text in the *Community Charter*)

Grandparented dust and particulate matter eliminator exemptions

#### Section 222

(see full text in the *Community Charter*)

Phased farm property tax exemption – for property that has been newly incorporate into a municipality that was prior to incorporation exempt from taxes under the Taxation Rural Area Act. Exempt from taxes for five years on sliding scale that is reduced by 20% per year.

### **Section 223**

(see full text in the *Community Charter*)

Exemptions under regulations (see full text in the *Community Charter*)

Land and Improvements assessment classification 4, 5, or 6

### **Division 7 Permissive Exemptions**

(see full text in the *Community Charter*)

### **Section 224**

(see full text in the *Community Charter*)

A council may by bylaw exempt land and improvements from the municipal portion of taxes, subject to conditions and for a specific period, the following:

- (a) land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation and that Council considers are used for a purpose that is directly related to the purposes of the corporation
- (b) land or improvements that are owned or held by a municipality, regional district or other local authority and that council considers are use for a purpose of the local authority
- (c) land or improvements that council considers would be exempt under section 220 were it not for a secondary use
- (d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a public or local authority and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
- (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a person providing a municipal service under a partnering agreement, an exemption under section 225 would be available, the partnering agreement contemplates a tax exemption and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
- (f) land surrounding a building that is used for a church; a church hall and the land surrounding the hall
- (g) land or improvements used or occupied by a religious organization for public worship or hall
- (h) land surrounding seniors homes, hospitals and private schools
- (i) land or improvements owned or held by athletic or service club, and used as a public park, recreation ground or for public athletic or recreational purposes
- (j) land or improvements owned, held and operated as a private hospital, licensed community care facility, or registered assisted living residence.

### **Section 225**

(see full text in the *Community Charter*)

Authority to exempt eligible partnering, heritage, riparian, cemetery or golf course property for any period. Must have the ability to make agreements with property owners regarding the extent of the exemption and

the conditions under which it may be offered. – maybe required to register a restrictive covenant against the property or repay the exemption under specific conditions

**Section 226**

(see full text in the *Community Charter*)

Revitalization tax exemptions. Must be a designated revitalization area under the OCP with set objectives. The exemptions are limited to an increase in assessed value that are due to new or altered improvement and are for a maximum 5 years.

**Appendix “B” - Example Ad for posting and advertising**



**NOTICE OF TAX EXEMPTION BYLAW NO. XXX, 20XX**

Take notice that the Council of the Village of Sayward intends to adopt Tax Exemption Bylaw No. XXX, 20XX.

The purpose of the Tax Exemption bylaw is to exempt the following properties from taxation:

Lot x, Plan xxxxx, Sayward District, Roll No. xxx.xxx, owned by \_\_\_\_\_

Estimate of the amount of taxes that would be imposed on the properties if they were not exempt:

| Legal description | Civic Address | Name of Organization | Value of Permissive Tax Exemption |      |      |
|-------------------|---------------|----------------------|-----------------------------------|------|------|
|                   |               |                      | 20XX                              | 20XX | 20XX |
|                   |               |                      |                                   |      |      |

Any person who wishes to review a copy of the proposed Tax Exemption Bylaw may do so by coming to the Village Office at 652 H’Kusam Way, Monday to Friday 9:00 am to 4:00 pm, excluding holidays.

Name, CAO  
Village of Sayward  
652 H’Kusam Way  
Sayward, B. C. VOP IRO

This notice is given in accordance with Section 227 of the *Community Charter*.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20XX



**VILLAGE OF SAYWARD**

**BYLAW NO. 520, 2026**

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

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

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

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

**1. CITATION**

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

**2. AMENDMENT**

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

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

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

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

Read a third time on the 26<sup>th</sup> day of May 2026.

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

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

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

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

## Schedule "A"

### Text Amendments

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

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

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

##### **2.5 Housing**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**BYLAW NO. 521**

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**A BYLAW TO AMEND**

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

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

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

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

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

**Amendments**

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

**Citation**

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

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

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

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

**READ A THIRD TIME ON THE 26<sup>th</sup> DAY OF May, 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.”