



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
APRIL 18, 2023 - 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. Introduction of Late Items**

**3. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for April 18, 2023, be approved.

**4. Minutes of Previous Meetings**

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on April 4, 2023, be adopted.

THAT the minutes from the Special Council meeting held on April 12, 2023 be adopted.

**5. Petitions and Delegations**

- a) Aggie Pringle, Oscar Daze – RE: request for support for Oscar Daze 2023 (also see correspondence)

**6. Correspondence**

- a) Oscar Daze Committee – RE: request for support for Oscar Daze 2023
- b) Sayward Futures Society, Ken McRae, Chair – RE: request for support for Canada Day 2023
- c) Letter to Council, Sheila Archer – RE: power outage data
- d) Ministry of Jobs, Economic Development and Innovation, Matthew Scott-Moncrieff, Director – RE: REDIP Grant Application
- e) Island Coastal Economic Trust, Brodie Guy, Chief Executive Officer – RE: Status of Rural Advisory Application

Recommended Resolution:

THAT correspondence a) to e) be received.

**7. Council Reports - None**

**8. Reports of Committees - None**

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

**10. Unfinished Business - None**

**11. Staff Reports**

**a) UBCM Community to Community Forum (C2C) Grant – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receive the UBCM Community to Community Forum (C2C) Grant staff report for information and discussion; and,

THAT Council provide feedback to staff regarding specific discussion topics to engage one or more First Nation about.

**b) Follow-up: Backyard Chickens – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receive the Follow-up: Backyard Chickens staff report for information and discussion; and,

THAT Council provide direction to staff on next steps.

**c) Public Nuisance Bylaw – Lisa Clark, CFO/CO (returned from April 4, 2023 meeting)**

Recommended Resolutions:

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw for the May 2, 2023 Council meeting.

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

**13. Bylaws**

**a) Council Procedure Amendment Bylaw No. 496, 2023**

Recommended Resolution:

THAT Council Procedure Amendment Bylaw No. 496, 2023 be given fourth and final reading.

**b) Reserve Fund Establishment Amendment Bylaw No. 497, 2023**

Recommended Resolution:

THAT Reserve Fund Establishment Amendment Bylaw No. 497, 2023 be given first, second and third reading.

**c) Five Year Financial Plan Bylaw No. 498, 2023**

Recommended Resolution:

THAT Five Year Financial Plan Bylaw No. 498, 2023 be given first, second and third reading.

**d) Fees & Charges Amendment Bylaw No. 499, 2023**

Recommended Resolution:

THAT Fees & Charges Amendment Bylaw No. 499, 2023 be given first, second and third reading.

**14. New Business**

**15. 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."

**16. In Camera - None**

**17. Adjournment**



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
APRIL 4, 2023  
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 Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO  
Lisa Clark, CFO/Corporate Officer  
Jennifer Redshaw, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:00pm

**2. Introduction of Late Items**

- a) CAO Gervais requested that verbal correspondence be added as item 6. f)
- b) CAO Gervais requested that a verbal Staff Report be added as item 11. f)

**3. Approval of Agenda**

**MOTION R23/75**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for April 4, 2023, be approved as amended.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R23/76**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on March 21, 2023, be adopted.

THAT the minutes from the Special Council meeting held on March 28, 2023, be adopted.

**CARRIED**

**5. Petitions and Delegation - None**

**6. Correspondence**

- a) Letter from UBCM – RE: Strategic Priorities Fund Application
- b) Letter from UBCM President Jen Ford – RE: Municipal Land for Housing
- c) Letter from UBCM President Jen Ford – RE: UBCM Membership
- d) Sayward RCMP Detachment RE: Policing Report for Oct 01, 2022 to December 31, 2022
- e) Webform Submission from MADD Canada – RE: Boating Awareness Signs
- f) Verbal – potential BC Assessment delegation for April 18th

**MOTION R23/77**

**MOVED AND SECONDED**

THAT correspondence a) and d) be received.

**CARRIED**

**MOTION R23/78**

**MOVED AND SECONDED**

THAT correspondence b) be received; and,

THAT staff prepare a report regarding potential municipal land for housing for the May 2, 2023 regular Council meeting.

**CARRIED**

**MOTION R23/79**

**MOVED AND SECONDED**

THAT correspondence c) be received; and,

THAT the Village renews their UBCM membership for 2023.

**CARRIED**

**MOTION R23/80**

**MOVED AND SECONDED**

THAT correspondence e) be received; and,

THAT staff be directed to coordinate boat safety signage through MADD Canada.

**CARRIED**

**MOTION R23/81**

**MOVED AND SECONDED**

THAT verbal correspondence f) be received; and,

THAT staff be directed to coordinate a presentation to Council from BC Assessment.

**CARRIED**

**7. Council Reports**

- a) Councillor Burchett – RE: Display of First Nations Art in Council Chambers

**MOTION R23/82  
MOVED AND SECONDED**

THAT Council receives the Councillor Report – Display of First Nations Art in Council Chambers for information and discussion.

**CARRIED**

**MOTION R23/83  
MOVED AND SECONDED**

THAT staff be directed to investigate options for displaying the blanket in the Village of Sayward Chambers along with the other 2 donated art pieces that are already framed.

**CARRIED**

**8. Reports of Committees - None**

**9. Mayor's Report**

- a) Verbal report – RE: Sayward RCMP

**MOTION R23/84  
MOVED AND SECONDED**

THAT Council receive the Mayor's verbal report.

**CARRIED**

**10. Unfinished Business - None**

**11. Staff Reports**

- a) **WorksafeBC Inspection – Sayward Volunteer Fire Department Hall #1 – Keir Gervais, CAO**

**MOTION R23/85  
MOVED AND SECONDED**

THAT Council receive the WorksafeBC Inspection - Sayward Fire Hall #1 staff report for information.

**CARRIED**

- b) **John MacDonald Memorial Plaque Location – Keir Gervais, CAO**

**MOTION R23/86  
MOVED AND SECONDED**

THAT Council receive the John MacDonald Memorial Plaque staff report for information and discussion.

**CARRIED**

- c) **Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw – Lisa Clark, CFO/CO**

**MOTION R23/87  
MOVED AND SECONDED**

THAT Council receive the Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw staff report for information and discussion.

**CARRIED**

**MOTION R23/88  
MOVED AND SECONDED**

THAT Staff be directed to return the amendment bylaw to the April 18, 2023 Council meeting for first, second and third reading.

**CARRIED**

**d) Public Nuisance Bylaw – Lisa Clark, CFO/CO**

**MOTION R23/89  
MOVED AND SECONDED**

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

**CARRIED**

**MOTION R23/90  
MOVED AND SECONDED**

THAT Council direct staff to return this item to the April 18, 2023 Council meeting for further discussion.

**CARRIED**

**e) Financial Plan 2023-2027 – Lisa Clark, CFO/CO**

**MOTION R23/91  
MOVED AND SECONDED**

THAT Council receive the Financial Plan 2023-2027 staff report for information and discussion.

**CARRIED**

**MOTION R23/92  
MOVED AND SECONDED**

THAT the 2023-2027 Financial Plan be approved; and,

THAT staff be directed to prepare the required bylaws related to the 2023-2027 Financial Plan for the April 18, 2023 regular meeting of Council.

**CARRIED**

**MOTION R23/93  
MOVED AND SECONDED**

THAT staff be directed to implement Option/Scenario 2 as outlined in the staff report for 2023 tax ratios.

**CARRIED**

- f) Verbal report – Keir Gervais, CAO –** The CAO provided a verbal report regarding the campground project to inform Council that both the Rural Economic Diversification and Infrastructure Program (REDIP) and BC Destination Development Fund grant applications were not approved, and that the Island Coastal Economic Trust application was partially approved.

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

- a) **Kelsey Recreation Centre Report March 2023 – Michelle Davis, Recreation Manager**

**MOTION R23/94**

**MOVED AND SECONDED**

THAT Council receive the Kelsey Recreation Centre March 2023 staff report for information and discussion.

**CARRIED**

**13. Bylaws**

- a) **Council Procedure Amendment Bylaw No. 496, 2023**

**MOTION R23/95**

**MOVED AND SECONDED**

THAT Council Procedure Amendment Bylaw No. 496, 2023 be given first, second and third reading.

**Opposed Cllr Poulsen**

**CARRIED**

**14. New Business - None**

**15. Public Question Period**

A member of the public asked if staff had researched other communities when they were writing the Public Nuisance staff report. Council confirmed with staff that they had.

**16. In Camera**

**MOTION R23/96**

**MOVED AND SECONDED**

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

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

**CARRIED**

**17. Adjournment**

**The meeting was adjourned at 10:02 PM**

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**Mayor**

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**Corporate Officer**





**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
APRIL 12, 2023  
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 Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO  
Lisa Clark, CFO/Corporate Officer

**1. Call to Order**

Meeting was called to order at 6:08pm

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

**3. Approval of Agenda**

**MOTION S23/3**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for April 12, 2023, be approved.

**CARRIED**

**4. Minutes of Previous Meetings - None**

**5. Petitions and Delegation - None**

**6. Correspondence - None**

**7. Council Reports - None**

**8. Reports of Committees - None**

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

**10. Unfinished Business - None**

**11. Staff Reports - None**

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

**13. Bylaws - None**

**14. New Business - None**

**15. Public Question Period - None**

**16. In Camera**

**MOTION S23/4**

**MOVED AND SECONDED**

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

- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

**CARRIED**

**17. Adjournment**

**The meeting was adjourned at 9:23 PM**

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**Mayor**

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**Corporate Officer**

April 13, 2023

Dear Mayor and Council;

With the exception of a few breaks, the Oscar Daze Slo-Pitch Tournament has over a 50-year history in Sayward. The vast majority of current Sayward residents have been involved in it, in one way or another.

This year's tournament will take place August 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, and will be a fund raiser for the Sayward Clinic, Wounded Warrior Run BC [partners of the Sayward Volunteer Fire Department] and Sayward Secret Santa.

We respectfully request permission to use the village ball fields at H'kusam Park, the Kelsey Centre shower facilities, and the village campground for the duration of the tournament. The hours of operation for the showers to be determined with the Kelsey Centre staff. Traditionally, there has been a dance held at the Kelsey Centre on the Saturday evening. The Oscar Daze committee will not be presenting a dance this year, but another community group may approach council to request building use for this purpose.

We further request that a variance in the noise bylaws be made on the evening of the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>, to accommodate the presence and jubilation of several hundred participants in the village area. The hours of the variance to be decided between the Oscar Daze Committee, the RCMP, and council. In previous years, we have determined that it is far safer to keep any festivities in the village, rather than spreading out around the area. A prior notification will go out to the village residents. We also request a reduced fee for camping in the village campground.

The committee looks forward to discussing these issues at the upcoming council meeting.

Sincerely,

Aggie Pringle

Barb Hubbard

Ann Vansnick

Grant Hubbard

Marina Williams



# SAYWARD FUTURES SOCIETY

## *Our Community, Our Future*

Sayward Futures Society  
16 Sayward Road  
Box 143  
Sayward, BC  
V0P 1R0



April 12, 2023

**RE: Canada Day Celebrations 2023**

Dear Mayor & Council,

As in years past, Sayward Futures Society is very excited to be planning and organizing the 2023 Canada Day Celebrations!

We would like to respectfully ask the Village of Sayward for their monetary support in the amount of \$1,500 to offset some of the costs incurred by the hosting of the Canada Day Celebrations as well as the following donations in-kind:

- All-day use of H'Kusam Park including the Gazebo on June 30<sup>th</sup> for set-up and July 1<sup>st</sup> for the celebration festivities.
- Power from the Public Works yard, with several long extension cords for the Bouncy Castle and the Live entertainment.
- The use of several tables, chairs, garbage cans with plastic liners, coffee carafes, BBQ utensils, bowls, pots and pans, if necessary, from the Kelsey Centre.
- Assistance on June 30<sup>th</sup>, from Public Works to deliver and set-up the BBQ's, tables, chairs, tents, and extra garbage cans with plastic liners, to H'Kusam Park and other areas as needed to accommodate Grieg Seafood, other vendors, and volunteers during the BBQ.
- Assistance on July 1<sup>st</sup> after the event, to dismantle and return all items to Kelsey Centre and AI's Room at the Kelsey Bay Wharf.
- Use of the Kelsey Centre's hand washing station.
- We request permission to barricade the north and south ends of Kelsey Way in order to control traffic flow during the afternoon festivities, to ensure safety for all involved.
- And — in the event of inclement weather — use of the Kelsey Centre gym, kitchen, and washroom facilities — to accommodate the celebration.

We are very grateful for the Village of Sayward's support and collaboration in creating a wonderful day of celebration overflowing with fun, excitement, and enjoyment for everyone! Thank you!

Sincerely,

Ken McRae  
Chair ~ Sayward Futures Society

April 4<sup>th</sup>, 2023

Village of Sayward  
PO Box 29  
Sayward, BC  
VOP 1R0

Dear Mayor & Members of Council:

On February 27<sup>th</sup>, I filed a Freedom of Information request with BC Hydro, asking for records of all power outages occurring in the Village of Sayward from June 15<sup>th</sup>, 2019 (the day we moved to Sayward) to February 27<sup>th</sup>, 2023.

I have performed a simple analysis on the data I received, and today am forwarding a copy of that raw data to the village's CAO so that he can check for himself, assuming he has not already acquired the same data as part of the report that staff has been preparing for you. Below is a summary table of my findings:

<b>YEAR</b>	<b>Total Outages</b>	<b>Outages Occurring Overnight</b>	<b>Time Frame</b>
2019	14	5	June 15th to December 31st
2020	21	12	12 months
2021	48	23	12 months
2022	45	17	12 months
2023	9	4	January & February only

In the three years for which there are 12 months of data, the average number of outages in a year for Sayward was 38, and the average number of overnight outages was 17, where overnight is defined as happening between the hours of 8 pm and 7 am.

Months with the highest number of overnight outages are November through March. This results in several months where there is at least one overnight outage a week for extended periods of time – for example, in February of 2023, there were four overnight outages over a span of 24 days.

I hope this information on the frequency and duration of outages will be helpful to your discussions pertaining to the noise created by the operation of generators in the village between 8 pm and 7 am.

Sincerely,

Sheila Archer



March 31, 2023

Reference #: 2022110319

The Village of Sayward

Dear Lisa Clark:

**Re: Rural Economic Diversification and Infrastructure Program  
Project #2022110319 - Sayward Valley Campground and First Nations Visitors Centre**

Thank you for your application for funding under the Rural Economic Diversification and Infrastructure Program (REDIP). We would like to advise that, after careful consideration, the above-noted project was not selected for funding.

REDIP received a large number of applications during the intake period and unfortunately the total funding requested significantly exceeded the Program's available funds. As a result, the Program was not able to provide funding to your project at this time.

This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. We know that a lot of effort goes into developing a proposed project and we appreciate the time you took to prepare your application.

Rural Policy and Programs staff are available to review your application and provide further details regarding the funding decision. If you would like to book a virtual follow up meeting please contact the Program Office by phone at 250-356-7950 or by email at [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca).

Upcoming intake periods for REDIP will be announced via the Program website at <http://www.gov.bc.ca/REDIP>, and we encourage you to consider submitting an application in the future. You can subscribe for email updates of the program on the REDIP website.

Please note that JEDI Regional Economic Operations staff are also available to offer support for economic development in your community. The Regional Manager for your area is Bridget Horel and their contact information is 250-850-1770, [bridget.horel@gov.bc.ca](mailto:bridget.horel@gov.bc.ca).

Thank you for your interest in REDIP.

Best regards,

Matthew Scott-Moncrieff, Director  
Rural Policy and Programs Branch  
Ministry of Jobs, Economic Development and Innovation



Building a sustainable and resilient coastal economy

April 4, 2023

Keir Gervais  
Chief Administrative Officer  
Village of Sayward  
652 H'Kusam Way, PO Box 29  
Sayward, BC, V0R 1R0

Sent via email: [cao@saywardvalley.ca](mailto:cao@saywardvalley.ca)

RE: **Status of Rural Advisory Application**

Dear Keir Gervais,

We are pleased to advise you that your application to the Rural Advisory Program has been approved for \$70,000, to be allocated towards the hiring of an Economic Development Coordinator for a period of 52 weeks subject to the following terms and conditions:

- The funding contribution may only be applied to eligible costs, as detailed in the funding proposal and workplan submitted March 17, 2023. Any changes to the workplan or activities, must be approved by the Trust prior to the project start date.
- Recruitment must be completed no later than June 30, 2023. The resume and completed employment declaration form for the successful candidate must be provided prior to the project start date.
- A funding agreement detailing the payment schedule, reporting requirements and timelines and other recipient obligations will be sent once the recruitment process has been completed and a candidate has been hired or contracted.

Island Coastal Economic Trust's board and staff are honoured and excited to be able to support this important work. The Trust gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Jobs, Economic Development and Innovation.

Should you require additional information, please contact Hilary Muth, Special and Rural Projects Coordinator at 250-871-7797 or [hilary@islandcoastaltrust.ca](mailto:hilary@islandcoastaltrust.ca).

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Brodie Guy', is written over a faint blue circular stamp or watermark.

Brodie Guy  
Chief Executive Officer  
Island Coastal Economic Trust



## STAFF REPORT

For: Mayor and Council  
Prepared by: Keir Gervais, CAO  
Subject: **UBCM Community to Community Forum (C2C) Grant**  
Meeting date: April 18, 2023

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### BACKGROUND

UBCM provides First Nations and local governments an opportunity to apply for funding to host a Community to Community Forum (C2C) that brings together elected officials and senior staff from both governments. The goal of the C2C program is increased understanding and improved overall relations between First Nations and local governments. Starting in 2023/24, the C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to Appendix 1.
2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

In 2021 the Village of Sayward and K'omoks First Nation met through the C2C program and discussed the Village's OCP and initiatives and strategies the Village could pursue to demonstrate its commitment to reconciliation. The final report about that C2C Forum is attached for reference.

### DISCUSSION

Funding permitting, all local governments (municipalities, regional districts or the Islands Trust) and all First Nations (Treaty First Nation, Band, Tribal Council or National Government) in BC are eligible to apply. Eligible applicants can submit one application per intake.

The C2C program can contribute a maximum of 100% of the cost of eligible activities to a maximum of:

- C2C forums: \$10,000
- C2C agreements and joint review of bylaws/policies: \$10,000



The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, two calls for applications are planned for 2023/24. Applicants will be notified of the status of their application within 60 days of the following application deadlines: May 5, 2023 and September 1, 2023.

If Council would like to use the C2C program as it is intended, staff would like to hear from Council about specific topics you would like to discuss with one or more First Nation. Subsequently, it is recommended staff be directed to begin corresponding with said First Nation(s) around a mutually agreeable program agenda that will serve as the foundation for a September 1, 2023 grant application.

### **RECOMMENDATIONS**

THAT Council receive the UBCM Community to Community Forum (C2C) Grant staff report for information and discussion; and,

THAT Council provide feedback to staff regarding specific discussion topics to engage one or more First Nation about.

Respectfully prepared,



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Keir Gervais, CAO

#### Attachments:

- ***Regional Community to Community Program 2023/24 Pilot Program & Application Guide***
- ***2021 Village of Sayward C2C Final Report to UBCM***

# Regional Community to Community Program

## 2023/24 Pilot Program & Application Guide

### 1. Introduction

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In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. There was consensus among the participants that regional C2C Forums should be supported.

Since then, the provincial Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, nearly 700 C2C Forums have been held in communities across the province.

With both BC and Canada adopting the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada releasing its Executive Summary of findings and 94 Calls to Action in 2015, the C2C program has taken on ever greater importance as First Nations and local governments use the grant to focus their increased efforts for reconciliation.

#### Regional C2C Grant Program

The goal of a Regional C2C program is increased understanding and improved overall relations between First Nations and local governments. Starting in 2023/24, the C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to Appendix 1.
2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

Table 1 provides examples of C2C forum and/or agreements.

To be eligible for funding, C2C activities must work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff
- Supporting local reconciliation efforts, UNDRIP, and shared capacity building
- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery, including recovery from the impacts of climate change and the COVID-19 pandemic.



**Table 1: C2C Forum and/or Agreement Topics**

<p><b>Reconciliation &amp; Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Shared understanding of collective history</li> <li>• Reconciliation Action Plans</li> <li>• Joint cultural safety and cultural humility training</li> <li>• UNDRIP, TRC Calls to Action, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations</li> </ul>	<p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Planning for coordinated and shared: <ul style="list-style-type: none"> <li>○ Risk mitigation</li> <li>○ Emergency response</li> <li>○ Recovery efforts</li> </ul> </li> <li>• Joint training to support partnerships with Indigenous communities during times of emergency.</li> <li>• COVID-19 response</li> </ul>	<p><b>Service Delivery &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Service inventories and cost/benefit analysis</li> <li>• Service agreements</li> <li>• Service dispute resolution</li> <li>• Joint land use, sustainability or other plans or policies</li> <li>• Agreements for archaeological or culturally significant sites</li> </ul>
<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>• Agreements for improving regional and local economies</li> <li>• Joint interests/initiatives</li> <li>• Community economic development plans</li> <li>• COVID-19 recovery</li> </ul>	<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Age- and accessibility-friendly assessments</li> <li>• Joint youth engagement plans or projects</li> <li>• Agreements for climate action</li> </ul>	<p><b>Infrastructure Planning</b></p> <ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Needs assessments</li> <li>• Joint development of infrastructure</li> </ul>

## 2. Eligible Applicants

Funding permitting, all local governments (municipalities, regional districts or the Islands Trust) and all First Nations (Treaty First Nation, Band, Tribal Council or National Government) in BC are eligible to apply.

Eligible applicants can submit one application per intake.

## 3. Grant Maximum

The C2C program can contribute a maximum of 100% of the cost of eligible activities to a maximum of:

- C2C forums: \$10,000
- C2C agreements and joint review of bylaws/policies: \$10,000

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the C2C program.

## 4. Eligible Activities

In order to qualify for funding:

- Activities must be completed within one year from the date of grant approval
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the activities must be confirmed and provided in writing to UBCM.

- Activities must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to each other.

## 5. Requirements for Funding

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As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments, both locally and regionally, can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

## 6. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the UBCM, properly and reasonably incurred, and paid by the applicant to carry out eligible activities.

Eligible costs can only be incurred from the date of application submission until the final report is submitted. Under the C2C program, eligible activities must be cost-effective and may include:

### Forums

- Event organization (e.g. invitations, agendas, event planning, etc.)
- Event costs:
  - Meals, snacks, and non-alcoholic beverages
  - Venue/virtual rentals, including any required audio-visual equipment rentals
  - Facilitation services and/or guest speakers
  - Preparation of materials required for the forum, including printing costs
  - Expenses related to joint visits to participant’s facilities, lands or buildings provided the visits occur as part of the forum
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel
- Completion of event minutes, reports, etc. including printing costs

## **Agreements and Bylaws**

- Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building
- Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation
- Legal fees for review of agreements, joint plans and strategies and/or review of bylaw or policy recommendations
- Data acquisition (as required for agreements, joint plans, etc.)
- Design and/or graphics for agreements, joint plans or strategies

## **Other Eligible Expenditures**

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Public information costs
- Consultant costs, including facilitation
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Please note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates
- Expenses related to local cultural protocols (e.g. gifts, ceremonies and/or cultural performances such as dancing or drumming). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials
- Presentation to Council, Board, Band Council, or Treaty First Nation government, community organizations, etc.

## **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by UBCM is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting, security, software or service subscriptions, or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Alcohol
- Travel within communities
- Purchase of software or hardware

## **7. Application Requirements & Process**

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### **Application Deadline**

- The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, two calls for applications are planned for 2023/24.

Applicants will be notified of the status of their application within 60 days of the following application deadlines:

- May 5, 2023
- September 1, 2023

### **Required Application Contents**

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form and all required attachments.
- Detailed budget(s) including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding. Refer to Appendix 1 for a sample budget for C2C Forums.
- Confirmation of partners. Written confirmations can be submitted after the application, but are needed in order for grant approval.
- Council, Board or Band Council resolution indicating support for the current proposed activities and willingness to provide overall grant management.

### **Submission of Applications**

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

### **Review of Applications**

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

UBCM and the First Nations Summit will then review all complete applications. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and  
First Nations Summit

## **8. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 60 days to review.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation resolution;
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## **9. Final Report Requirements & Process**

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Applicants are required to submit an electronic copy of the complete final report within 30 days of project completion, including the following:

- Completed Final Report Form with all required attachments.
- Financial summary. See below for more information.
- For forums only: Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets.
- For agreements only: copy of the completed agreement, joint plan or strategy and/or bylaw or policy recommendations. Please contact UBCM with any confidentiality or sensitivity issues related to submitting the agreement or plan. Otherwise all deliverables completed with grant funding will be shared with the Province of BC.
- Optional:
  - Final agenda, session summaries or minutes and other documents/presentations
  - Photos, media releases and press coverage and other public communications
  - Any other relevant background information (e.g. planning process, context, goals)

### **Submission of Final Reports**

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

## 10. Additional Information

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For information on the C2C Forum program, please contact:

Local Government Program Services  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

Tel: (250) 387-4470  
Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

First Nations Summit  
#1200 - 100 Park Royal South  
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903  
Email: [cbraker@fns.bc.ca](mailto:cbraker@fns.bc.ca)



## Appendix 1 – Additional Information for C2C Forums

### Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics. The following resources may also be helpful:

- [2019 Guide to Community to Community Forums in British Columbia](#)
- [2008-2018 Regional Community to Community Forum Status Report](#)
- [First Nations Health Authority Policy Statement on Cultural Safety and Humility](#)
- [Truth and Reconciliation Commission of Canada: Calls to Action](#)
- [Declaration on the Rights of Indigenous Peoples Act](#)
- [UBCM Reconciliation Resources](#)
- [Provincial Resources: Local government and First Nations relations](#)

### Length and Format

Event length and format are up to the applicant and attendees. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an “ice-breaker” event, such as an introductory dinner or reception, may be useful.

Taking the forum out into the community can be a valuable way to learn about an area’s shared history. This could include a tour of traditional territories or joint visits to participant’s facilities, lands, buildings or infrastructure.

The C2C program can also support virtual events, however, the purchase of software or licenses are not eligible expenses.

**Table 2: Sample Event Budget**

Budgeted Expenditures	Proposed Cost
Event organization	\$350
Meals, snacks and beverages (include # of people)	\$450
Venue/virtual rental costs	\$300
Facilitation services/guest speakers	\$1,450
Forum materials	\$250
Joint visits to participant’s facilities, lands or buildings	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400
Honoraria (include description)	\$200
Transportation (include # of km)	\$25
Event minutes or reports	\$250
Contingency	\$175
<b>TOTAL FUNDING REQUEST</b>	<b>\$4,325</b>

## Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning, convening and reporting on the forum.

Facilitators can also be very useful in helping communities talk about difficult issues, such as the history and legacy of residential schools or inter-generational trauma. In such events, hiring a facilitator with specific expertise in creating culturally safe spaces and dialogue may be of immense value.

## Information on Event Budgets

An itemized budget for each planned event must be submitted with the application. Please submit the event budget(s) in the same format as outlined in Table 2.

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

## Information on the Financial Summary

An itemized financial summary for each completed event must be submitted with the final report. Please submit the financial summary(ies) in the same format as outlined in Table 3.

**Table 3: Sample Financial Summary**

<b>Actual Expenditures</b>	Budgeted	Actual
Event organization	\$350	\$325
Meals, snacks and beverages (include # of people)	\$450	\$430
Venue/virtual rental costs	\$300	\$175
Facilitation services/guest speakers	\$1,450	\$1,450
Forum materials	\$250	\$0
Joint visits to participant's facilities, lands or buildings	\$475	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400	\$400
Honoraria (include description)	\$200	\$200
Transportation (include # of km)	\$25	\$37
Event minutes or reports	\$250	\$135
Contingency	\$175	
<b>TOTAL</b>	<b>\$4,325</b>	<b>\$3,627</b>

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

## Regional Community to Community Forum Program 2021/22 Final Report Form

Please complete and return this form within 30 days of completing your C2C event(s) and no later than April 30, 2022. All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or 250 356-5193.

<b>SECTION 1: Applicant Information</b>	<b>AP-</b> <i>(for administrative use only)</i>
Name of Local Government or First Nation: Village of Sayward	<u>Complete</u> Mailing Address: 652 H'Kusam Way, Sayward, BC, V0P 1R0
Contact Person*: Lisa Clark	Position: CFO
Phone: 250 282 5512	E-mail: <a href="mailto:cfo@saywardvalley.ca">cfo@saywardvalley.ca</a>

\* Contact person must be an authorized representative of the applicant

<b>SECTION 2: EVENT INFORMATION</b>
<p><b>1. Date(s) of completed event(s)</b> November 16, 2021</p>
<p><b>2. Participants.</b> Please attach a complete attendance list including name, title and organization of each participant. <u>Do not submit sign in sheets.</u></p>
<p><b>3. Description of completed event(s).</b> Please provide a description of the completed C2C event(s), including format, topics, speakers, etc. If more than one event was held, please include a description of each event.</p> <p>The event included a virtual forum with the agenda as attached. The purpose of the meeting was for the Village of Sayward to formally consult the K'omoks First Nation on their views on the newly drafted Village Official Community Plan. The event included a three hour meeting where a number of important elements and principles of the official community plan were discussed. A second topic included an overview of the initiatives and strategies that the village could pursue to demonstrate their commitment to reconciliation.</p>

**4. C2C program objectives.** The objectives of the Regional C2C Forum program are identified in Section 1 of the Program & Application Guide. Please provide an assessment of how the objectives were met and, if possible, provide specific examples.

The meeting allowed for an authentic and useful conversation about planning and land related matters in the Village of Sayward, in general, the plans and constraints facing the Village as pertaining to future growth and development. The parties discussed how having a better understanding of their respective interests could assist both parties in building a better and more trusting relationship. The Village was interested in learning more about the priorities and objectives of the K'omoks First Nation as well in order to seek opportunities to work together.

**5. Outcomes and deliverables.** Please describe the specific outcomes and deliverables that were advanced at the C2C event(s):

- Relationship building, reconciliation and/or joint cultural safety and cultural humility training. Please describe: Having a better understanding of each parties' needs is expected to generate better opportunities to work together.
- Coordinated emergency preparation, mitigation, response and recovery, including COVID-19 response and recovery. Please describe:
- Protocol Agreement (e.g. communications, dispute resolution, planning and development approval processes). Please describe:
- Service Agreement (e.g. water, sewer, solid waste disposal or fire protection). Please describe:
- Memorandum of Understanding (e.g. protection of archaeological or environmental resources). Please describe:
- Joint project or plan (e.g. COVID-19 recovery, economic development, cultural initiative, youth engagement). Please describe:
- Other: The review of the Official Community Plan has provided for a number of ideas to better provide for future opportunities to work together.

**6. Future action or next steps.** Please describe any activities or possible next steps following the C2C event(s) that will help to advance these specific deliverables.

Staff plan a follow up consultation to add closure to the items that have been addressed through the meetings.

**7. Sharing lessons learned.** In order to help other local governments and First Nations learn from your experience are you willing to:

- Share your experience in UBCM's Compass?
- Present the results of your C2C event at a UBCM or First Nations Summit event?
- Share this final report with others interested in local government/First Nation relations?

**8. Additional information.** Please share any other information you think may help support your submission.

One unanticipated outcome of the meeting was that it became immediately evident that the K'omoks First Nation had expected the Village to be prepared to offer strategies toward reconciliation, whereas the Village had expected to hear more about reconciliation strategies from the K'omoks First Nation. There was a certain amount of angst associated with the emergence of these differing expectations; however, the parties were able to agree that much more work needed to be done, and that the Village could report back on this through some future formal or informal consultation.

### **SECTION 3: Required Attachments**

Please submit the following with your final report:

- Financial summary. Refer to Section 8 of the Program & Application Guide for requirements.
- Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets.
- Optional:
  - Final agenda, session summaries or minutes and other documents/presentations
  - Photos, media releases and press coverage and other public communications
  - Any other relevant background information (e.g. planning process, context, goals)

### **SECTION 4: Certification of Costs (to be signed by Chief Financial Officer)**

I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.

In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared.

Please note all final report materials will be shared with the Province.

Name: Lisa Clark

Title: CFO

Signature:



Date: 25 January 2022

**VILLAGE OF SAYWARD**  
**COMMUNITY TO COMMUNITY FINAL REPORTING**  
**November 16, 2021 Community to Community Forum**  
**List of Attendees**

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**Village of Sayward Attendees:**

Mayor Mark Baker

Deputy Mayor Tim Tinsley

Councillor Wes Cragg

Councillor Sue Poulsen

Ann MacDonald, Chief Administrative Officer

Lisa Clark, Chief Financial Officer

Sydney Rankmore, Planner, Urban Systems.

Regrets: Councillor Norm Kirschner

**K'omoks First Nation Attendees:**

Councillor Charlene Everson

Councillor Richard Hardy

Councillor Katherine Frank

Todd Boychuk, Director of Intergovernmental Affairs

Emily Shopland, Assistant Band Administrator

Dr. Jesse Morin

Donna Mitchell

**Village of Sayward  
C2C Grant**

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
Event organization	\$ 350	
Meal, Snacks, and Beverages for 18 people	\$ 650	\$ 397
Facilitator Costs	\$ 2,000	\$ 250
Guest Speaker Costs	\$ 500	\$ 492
Forum Materials	\$ 250	\$ 427
Transportation (Sayward to Comox)	\$ 100	
Eligible Honoraria for Elders	\$ 200	\$ 100
Event munities, follow up report	\$ 250	
Contingency	\$ 200	
<b>Total</b>	<b>\$ 4,500</b>	<b>\$ 1,666</b>





## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** Follow-up: Backyard Chickens  
**Meeting date** April 18, 2023

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### BACKGROUND

At the Council meeting held on November 15, 2022, Council received a staff report – *Backyard Chickens* and passed the following resolution:

**MOTION R22/198  
MOVED AND SECONDED**

THAT Council receive the Backyard Chickens staff report for information and discussion; and,  
THAT Council table this report to the 2023 strategic planning session.

**Opposed Cllr Burchett CARRIED**

### DISCUSSION

This subject was not discussed during the transition period with the then Acting CAO and current CAO. Subsequently, it was not included in the strategic planning agenda.

On April 5, 2023 staff received a phone call from a Village of Sayward resident who previously submitted a petition asking for chickens to be permitted in Sayward and who is looking for an update on the subject. Considering these facts, staff is seeking direction from Council about how staff should proceed.

### STAFF RECOMMENDATIONS

THAT Council receive the Follow-up: Backyard Chickens staff report for information and discussion; and,

THAT Council provide direction to staff on next steps.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- ***November 15, 2023 Staff Report – Backyard Chickens***
- ***Thinking of keeping backyard chickens? BC SPCA Views on Urban Chickens***
- ***WildSafeBC's position paper on urban chickens***



## STAFF REPORT

**For:** Mayor and Council  
**From:** Lisa Clark, Corporate Officer  
**Subject:** **Backyard Chickens**  
**Meeting date:** November 15, 2022

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### BACKGROUND

Staff have been asked by Council to provide information on the keeping of backyard chickens within the Village of Sayward municipal boundaries. The following resolutions were made in 2022 related to this topic:

#### **MOTION R22/98**

##### **MOVED AND SECONDED**

THAT Correspondence a) through d) be received by Council; and,  
THAT Correspondence item a) be pulled at the request of Councillor Tinsley for discussion;  
and,  
THAT Staff continue to seek grant activities for access projects and recognize Access Awareness Day for 2023;  
THAT Correspondence item c) be pulled at the request of Mayor Baker for discussion; and,  
**THAT Council direct staff to investigate bylaw amendments allowing the keeping of chickens with parameters in place that restrict roosters, sales of eggs, location of coops and have clear provisions for inspections and enforcement and present to Council for review and discussion;**  
THAT Correspondence item d) be pulled at the request of Councillor Poulsen for discussion;  
and,  
THAT the Village of Sayward renew its membership with BC Truck Loggers Association.

**CARRIED**

#### **MOTION R22/158**

##### **MOVED AND SECONDED**

THAT staff be directed to prepare a report regarding backyard chickens in the Village for the November 15, 2022 council meeting.

**CARRIED**

### DISCUSSION

At the September 20, 2022 council meeting, a letter written on behalf of several residents regarding the possessing of backyard hens was included in correspondence for Council's review. The letter suggested that backyard hens may assist with food security in the midst of supply chain issues in our ever-changing world.

The keeping of backyard hens is becoming more and more common in municipalities and Council should consider the benefits of backyard hens such as:

- the provision of a healthy and inexpensive food source
- hens can eat table scraps which can potentially reduce residential solid waste
- waste produced by hens can be composted and used in flower and vegetable gardens

However, there are also risks and concerns that Council should consider such as:

- wildlife conflicts – the Village of Sayward is surrounded by forest and backyard hens can become an attractant to large predators such as cougars, bears, and wolves. Raccoons, mink, martens, birds of prey, and mice and rats can also be attracted to the smells associated with chickens
- Animal husbandry – chickens require care by an owner who will provide a dry, draft free shelter, clean water, and appropriate feed. Chickens are susceptible to a number of parasites and providing a dust bath is appropriate. If chickens become ill, owners need to be able to access veterinary care which can be difficult to access for people living in Sayward
- Waste material produced by chickens is high in nitrogen which releases ammonia gases as it breaks down. This can have a very distinct and unpleasant aroma if not composted or disposed of appropriately.

If Council chooses to go forward with allowing the keeping of backyard chickens Council should consider the adoption of a bylaw (or amendments to current bylaws) that set out standards by which birds can be kept. Consideration must be given to adequate care by potential owners, the risk of attraction and attacks from wildlife or roaming domesticated dogs or cats, and the lack of veterinarian services in the Sayward area. Staff have attached 2 documents for Council's review, "*Thinking of keeping backyard chickens?*" (BCSPCA February 2022) and "*WildSafeBC position paper on the raising of urban livestock*".

Staff have reviewed several Village bylaws and have determined several amendments are needed if Council chooses to move forward with allowing backyard chickens in the Village.

***Zoning Bylaw (Public Hearing possibly required depending on amendments):***

The current zoning bylaw states that the keeping of livestock is currently prohibited in all zones:

**301 Uses Permitted In All Zones**

1) In addition to the uses specifically permitted in particular zones, the following uses are permitted in all zones:

- a) Utility use;
- b) Park Use;
- c) Ecological reserves;
- d) Fish hatcheries;
- e) Agricultural use **excluding the keeping of livestock**;
- f) Low impact recreation.

“Livestock” however has not been defined in the zoning bylaw, so it is unclear whether the intent was to prohibit larger animals such as pigs, sheep and cows for example, or to prohibit the keeping of all farm animals. If Council wishes to proceed with allowing backyard hens in the Village, Staff recommend an amendment to the zoning bylaw as follows:

- an addition of “Livestock” to the definition section with a disclaimer that livestock does not include backyard hens
- an addition of “Backyard Hens” to the definition section; this could clarify that this definition does not include roosters.
- possible amendments to setbacks

***Animal Control Bylaw:***

The Village of Sayward Animal Control Bylaw was based on Campbell River’s Animal Control Bylaw and it is staff’s opinion that a new bylaw needs to be written in order to rectify errors and omissions in the current bylaw. Several Schedules need to be removed and reference to the Fees & Charges bylaw needs to be included. If Council chooses to go ahead with the allowing of backyard chickens the following items will also need to be included in the new bylaw:

- definition of backyard chickens (no roosters)
- maximum amount of chickens
- maximum enclosure height, and parameters on construction specs
- minimum age of chickens
- prohibition on slaughtering of chickens
- leftover feed and manure to be disposed regularly
- adequate food, water, shelter, light, ventilation, veterinary care, scratching and dust bathing provided
- no selling of eggs, meat, chicken products, or manure permitted

***Public Nuisance Bylaw (draft status):***

This bylaw will need to be amended to include parameters around noise, smell, attractants, and other issues related to the keeping of backyard chickens.

***Ticketing Bylaw:***

A fine schedule will need to be added to the Ticketing Bylaw for violations.

Staff also recommend a legal review be undertaken to ensure bylaw amendments are following current legislation and best practices.

## **STAFF RECOMMENDATIONS**

THAT Council receive the Backyard Chickens staff report for information and discussion; and,  
THAT Council provide direction to Staff on next steps.

Respectfully submitted,

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Lisa Clark, Corporate Officer

### Attachments:

- **Thinking of keeping backyard chickens? BC SPCA Views on Urban Chickens**
- **WildSafeBC's position paper on urban chickens**

[BC SPCA](#) > [News Stories](#) > Thinking of keeping backyard chickens?

## Thinking of keeping backyard chickens?

*February 7, 2022*

The BC SPCA supports consumers seeking alternatives to eggs produced by caged laying hens. Raising backyard laying hens has become a popular option in both rural and urban areas. However, hens can be a lot of work and bring their own unique challenges, so they aren't the right fit for everyone.



If you are thinking of keeping hens, it is important to consider if you have the knowledge, time, resources, and commitment needed to care for them. Make sure you are prepared to properly care for hens before buying them – poultry veterinarians or experienced farmers are good sources of information. Often, social media is not a reliable source.

Here are some important questions to ask yourself:

## Are there legal obligations to caring for backyard laying hens?

Consult your local bylaws first to know if backyard hens are permitted in your area and if there are any specific requirements that must be followed. Try searching your municipality's name and "backyard chickens."

You can see some of the best backyard chicken bylaws [here](#). Did your municipality make the list?

It is very important to the well-being of hens to have at least two hens so they don't get lonely. However, municipalities may have restrictions on the maximum number of hens permitted on one property. New hens must be carefully introduced to the flock to ensure they get along.

Hens will lay eggs on their own; a rooster is not required. But what happens if you accidentally get a rooster? Hens and roosters look very similar when they are chicks, and even experienced breeders sometimes mistake a rooster for a hen. Municipalities that allow backyard laying hens often do not allow roosters due to noise. Ensure you have made arrangements in advance with the breeder to return any unexpected roosters to them.

Those caring for backyard laying hens must follow the requirements of the [Canadian Code of Practice](#) for laying hens. However, it is recommended to go above and beyond what is required in this Code in order to further improve your hens' welfare.

## Can you provide a suitable environment for laying hens?

Laying hens require a comfortable, clean, well-ventilated, and secure house that provides them with enough space to walk around and flap their wings. Hen houses (or coops) can be bought from stores, or you can make your own. Hen houses must have litter for chickens to scratch around in, perches for roosting, and comfortable nest boxes for hens to lay their eggs. They must also protect hens from the weather and predators like wild animals or cats and dogs.

Do you have an outdoor area that your hens can explore? Exploring an outdoor environment allows hens to perform many natural behaviours, such as scratching around in the dirt, foraging through the grass, and dustbathing. The outdoor area should be enclosed with secure fencing to keep other animals out and must be safe to ensure hens cannot become trapped within it or injured by it. Feed should be stored in secure containers and in an enclosed area to prevent attracting wildlife.

## Do you have access to veterinary care in your community?

Is there a veterinarian in your community that has experience treating chickens? It is essential you have a relationship with a veterinarian to help keep your hens healthy, and who can assist you if any health concerns come up, including euthanasia.



## Do you know how to prevent and detect disease in chickens?

Chickens are susceptible to diseases that can cause serious illness and even death. It is important that you follow guidelines to reduce the risk of disease. These include:

- Preventing contact between your hens and wild birds or other animals
- Regular cleaning of the hens' environment and equipment (e.g., feed and water dispensers)
- Recognizing common symptoms of health problems, and notifying your veterinarian of concerns. Signs to look for include:
  - Lack of energy or appetite
  - Coughing, difficulty breathing, or sneezing
  - Discharge from nostrils or eyes
  - Diarrhea
  - Decreased egg production
  - Hunched posture, head tucked under wing, drooping wings or tail
  - Lameness (abnormal walking)
  - Hiding
- Limit exposure to visitors – people can spread diseases to hens too
- Keep new hens separate when entering your flock until it's known they are healthy



## Are you aware of the risks to human health associated with keeping laying hens?

Chickens can carry various viruses and bacteria that can infect people, including Bird flu ([Avian influenza](#)), Campylobacteriosis (*Campylobacter* bacteria), *E. coli* (*Escherichia coli* bacteria), and Salmonellosis (*Salmonella* bacteria). In most cases, these diseases are spread through the feces (poop) of infected chickens, contaminated food, or the environment.

It is very important that proper hygiene practices are followed to reduce your risk of disease. This includes:

- Always wash your hands after handling hens, or anything in their environment
- Not eating or drinking where your hens live or roam
- Not allowing hens to enter your home
- Wearing a separate pair of shoes for hen care, and keeping these shoes outdoors
- Remaining outdoors when cleaning equipment (e.g., feed and water containers)

## Do you know how to feed laying hens a well-balanced diet?

Providing laying hens with a proper diet is essential to keeping them happy and healthy. Pet store bird feed may not meet the nutritional needs of your hens. Good quality commercial poultry feed should be the main part of their diet. Always consult with your veterinarian to ensure you are meeting the nutritional requirements of your hens throughout their lives.

To help your hens digest their food, they should have access to grit, such as gravel. It is very important your hens receive enough calcium in their diet, as calcium is used to produce eggs. If not, calcium deficiency can lead to osteoporosis (weak bones), as calcium normally used to form strong bones is instead being used for egg production.

In addition to feed, hens must have constant access to clean drinking water.

## Do you know how to provide enrichment to your hens to keep them happy?

Enrichment mentally stimulates chickens and allows them to perform natural behaviours. If your hens are not provided with enrichment, they may become stressed and frustrated. This could lead to the development of harmful behaviours such as feather pecking or bullying of other hens.

**Enrichment can come in many different forms**, such as providing platforms for hens to explore, toys for hens to play with, or treat dispensers. It is important for enrichment items to be changed regularly so that the hens do not become bored.

## What will you do with hens who have stopped laying eggs?

Hens can live for five to 11 years, yet their egg-laying diminishes significantly after the first year. Hens may stop laying eggs well before they reach the end of their natural life. Like any senior pet, older hens need special care to keep them healthy.

## How will you dispose of chicken waste?

How will you dispose of used litter, feathers the hens shed, and all that poop in an environmentally conscious way? Chicken waste can make great garden compost, but do you have the time and space to carefully compost it?



**Laying hens can be a great addition to your backyard as a source of eggs. But like any animal, it's important to ensure you are prepared and equipped to meet their unique needs – leading to happy and healthy hens.**

For more information, [email the BC SPCA](#).

## FarmSense newsletter

Are you passionate about farm animal issues? Subscribe to FarmSense newsletter. Four times per year you will receive news and information on what the BC SPCA is doing to help further farm animal welfare in Canada!

First Name

Last Name

email@youremail.com

## *WildSafeBC position paper on the raising of urban livestock*

**WildSafeBC** understands and supports the concepts of local food security and we recognize that the raising of chickens and urban animal husbandry can be a part of a local food strategy. At the same time we would recommend that any production of food be done in a manner that is environmentally responsible and sustainable. Part of that responsibility lies in ensuring local food production does not create attractants for local wildlife.

**WildSafeBC** does not take a stance on whether or not animal husbandry (keeping of chickens, goats, pigs, bees, etc.) should be allowed in a municipal setting, but, if a municipality does allow for it then we encourage the adoption of bylaws that set out the following standards by which the practice can be undertaken. Please note that the recommendations are not meant to be exhaustive but only address those issues around reducing human/wildlife conflicts.

**Important: The following guidelines can only reduce conflict, not completely rid a community of the conflict that will be created by allowing an attractant such as chickens within their boundaries.**

If farm animals are to be kept in an urban setting, then the following minimum guidelines should be observed:

1. The raising of any domestic animals be conducted in such a manner as to not attract wildlife.
2. Specific measures that should be taken include:
  - a. The enclosure should have a properly installed and well maintained electric fence set up around its perimeter (see WildSafeBC's document called Electric Fence Guidelines)
  - b. The enclosure should be built in such a way as to exclude larger wildlife such as fox, coyote, cougar even without the application of electric fencing.
  - c. For chickens and small animals a coop or hutch within the enclosure should provide the animals with a safe roosting/nesting area and should be able to be closed for the night and be built so as to exclude small predators such as weasels, skunks or martens.
  - d. Enclosures should be located away from cover and within good sight lines for people approaching the enclosure.
  - e. Animals should be fed in such a manner as to ensure that no feed is left uneaten and available to wildlife. Feed which is not used by the animals should be cleaned out on a daily basis.
  - f. All feed should be stored in airtight, wildlife-resistant containers in locations that are not easily accessed by wildlife.
  - g. Any other wildlife attractants in close proximity to the enclosure must be managed so as not to attract wildlife to the enclosure.
3. In the event that the enclosure is breached by wildlife the incident should be reported immediately to the provincial hotline (1-877-952-7277).



## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO/CO  
**Subject:** **Public Nuisance Bylaw**  
**Meeting date:** April 18, 2023

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### BACKGROUND

Over the years, repeated BC Hydro outages have left Sayward residents without power for extended periods of time. In recent years more and more property owners have elected to install standby generators to provide power to their residences during outages. For some models, when a power outage occurs, an automatic cutoff switch is triggered which disconnects the residence from the grid, the engine starts, and power is supplied by the generator until power is restored to the grid.

Generators emit noise. Installers of generators typically recommend a location close to the electrical panel which is often located at the side of a home, where the distances between properties is often least. The noise emitted from generators operating for extended periods can be disturbing to neighbouring residents and local governments are commonly asked to intervene.

Local governments have authority to regulate, prohibit and impose requirements, by bylaw, in relation to various matters. The *Community Charter* grants municipalities the authority to regulate nuisances, which includes noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

Council has been considering the implementation and adoption of a new Public Nuisance bylaw to regulate noise since late 2022.

At the December 6, 2022 regular Council meeting the following resolution was passed:

**MOTION R22/215**  
**MOVED AND SECONDED**

THAT Staff be directed to bring a report outlining options regarding a new Public Nuisance Bylaw to the January 17, 2023 regular Council meeting.

**CARRIED**

At the January 24, 2023 regular Council meeting correspondence was presented to Council from a concerned community member regarding the effects that noise can have on a person's ability to have a good night's sleep. Information was provided including but not limited to the World Health Organization guidelines around acceptable decibel levels, why sleep is essential to human health, and several examples of urban municipalities that include a nighttime noise level limit in their noise or public nuisance bylaws. The community member also appeared at this meeting as a delegation to speak directly to Council in person. At this meeting the following resolution was passed:

**MOTION R23/35  
MOVED AND SECONDED**

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion; and,  
THAT Staff be directed to bring a draft Public Nuisance Bylaw to the February 7, 2023 Council meeting for Council review.

**CARRIED**

Due to competing priorities, the time required to gather further information, and additional public input received at the end of January, staff are just now reporting back to Council.

**DISCUSSION**

There are varying degrees to how generator noise can be regulated through the Public Nuisance Bylaw. Staff has outlined varying options below, which are largely based on how other communities address the matter and the following key factors:

- The difference between living in urban and rural locations;
- Some citizens need power during outages as a medical necessity (ex. CPAP machines, etc.);
- The number, frequency, and duration of most power outages in Sayward;
- Noise disturbs the quiet, peace, rest, or enjoyment of citizens living in the community;
- Noise can interrupt the need for a good night's sleep;
- The resources required to enforce the certain noise-related aspects of a nuisance bylaw; and
- The Village's staff capacity for bylaw enforcement.

Options

**Option 1 (no restrictions): Allow the use of a generator, at all times of the day, 7 days a week, for any reason.**

- This option would completely exclude generators from the public nuisance bylaw, in the same way that the operation of emergency vehicles and snow clearing are excluded.
- Any noise produced by generators for any reason would be excluded from the bylaw.

- There would be no enforcement action required for generator noise and no need at all for a Bylaw Enforcement Officer to monitor generator use.
- Financial impact: none

**Option 2 (minimally restrictive): Allow the use of a generator during power outage events and through a permit (RECOMMENDED)**

- This option most closely reflects the language in the current draft Public Nuisance Bylaw.
- This option would only exclude generator noise from the bylaw if the Village experiences a power outage event. Within thirty minutes of the power being restored, generator noise would not be permitted.
- This option includes the possibility of site-specific power outages due to only one phase of the 3-phase system being out (as experienced recently) and other individual circumstances, such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage.
- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a power outage event, when a generator is being operated without a permit, or when a permit has been obtained but a generator is being operated contrary to the permit requirements.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff time/wages (including overtime outside of normal hours) to investigate complaints.

**Option 3 (moderately restrictive): Allow the use of a generator during power outage events and through a permit, but also restrict decibel levels, one level during day (or no level at all) and one level at night.**

- This option is similar to Option 2 but also restricts the decibel levels of generators.
- If this option is chosen, definitions related to sound levels will need to be added to the bylaw (decibels etc.) as well as a section in the bylaw to place a limit on overnight decibel levels. For example, limit the maximum level of noise during the overnight hours of 10:00pm to 6:00am to 45 decibels, measured at the property line of the sound emitter. This limit could apply to air conditioners, heat pumps, generators, and other any other equipment or noises exceeding the maximum overnight decibel level.
- This option includes the possibility of site-specific power outages due to only one phase of the 3-phase system being out or other individual circumstances such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage.



- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a power outage event, when a generator is being operated without a permit, or when a permit has been obtained but a generator is being operated contrary to the permit requirements.
- Bylaw enforcement would be required for any complaints regarding decibel levels. A decibel meter would need to be purchased, and policy regarding its use developed. For example, where is the measurement taken? At the property line? Near the generator that is making the noise? A certain distance from the generator? The latter would involve a tape measure and bylaw enforcement would be required to enter private property to take this measurement.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff time/wages (including overtime outside of normal hours) to investigate complaints, decibel meter costs.

**Option 4 (most restrictive): Allow generators only during power outage events and only during certain hours (for example no generator noise permitted between 10pm and 6am)**

- This option is also similar to Option 2 but restricts generator noise between certain hours, for example the overnight hours when many people are sleeping.
- This option does not consider community members who may have medical needs requiring power from a generator at all hours during a power outage (CPAP machines etc.)
- Similar to Option 2 this option includes the possibility of site-specific power outages due to only one phase of the 3 phase system being out or other individual circumstances such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage. However the permit would not allow generator noise during the overnight hours with this option.
- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a community wide outage, during the restricted hours, or without a permit.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff/time to investigate complaints with probable overtime if during the overnight hours

**Option 5: Any other option, or combination of options, that Council deems appropriate.**

Given the factors considered, staff recommends Option 2. Staff are requesting direction from Council.

## Education

Staff recognize that there are instances when conflicts will arise with neighbors. To help address these situations, staff are proposing to conduct public messaging and education opportunities related to the use of generators, and generator location and installation best practices.

## Timeline

A possible timeline to review and implement the bylaw is provided below for Council's consideration:

Schedule	Action
April 18, 2023	Council reviews options related to Bylaw No. XXX Public Nuisance Bylaw and directs staff accordingly
May 2, 2023	Council reviews DRAFT Bylaw No. XXX Public Nuisance Bylaw
May 16, 2023	Council gives first 3 readings to Bylaw No. XXX Public Nuisance Bylaw
June 6, 2023	Council gives fourth and final reading to Bylaw No. XXX Public Nuisance Bylaw
Early Summer	Ticketing for Bylaw Offences Amendment Bylaw No. XXX presented to Council for first 3 readings (not necessary if option 1 chosen)
Mid Summer	Council gives fourth and final reading to Bylaw No. XXX Ticketing for Bylaw Offences Amendment Bylaw (not necessary if option 1 chosen)

## **STAFF RECOMMENDATIONS**

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw for the May 2, 2023 Council meeting.

Respectfully submitted,



Lisa Clark, CFO/CO



## STAFF REPORT

For: Mayor and Council  
Prepared by: Lisa Clark, CFO/CO  
Subject: **Council Procedure Amendment Bylaw No. 496, 2023**  
Meeting date: April 18, 2023

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### BACKGROUND

At the March 21, 2023 regular council meeting Council passed the following resolution:

**MOTION R23/71  
MOVED AND SECONDED**

THAT Council receive the Amendment to Bylaw 416, 2015 Council Procedure Bylaw staff report for information and discussion; and,

THAT Staff post notice of the proposed amendment on the Village's public notice board, in the April 2023 Sayward News, on the Village website, and on the Village's Facebook page; and,

THAT staff return to the April 18, 2023 council meeting with a summary of any public comments received on the proposed amendment before fourth and final reading.

**CARRIED**

### DISCUSSION

The *Community Charter* requires that prior to holding final adoption of any revisions to the Council Procedure bylaw, Council is required to publicly advertise the proposed changes and rationale and have the materials available for the public to review.

Staff published the proposed changes in the Sayward News, on its social media Facebook page, on the Public Notice Board located outside the Village Office, and on the Village of Sayward website inviting comments and questions from the public prior to Council's plan to carry out final adoption of the bylaw on April 18, 2023.

As of the writing of this report, no comments were received.

### RECOMMENDATION

THAT Council Procedure Amendment Bylaw No. 496, 2023 be given fourth and final reading.

Respectfully submitted,



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Lisa Clark  
CFO/CO

Attachments:

- ***Council Procedure Amendment Bylaw No. 496, 2023***



## VILLAGE OF SAYWARD

### BYLAW NO. 496

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#### A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 416, 2015

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**WHEREAS** the Council of the Village of Sayward has adopted a Council Procedure Bylaw;

**AND WHEREAS** the Council of the Village of Sayward wishes to amend "Council Procedure Bylaw No. 416, 2015";

**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 "**Council Procedure Amendment Bylaw No. 496, 2023**".

#### 2. AMENDMENT

Council Procedure Bylaw No. 416, 2015 is hereby amended as follows:

a.) THAT Part 4, section 16, Order of proceedings and business, be amended by deleting (1) in its entirety and replacing with the following:

(1) The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

- (a) Public Input (Maximum of 2 minutes per speaker, 15 minutes total)
- (b) Call to Order
- (c) Introduction of late items;
- (d) Approval of agenda;
- (e) Adoption of minutes;
- (f) Public and statutory hearings;
- (g) Petitions and delegations;
- (h) Correspondence and emails;
- (i) Council Reports;
- (j) Reports of committees and COTW;
- (k) Mayor's Report;
- (l) Unfinished business;

- (m) Staff Reports;
- (n) Reports from Fire Chief, Public Works Supervisor, Recreation Coordinator and Emergency Program Coordinator;
- (o) Bylaws;
- (p) New business and Notice of Motions;
- (q) Question and Answer Period (Maximum 15 minutes);
- (r) Adjournment.

Read a first time on the 4<sup>th</sup> day of April 2023.

Read a second time on the 4<sup>th</sup> day of April 2023.

Read a third time on the 4<sup>th</sup> day of April 2023.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Certified a true copy of Bylaw No. 496  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

---

Chief Administrative Officer  
Village of Sayward

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

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



**VILLAGE OF SAYWARD**

**BYLAW NO. 497**

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**A BYLAW TO AMEND VILLAGE OF SAYWARD RESERVE FUND ESTABLISHMENT BYLAW 476, 2021**

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**WHEREAS** the Council of the Village of Sayward has adopted a Reserve Fund Establishment Bylaw;

**AND WHEREAS** the Council of the Village of Sayward wishes to amend "Reserve Fund Establishment Bylaw No. 476, 2021";

**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 "**Reserve Fund Establishment Amendment Bylaw No. 497, 2023**".

**2. AMENDMENT**

Reserve Fund Establishment Bylaw No. 476, 2021 is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the \_\_\_ day of \_\_\_\_\_ 2023.

Read a second time on the \_\_\_ day of \_\_\_\_\_ 2023.

Read a third time on the \_\_\_ day of \_\_\_\_\_ 2023.

Adopted on the \_\_\_ day of \_\_\_\_\_ 2023.

Certified a true copy of Bylaw No. 497  
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
  
\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

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

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

## Schedule A

No.	Column 1 - Reserve Fund Name	Column 2 - Reserve Fund Purpose	Column 3 - Reserve Funding
<b>REGULAR RESERVE FUNDS</b>			
1	Capital Reserve Fund	To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the Village's long term capital plan.	Annual allocation from general operating budget as provided for in financial plan
2	Sewer Capital Reserve Fund	To fund sewer utility capital projects required for sewer operations.	Annual allocation from sewer operating budget as provided for in financial plan
3	Water Capital Reserve Fund	To fund water utility capital projects required for water operations.	Annual allocation from water operating budget as provided for in financial plan
4	Transportation Infrastructure Reserve Fund	To fund designated road capital projects required for road operations.	Annual allocation from general operating budget as provided for in financial plan
5	Community Works Gas Tax Reserve Fund	To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the Community Works Gas Tax Agreement. The intent is to spend all funds received, per our Community Gas Tax Agreement.	Monies received pursuant to the Federal Community Works Gas Tax Agreement
6	Fire Facilities and Equipment Reserve Fund	To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions, or improvements to fire buildings.	<ul style="list-style-type: none"> <li>· Annual allocation from fire operating budget as provided for in financial plan</li> <li>· Proceeds from the sale of fire vehicles and equipment</li> </ul>
7	Climate Action Reserve Fund	To fund projects that reduce greenhouse gas emissions.	Monies received from the Local Government Climate Action Program
8	COVID-19 Reserve Fund	To fund COVID-19 related expenditures.	Monies received from the COVID-19 Safe Restart grant
9	Election Reserve Fund	To fund Election related expenditures.	Annual allocation from general operating budget as provided for in financial plan
10	Growing Communities Reserve Fund	To account for funds received from the Province of BC and used for expenditures authorized under this program.	Monies received from the Growing Communities Fund
<b>STATUTORY RESERVE FUNDS</b>			
10	Land Sale Reserve Fund	As per subsection 188(2) of the <i>Community Charter</i> funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements, and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.	Proceeds from the sale of land and improvements
11	Parkland Acquisition Reserve Fund	As per subsection 188(2)(b) of the <i>Community Charter</i> funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the <i>Local Government Act</i> (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.	Monies received from the sale of parkland under section 27(2)(b) of the <i>Community Charter</i> (disposal of parkland), or under section 510(1)(b) of the <i>Local Government Act</i> (provision of parkland on subdivision)





## STAFF REPORT

**For:** Mayor and Council  
**Prepared by:** Lisa Clark, CFO  
**Subject:** Five Year Financial Plan Bylaw No. 498, 2023  
**Meeting date:** April 18, 2023

### BACKGROUND

The Financial Plan bylaw and Tax Rate bylaw must be approved by Council before May 15 of each year as set out in the *Community Charter*. The 2023 – 2027 Financial Plan was approved by Council at the April 4, 2023 Council meeting.

### DISCUSSION

The Financial Plan process/timetable is below for information purposes.

	Item	Notes	Timeline
1	Staff reviews 2022-2026 FP and existing SP	Staff Report with timetable for 2023-2027 financial planning sessions to Council	November 15 <sup>th</sup> regular meeting - <b>DONE</b>
2	Staff work on draft FP and Capital Plan for 2023-2027 based on SP, approved outstanding items not yet completed, and input from department managers		November 2022 to January 2023 - <b>DONE</b>
3	SP & FP Process: A. COW Meeting January 31, 2023. Strategic Planning. B. COW Meeting February 14, 2023. Detailed review of FP/Capital Projects C. COW Meeting February 28, 2023. Detailed review of FP/Capital Projects D. COW Meeting March 14, 2023. Final review of FP/Capital Projects E. Council Meeting April 4, 2023. Approval of FINAL Financial Plan F. Council Meeting April 18, 2023. First three readings of the FP Bylaw G. Council Meeting May 2, 2023. Final reading of the FP Bylaw	Use each meeting to discuss and refine the Operating and Capital Plans. Provide time for Council review, public input, and questions. This timeline allows staff to research and report back to Council on identified topics as directed.  Adopt Financial Plan	January 31, 2023 - <b>DONE</b>  February 14, 2023 - <b>DONE</b>  February 28, 2023 - <b>DONE</b>  March 14, 2023 - <b>DONE</b>  April 4, 2023 - <b>DONE</b>  April 18, 2023  May 2, 2023

FINANCIAL PLAN 2022-2026

4	Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees)	Adopted by mid May, first 3 readings April 18, 2023, Final reading May 2, 2023.
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Staff have prepared the 2023-2027 Financial Plan bylaw as outlined in the table above and recommend that Council give first, second, and third readings at this time.

**STAFF RECOMMENDATIONS**

THAT Five Year Financial Plan Bylaw No. 498, 2023 be given first, second and third reading.

Respectfully submitted,



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Lisa Clark  
CFO/CO

Attachments:

- ***Five Year Financial Plan Bylaw No. 498, 2023***



**VILLAGE OF SAYWARD**

**BYLAW NO. 498**

**A BYLAW TO CONFIRM AND ADOPT THE 2023 – 2027 FINANCIAL PLAN**

**WHEREAS** under section 165 of the *Community Charter* the Council for the Village of Sayward is required to adopt a financial plan before the annual property tax bylaw is adopted.

**NOW THEREFORE** the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as **“Five Year Financial Plan Bylaw No. 498, 2023”**.
2. Schedule "A" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2023-Jan-01 to 2027-Dec-31.
3. The expenditures set forth in Schedule “A” are hereby authorized.
4. Schedule “B” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.
5. Bylaw No. 483 cited as “Five Year Financial Plan Bylaw No. 483, 2022” is hereby repealed.

Read a first time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Read a third time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2023.

<p>Certified a true copy of Bylaw No. 498 this ____ day of _____, _____</p>  <p>_____ Chief Administrative Officer Village of Sayward</p>
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\_\_\_\_\_  
**Mayor**

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

**Village of Sayward**  
**2023 – 2027 Five Year Financial Plan Bylaw No. 498, 2023**  
**Schedule A**

	2023	2024	2025	2026	2027
<b>REVENUES</b>					
<b>Taxation</b>					
Property Value Taxes	414,993	456,492	502,142	552,356	607,591
Parcel Taxes	38,607	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	14,600	15,134	15,690	16,271	16,877
<b>Total Taxation</b>	<b>468,200</b>	<b>510,233</b>	<b>556,439</b>	<b>607,234</b>	<b>663,075</b>
<b>Fees and Charges</b>					
Recreation	21,250	21,280	21,311	21,342	21,374
Licences/Permits	10,900	10,900	10,900	10,900	10,900
Sewer Utility	92,099	92,528	95,767	99,119	102,588
Water Utility	157,586	161,490	166,334	171,324	176,464
Solid Waste Fees	45,555	48,744	50,450	52,216	54,043
Other Revenue	91,058	91,521	92,996	93,484	93,986
<b>Total Fees and Charges</b>	<b>418,449</b>	<b>426,463</b>	<b>437,758</b>	<b>448,385</b>	<b>459,355</b>
<b>Other Revenue</b>					
Federal Government Grants	71,568	75,149	75,149	75,149	75,149
Provincial Government Grants	982,000	360,000	360,000	360,000	360,000
Capital Asset Grants	1,350,198	0	0	0	0
Other Grants	110,242	43,582	43,582	43,582	43,582
<b>Total Other Revenue</b>	<b>2,514,008</b>	<b>478,731</b>	<b>478,731</b>	<b>478,731</b>	<b>478,731</b>
<b>Proceeds From Borrowing</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Between Funds</b>					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	216,453	0	0	10,100	0
<b>TOTAL REVENUE</b>	<b>4,017,109</b>	<b>1,415,427</b>	<b>1,472,928</b>	<b>1,544,449</b>	<b>1,601,161</b>
<b>EXPENSES</b>					
<b>Municipal Purposes</b>					
General Government Services	537,687	493,746	500,747	518,036	515,355
Fire, Emergency & Protective Services	64,304	78,292	78,802	81,802	83,300
Public Works, Roads, Drainage	154,531	155,194	155,940	160,774	161,701
Parks & Recreation	336,269	332,248	339,072	346,157	353,521
Sewer Utility	95,368	92,544	94,276	96,068	97,924
Water Utility	146,448	147,610	150,903	154,336	157,920
Solid Waste Operations	49,000	49,870	50,757	51,663	52,586
Interest Payment on Municipal Debt	16,538	16,396	16,320	16,320	16,320
Amortization	214,986	214,986	214,986	214,986	214,986
<b>Annual Surplus/(Deficit)</b>	<b>2,401,980</b>	<b>-165,459</b>	<b>-128,875</b>	<b>-95,693</b>	<b>-52,452</b>

**Village of Sayward**  
**2023 – 2027 Five Year Financial Plan Bylaw No. 498, 2023**  
**Schedule A, cont.**

<b>Capital Expenditures</b>					
General Capital Expenditures	1,815,076	0	0	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
<b>Principal Payment on Municipal Debt</b>	35,937	35,929	22,287	22,287	22,287
<b>Adjustment for Non-Cash Items (Amortization)</b>	-214,986	-214,986	-214,986	-214,986	-214,986
<b>Transfers Between Funds</b>					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	765,951	13,598	63,824	97,006	140,247
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Village of Sayward**  
**2023 – 2027 Five Year Financial Plan Bylaw No. 498, 2023**  
**Schedule B**

**Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes**

**A. Funding Sources**

Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2023.

Table 1: Funding Sources, Fiscal 2023

Taxation	\$	468,200	11.66%
Fees, Charges & Other Revenue	\$	418,449	10.42%
Federal & Provincial Grants	\$	2,514,008	62.58%
Appropriation from Surplus/Reserves	\$	216,453	5.39%
Proceeds from Borrowing	\$	400,000	9.96%
	\$	4,017,109	100.00%

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependency on taxation.
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.

**B. Distribution of Municipal Property Taxes Across Property Classes**

Over the term of the plan municipal property taxes are distributed across property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2023.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2023

Class 1 - Residential	234,471	56.500%
Class 2 - Utilities	3,112	0.750%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	137,985	33.250%
Class 6 - Business & Other	28,012	6.750%
Class 7 - Managed Forest	10,375	2.500%
Class 8 - Recreation/Non-Profit	1,037	0.250%
Class 9 - Farm	-	0.000%
	\$	414,993
		100.00%

Objectives and Policies:

- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identified by the BC Assessment Authority.
- Attract and sustain commercial and industrial development to/in the Village.
- Maintain property tax rates at a level that attracts families to the Village.
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.

**C. Permissive Tax Exemptions**

The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.

Objectives and Policies:

- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.



## STAFF REPORT

**For:** Mayor and Council  
**Prepared by:** Lisa Clark, CFO/CO  
**Subject:** Fees & Charges Amendment Bylaw No. 499, 2023  
**Meeting date:** April 18, 2023

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### BACKGROUND

The Village’s Fees & Charges Bylaw supports all of the Village’s strategic goals by providing financial resources to support the services and programs delivered by the Village. The purpose of this report is to seek Council approval for an amendment to Bylaw No. 451, 2019 Fees & Charges Bylaw.

### DISCUSSION

Council approved Fees & Charges Bylaw No. 451, 2019 on May 7, 2019 as part of the financial planning process. At a minimum, this bylaw is amended annually to amend fees associated to user rates, including water, sewer, and solid waste. Other amendments are also considered from time to time and the Bylaw is then amended accordingly (bylaw can be amended at any time).

The original bylaw included “consequential amendments” which has created some administrative issues. This will need to be dealt with at a later date by crafting a new Fees & Charges bylaw along with a repeal of Bylaw No. 451. Staff will bring more information to Council at a future meeting.

For 2023, an amendment to the water, sewer, and solid waste rates is a priority in order to ensure these rates are in place before the property tax process begins around the second week of May. Staff are also proposing a few updates to other schedules, which are simply minor housekeeping issues. The amendments included in Fees & Charges Amendment Bylaw No. 499, 2023 are as follows (indicated by ~~strikethrough~~ and red):

#### Schedule B – Sayward News

The Village does not charge PST on any items, so this reference is being removed.

**SCHEDULE B  
 SAYWARD NEWS \***

DESCRIPTION	FEE
<b>Copy Ready Ads and Articles per Issue</b>	
Full page	\$60.00
½ page	\$40.00
¼ page	\$25.00
1/8 page	\$15.00
Business card (3.75” x 2.5”)	\$10.00

<b>Ads and Articles placed in multiple issues</b>	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
<b>Set-up Charges (if applicable) **</b>	
Full page	\$50.00
½ page and ¼ page	\$40.00
1/8 page and business card	\$30.00
<b>Business Directory</b>	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$80.00/year
<b>Classified Ads</b>	
25 words or less	\$10.00
Additional words	\$0.10/each
<b>Community/Family announcements, Memorials, Thank You's or non-Profit Groups</b>	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A
* Content must conform to Newsletter Policy	
* Rates include PST and GST	
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.	

Schedule D – Solid Waste Collection

This schedule has been updated to include the 2023 rates as approved in the 2023 Financial Plan.

**SCHEDULE D  
SOLID WASTE COLLECTION  
Fees for collection of solid waste from approved receptacles and excess receptacles**

DESCRIPTION	FEE
Up to two approved receptacles	\$246.04 \$282.95 per year
Each additional receptacle	\$5.00 for each additional



Schedule E – Water Rates

This schedule has been updated to include the 2023 rates as approved in the 2023 Financial Plan.

**SCHEDULE E  
WATER USER RATES**

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
Hotel, Motels	per unit	<del>\$203.91</del> \$224.30
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
Trailer Park	per pad	<del>\$407.82</del> \$448.60
Cafes & Restaurants	(equivalent to 10 dwelling units)	<del>\$4,078.20</del> \$4,486.00
Office, Shop, or Store	(equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
- Plus for living quarters attached	(equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
- Plus for Grocery	(equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
- Plus for Butcher Shop	(equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
Laundromat	per washing machine (equivalent to one dwelling unit)	<del>\$407.82</del> \$448.60
Schools	(equivalent to 26 dwelling units)	<del>\$10,603.32</del> \$11,663.60
Small Craft Harbour	(equivalent to 2 dwelling units)	<del>\$815.64</del> \$897.20
Harbour Lease	(equivalent to 10 dwelling units)	<del>\$4,078.20</del> \$4,486.00
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	<del>\$2,854.74</del> \$3,140.20
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	<del>\$38,335.08</del> \$42,168.40
Campground	serviced stalls times months in operation <b>divided by 12</b> – times Motel rate	<del>\$203.91</del> \$224.30
Others not specified	each	<del>\$407.82</del> \$448.60

Schedule F – Sewer Rates

This schedule has been updated to include the 2023 rates as approved in the 2023 Financial Plan.

**SCHEDULE F  
SEWER USER RATES**

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	<del>\$304.26</del> \$349.90
Hotel, Motels	per unit	<del>\$152.13</del> \$174.95
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	<del>\$304.26</del> \$349.90
Trailer Park	per pad	<del>\$304.26</del> \$349.90
Cafes & Restaurants	(equivalent to 10 dwelling units)	<del>\$3,042.60</del> \$3,499.00
Office, Shop or Store	(equivalent to one dwelling unit)	<del>\$304.26</del> \$349.90
- Plus for living quarters attached	(equivalent to one dwelling unit)	<del>\$304.26</del> \$349.90

- Plus for Grocery	(equivalent to one dwelling unit)	<del>\$304.26</del> <b>\$349.90</b>
- Plus for Butcher Shop	(equivalent to one dwelling unit)	<del>\$304.26</del> <b>\$349.90</b>
Laundromat	per washing machine (equivalent to one dwelling unit)	<del>\$304.26</del> <b>\$349.90</b>
Schools	(equivalent to 26 dwelling units)	<del>\$7,910.76</del> <b>\$9,097.40</b>
Small Craft Harbour	(equivalent to 2 dwelling units)	<del>\$608.52</del> <b>\$699.80</b>
Harbour Lease	(equivalent to 10 dwelling units)	<del>\$3,042.60</del> <b>\$3,499.00</b>
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	<del>\$2,129.82</del> <b>\$2,449.30</b>
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	<del>\$28,600.44</del> <b>\$32,890.60</b>
Campground	serviced stalls <b>times</b> months in operation <b>divided by 12</b> – times Motel rate	<del>\$152.13</del> <b>\$174.95</b>
Others not specified	each	<del>\$304.26</del> <b>\$349.90</b>

Schedule G – Building Fees and Charges

This schedule has been amended to reflect an omission in the last amendment.

**SCHEDULE G  
BUILDING FEES AND CHARGES**

*This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning amendments, Agricultural Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance Appeals and Inspection Fees. Services will be in coordination with the Strathcona Regional District.*

<b>Development Category</b>	<b>Application Fee</b>	<b>GST 5%</b>	<b>Total Cost</b>
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
OCP/Zoning Combined Application	\$3200.00 + \$500 Public Hearing Fee=\$3700.00	\$185.00	\$3,885.00
Fees for Public Hearings on all applications requiring one or for additional public hearings on revised applications.	\$500.00	\$25.00	\$525.00

<b>DEVELOPMENT PERMITS</b>			
Major	\$2,000.00	NA	\$2,000.00
Minor	\$1,000.00	NA	\$1,000.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council	\$200.00	NA	\$200.00
Amendments, Time Extensions (renewals) to existing Permits requiring approval by Council	\$1,000.00	NA	\$1,000.00
Development Variance Permits	\$1,000.00	NA	\$1,000.00
Time Extensions	\$200.00	NA	\$200.00
Amendments to Existing Development Variance Permit	\$500.00	NA	\$500.00
Registration Fee for all applications requiring a Notice on Title	\$30.00	\$1.50	\$31.50
Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
Renewals for Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
<b>ALR APPLICATION LAND RESERVE COMMISSION (LRC)</b>			
Land Owner application for Exclusion, Subdivision or Non Farm Use	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Land Owner Application for Inclusion	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Board of Variance	\$500.00	\$25.00	\$525.00
Application for a Discharge of a Charge on Title	\$50.00	\$2.50	\$52.50

<b>SUBDIVISIONS</b>			
Fee Simple (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIABLES	VARIABLES
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIABLES	VARIABLES
Minor Lot Line Adjustment (where no new lots are created)	\$750.00	\$37.50	\$787.50
Final Approval of Minor Lot Line Adjustment	\$200.00	\$10.00	\$210.00
Final Approvals or Revisions on Phased Strat Developments (per phase)	\$200.00	\$10.00	\$210.00
Subdivision, Bare Land Strata Final Approval	\$1,000.00	\$50.00	\$1,050.00
Time Extension or Amendment to Preliminary Layout Approval	\$1,000.00	\$50.00	\$1,050.00
<b>LATECOMERS APPLICATION</b>			
Application	\$500.00	\$25.00	\$525.00
<b>LAND TITLE OFFICE SEARCHES</b>			
Title Searches (Within the Village of Sayward jurisdiction only)	\$15.00	\$0.75	\$15.75
Plan Search (Within the Village of Sayward jurisdiction only)	\$20.00	\$1.00	\$21.00
Document Search (for charges relating to the Village of Sayward only)	\$20.00	\$1.00	\$21.00
Contaminated Site Profile	\$50.00	\$2.50	\$52.50
<b>MAPS</b>			
Zoning and Official Community Plan Maps (11x17)	\$5.00	\$0.25	\$5.25
Zoning and Official Community Plan Maps (8.5x11 or 8.5x14)	\$2.50	\$0.12	\$2.62

PROCESSING FEES	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
Not exceeding \$50,000 value	\$50.00
value greater than \$50,000 but not exceeding \$200,000	\$100.00
value greater than \$200,000 but not exceeding \$500,000	\$250.00
value greater than \$500,000	\$500.00
<b>Demolition Permits</b>	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

PERMIT FEES	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
All	\$50.00 + 0.65% of the estimated value of construction
<b>Demolition Permits</b>	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

EXTENSION FEES	
DESCRIPTION	FEE AMOUNT
<u>Complex buildings and structures</u>	
Where the estimated value or remaining construction is \$20,000 or less	\$100.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
<u>Standard buildings</u>	
Where estimated value of remaining construction is \$20,000 or less	\$50.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
Other permits	\$50.00

OTHER FEES	
DESCRIPTION	FEE AMOUNT
To rescind a Stop Work or Do Not Occupy Order	\$250.00
Site inspection, section 56 of the Community Charter	\$100.00
Title Search	\$10.00
To obtain copy of Restrictive Covenant	\$50.00
To process a covenant in favour of the Village of Sayward	\$100.00
To remove a Notice on Title, section 57 of Community Charter	\$500.00
To photo copy plans	\$10.00 + GST per sheet

### STAFF RECOMMENDATIONS

THAT Fees & Charges Amendment Bylaw No. 499, 2023 be given first, second and third reading.

Respectfully submitted,




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Lisa Clark, CFO/CO

Attachments:

- ***Fees & Charges Amendment Bylaw No. 499, 2023***



## VILLAGE OF SAYWARD

### BYLAW NO. 499

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#### A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 451, 2019

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**WHEREAS** the Council for the Village of Sayward is authorized pursuant to section 194 of the *Community Charter* to impose fees and charges with respect to services provided by the Village of Sayward.

**AND WHEREAS** the Council of the Village of Sayward wishes to amend "Fees and Charges Bylaw No. 451, 2019"

**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 "**Fees and Charges Amendment Bylaw No. 499, 2023**".

#### 2. AMENDMENT

1. Schedule "B" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "B" and replacing it with "Schedule B – Sayward News" attached to this bylaw.
2. Schedule "D" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "D" and replacing it with "Schedule D – Solid Waste Collection" attached to this bylaw.
3. Schedule "E" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "E" and replacing it with "Schedule E – Water User Rates" attached to this bylaw.
4. Schedule "F" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "F" and replacing it with "Schedule E – Sewer User Rates" attached to this bylaw.
5. Schedule "G" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "G" and replacing it with "Schedule G – Building Fees and Charges" attached to this bylaw.

Read a first time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Read a third time on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2023.

Certified a true copy of Bylaw No. 499  
this \_\_\_ day of \_\_\_\_\_, 2023

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Chief Administrative Officer  
Village of Sayward

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**Mayor**

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**Corporate Officer**



**SCHEDULE B**  
**SAYWARD NEWS \***

DESCRIPTION	FEE
<b>Copy Ready Ads and Articles per Issue</b>	
Full page	\$60.00
½ page	\$40.00
¼ page	\$25.00
1/8 page	\$15.00
Business card (3.75" x 2.5")	\$10.00
<b>Ads and Articles placed in multiple issues</b>	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
<b>Set-up Charges (if applicable) **</b>	
Full page	\$50.00
½ page and ¼ page	\$40.00
1/8 page and business card	\$30.00
<b>Business Directory</b>	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$80.00/year
<b>Classified Ads</b>	
25 words or less	\$10.00
Additional words	\$0.10/each
<b>Community/Family announcements, Memorials, Thank You's or non-Profit Groups</b>	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A
* Content must conform to Newsletter Policy	
* Rates include GST	
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.	

**SCHEDULE D**  
**SOLID WASTE COLLECTION**

**Fees for collection of solid waste from approved receptacles and excess receptacles**

<b>DESCRIPTION</b>	<b>FEE</b>
Up to two approved receptacles	\$282.95 per year
Each additional receptacle	\$5.00 for each additional

**SCHEDULE E**  
**WATER USER RATES**

<b>DESCRIPTION</b>		<b>RATE</b>
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$448.60
Hotel, Motels	per unit	\$224.30
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$448.60
Trailer Park	per pad	\$448.60
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,486.00
Office, Shop, or Store	(equivalent to one dwelling unit)	\$448.60
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$448.60
- Plus for Grocery	(equivalent to one dwelling unit)	\$448.60
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$448.60
Laundromat	per washing machine (equivalent to one dwelling unit)	\$448.60
Schools	(equivalent to 26 dwelling units)	\$11,663.60
Small Craft Harbour	(equivalent to 2 dwelling units)	\$897.20
Harbour Lease	(equivalent to 10 dwelling units)	\$4,486.00
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,140.20
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$42,168.40
Campground	serviced stalls <b>times</b> months in operation <b>divided by 12</b> – times Motel rate	\$224.30
Others not specified	each	\$448.60

**SCHEDULE F**  
**SEWER USER RATES**

<b>DESCRIPTION</b>		<b>RATE</b>
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$349.90
Hotel, Motels	per unit	\$174.95
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$349.90
Trailer Park	per pad	\$349.90
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,499.00
Office, Shop or Store	(equivalent to one dwelling unit)	\$349.90
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$349.90
- Plus for Grocery	(equivalent to one dwelling unit)	\$349.90
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$349.90
Laundromat	per washing machine (equivalent to one dwelling unit)	\$349.90
Schools	(equivalent to 26 dwelling units)	\$9,097.40
Small Craft Harbour	(equivalent to 2 dwelling units)	\$699.80
Harbour Lease	(equivalent to 10 dwelling units)	\$3,499.00
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,449.30
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$32,890.60
Campground	serviced stalls <b>times</b> months in operation <b>divided by 12</b> – times Motel rate	\$174.95
Others not specified	each	\$349.90

**SCHEDULE G**  
**BUILDING FEES AND CHARGES**

*This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning amendments, Agricultural Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance Appeals and Inspection Fees. Services will be in coordination with the Strathcona Regional District.*

<b>Development Category</b>	<b>Application Fee</b>	<b>GST 5%</b>	<b>Total Cost</b>
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
OCP/Zoning Combined Application	\$3200.00 + \$500 Public Hearing Fee=\$3700.00	\$185.00	\$3,885.00
Fees for Public Hearings on all applications requiring one or for additional public hearings on revised applications.	\$500.00	\$25.00	\$525.00

<b>DEVELOPMENT PERMITS</b>			
Major	\$2,000.00	NA	\$2,000.00
Minor	\$1,000.00	NA	\$1,000.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council	\$200.00	NA	\$200.00
Amendments, Time Extensions (renewals) to existing Permits requiring approval by Council	\$1,000.00	NA	\$1,000.00
Development Variance Permits	\$1,000.00	NA	\$1,000.00
Time Extensions	\$200.00	NA	\$200.00
Amendments to Existing Development Variance Permit	\$500.00	NA	\$500.00
Registration Fee for all applications requiring a Notice on Title	\$30.00	\$1.50	\$31.50
Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
Renewals for Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
<b>ALR APPLICATION LAND RESERVE COMMISSION (LRC)</b>			
Land Owner application for Exclusion, Subdivision or Non Farm Use	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Land Owner Application for Inclusion	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Board of Variance	\$500.00	\$25.00	\$525.00
Application for a Discharge of a Charge on Title	\$50.00	\$2.50	\$52.50

<b>SUBDIVISIONS</b>			
Fee Simple (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Minor Lot Line Adjustment (where no new lots are created)	\$750.00	\$37.50	\$787.50
Final Approval of Minor Lot Line Adjustment	\$200.00	\$10.00	\$210.00
Final Approvals or Revisions on Phased Strat Developments (per phase)	\$200.00	\$10.00	\$210.00
Subdivision, Bare Land Strata Final Approval	\$1,000.00	\$50.00	\$1,050.00
Time Extension or Amendment to Preliminary Layout Approval	\$1,000.00	\$50.00	\$1,050.00
<b>LATECOMERS APPLICATION</b>			
Application	\$500.00	\$25.00	\$525.00
<b>LAND TITLE OFFICE SEARCHES</b>			
Title Searches (Within the Village of Sayward jurisdiction only)	\$15.00	\$0.75	\$15.75
Plan Search (Within the Village of Sayward jurisdiction only)	\$20.00	\$1.00	\$21.00
Document Search (for charges relating to the Village of Sayward only)	\$20.00	\$1.00	\$21.00
Contaminated Site Profile	\$50.00	\$2.50	\$52.50
<b>MAPS</b>			
Zoning and Official Community Plan Maps (11x17)	\$5.00	\$0.25	\$5.25
Zoning and Official Community Plan Maps (8.5x11 or 8.5x14)	\$2.50	\$0.12	\$2.62

PROCESSING FEES	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
Not exceeding \$50,000 value	\$50.00
value greater than \$50,000 but not exceeding \$200,000	\$100.00
value greater than \$200,000 but not exceeding \$500,000	\$250.00
value greater than \$500,000	\$500.00
<b>Demolition Permits</b>	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

PERMIT FEES	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
All	\$50.00 + 0.65% of the estimated value of construction
<b>Demolition Permits</b>	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

EXTENSION FEES	
DESCRIPTION	FEE AMOUNT
<u>Complex buildings and structures</u>	
Where the estimated value or remaining construction is \$20,000 or less	\$100.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
<u>Standard buildings</u>	
Where estimated value of remaining construction is \$20,000 or less	\$50.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
Other permits	\$50.00



<b>OTHER FEES</b>	
<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
To rescind a Stop Work or Do Not Occupy Order	\$250.00
Site inspection, section 56 of the Community Charter	\$100.00
Title Search	\$10.00
To obtain copy of Restrictive Covenant	\$50.00
To process a covenant in favour of the Village of Sayward	\$100.00
To remove a Notice on Title, section 57 of Community Charter	\$500.00
To photo copy plans	\$10.00 + GST per sheet