



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
MAY 2, 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. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

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

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for May 2, 2023, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on April 18, 2023, be adopted.

6. Petitions and Delegations

a) Barb Hubbard, Oscar Daze Committee – RE: Request for Support

7. Correspondence

a) Email from Watershed Security Strategy Team RE: engagement opportunities for local governments

b) Email from Strathcona Regional District RE: Building Bridges Through Understanding Workshop Monday June 12, 2023, at the Kelsey Centre

Recommended Resolution:

THAT correspondence a) to b) be received.

8. Council Reports

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Potential Municipal Land for Housing - Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Potential Municipal Land for Housing staff report for information and discussion.

b) Council Corner – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Council Corner staff report for information and discussion.

c) Public Nuisance Bylaw No XXX, 2023 – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receive the Public Nuisance Bylaw No. XXX, 2023 staff report for information and discussion.

THAT Staff be directed to return Public Nuisance Bylaw No. XXX to the May 16, 2023 council meeting for first, second, and third reading.

d) Financial Statements/Variances to March 31, 2023 – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receives the Financial Statements/Variances to March 31, 2023 staff report for information and discussion.

e) Special Meeting for Audit Report – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receive the Special Meeting for Audit Report staff report for information and discussion.

THAT Council schedules a special meeting for May 9, 2023 at _____ pm to receive the 2022 Audited Financial Statements and Audit Findings Report from Chan Nowosad Boates.

f) Council Action List – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Council Action List staff report for information and discussion.

- g) 2023 Village of Sayward Strategic Plan Report – Keir Gervais, CAO (to be distributed at meeting)**

Recommended Resolutions:

THAT Council receive the 2023 Village of Sayward Strategic Plan staff report for information and discussion.

13. Emergency Services/Public Works/Recreation Department Reports

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

Recommended Resolutions:

THAT Council receives the Recreation Services Report April 2023 Report for information and discussion.

14. Bylaws

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

Recommended Resolutions:

THAT Reserve Fund Establishment Amendment Bylaw No. 497, 2023 be given fourth and final reading.

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

Recommended Resolutions:

THAT Five Year Financial Plan Bylaw No. 498, 2023 be given fourth and final reading.

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

Recommended Resolutions:

THAT Fees & Charges Amendment Bylaw No. 499, 2023 be given fourth and final reading.

- d) Tax Rates Bylaw No. 500, 2023**

Recommended Resolutions:

THAT Tax Rates Bylaw No. 500, 2023 be given fourth and final reading.

15. New Business

16. Public Question Period (maximum 15 minutes)

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

17. In Camera - None

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
APRIL 18, 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

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

2. Introduction of Late Items

- a) CAO Gervais requested that Community Works Fund Staff Report be added as item 11.d)
- b) CAO Gervais requested that 2023 Tax Rates Bylaw No 500, 2023 be added as item 13.e)

3. Approval of Agenda

MOTION R23/97

MOVED AND SECONDED

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

CARRIED

4. Minutes of Previous Meetings

MOTION R23/98

MOVED AND SECONDED

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

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

CARRIED

5. Petitions and Delegations - None

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

MOTION R23/99

MOVED AND SECONDED

THAT correspondence c) to e) be received.

CARRIED

MOTION R23/100

MOVED AND SECONDED

THAT correspondence a) be received; and,

THAT staff be directed to contact the organizers of Oscar Daze to obtain further information regarding this event.

CARRIED

MOTION R23/101

MOVED AND SECONDED

THAT correspondence b) be received; and,

THAT the request for support for Canada Day 2023, be approved.

CARRIED

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

MOTION R23/102

MOVED AND SECONDED

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

THAT staff be directed to begin building relations with counterparts at K'omoks First Nations, We Wai Kai First Nation, and Wei Wai Kum First Nations and ultimately determine if C2C Forum opportunities with each First Nation is possible.

CARRIED

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

**MOTION R23/103
MOVED AND SECONDED**

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

THAT staff be directed to prepare a further report regarding this matter for Council's consideration.

CARRIED

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

**MOTION R23/104
MOVED AND SECONDED**

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

CARRIED

**MOTION R23/105
MOVED AND SECONDED**

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw, reflecting Option #2 in the Public Nuisance Bylaw staff report, for the May 2, 2023 Council meeting.

Opposed Cllr Tinsley Opposed Cllr Poulsen CARRIED

d) Community Works Fund (CWF) transfer for 2022- Lisa Clark, CFO/CO

**MOTION R23/106
MOVED AND SECONDED**

THAT Council receive the Community Works Fund (CWF) transfer for 2022 Report for information and discussion.

CARRIED

**MOTION R23/107
MOVED AND SECONDED**

THAT Council approves a transfer from the Community Works Fund Reserve in the amount of \$141,690 for the Newcastle Dam Decommissioning project.

CARRIED

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

13. Bylaws

a) Council Procedure Amendment Bylaw No. 496, 2023

**MOTION R23/108
MOVED AND SECONDED**

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

Opposed Cllr Poulsen CARRIED

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

**MOTION R23/109
MOVED AND SECONDED**

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

CARRIED

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

**MOTION R23/110
MOVED AND SECONDED**

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

CARRIED

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

**MOTION R23/111
MOVED AND SECONDED**

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

CARRIED

e) 2023 Tax Rates Bylaw No. 500, 2023

**MOTION R23/112
MOVED AND SECONDED**

THAT 2023 Tax Rates Bylaw No. 500, 2023 be given first, second and third reading.

CARRIED

14. New Business - None

15. Public Question - None

16. In Camera - None

17. Adjournment

The meeting was adjourned at 8:05 PM

Mayor

Corporate Officer

April 24, 2023

Dear Mayor and council:

In response to the questions asked at April 18th council meeting:

Who is cleaning up the site(s)?

We will ensure that all sites are cleaned and all refuse removed. Typically, we have dumpsters placed for the weekend to accommodate trash from the camp site and from the ball fields. Recyclable bottles and cans will be collected by one of three community groups.

Who is paying for garbage pick-up?

Any costs for garbage pick up will be borne by the tournament but typically we are able to get this service donated, at least partially.

What camping rate is being requested?

Last year, we did \$20/team/night. Typically, we will have 8-10 teams utilizing the village campground.

What charities are proceeds going to?

The Sayward Community Health Society, Sayward Secret Santa, and Wounded Warrior run BC [in partnership] with Sayward Volunteer fire department were last years recipients of donations. The committee meets one week after the tournament to decide the breakdown, depending on tournament net proceeds.

Are beer gardens being planned?

No.

RE a variance to the noise bylaw, what time are you proposing?

For noise bylaw variance, we propose 1 am for the Friday night, 2 am for Saturday night, and 2 am for the Sunday night. Most teams will leave Monday and no variance is requested for that day.

I will be unavailable on May 2 so Barb Hubbard will attend the council meeting on the committee's behalf.

Aggie Pringle, Oscar Daze Committee

Lisa Clark

From: Living Water Smart WLRs:EX <LivingWaterSmart@gov.bc.ca>
Sent: Monday, April 24, 2023 2:39 PM
Subject: Please share: Watershed Security Strategy and Fund engagement with local governments

Good afternoon,

We are reaching out as your local government participated in engagement related to WSA objectives in 2021 and we thought the following may be of interest.

We know local governments have important perspectives to contribute to watershed governance and security in British Columbia. They are often on the frontlines of water and watershed for social, cultural, environmental and economic wellbeing. We know that unsustainable water and land use, cumulative impacts of developments, invasive species and population growth are putting these values at risk. Climate change is making ecosystems and communities even more vulnerable to disasters like flood and drought. Building on what we heard, we've developed an [intentions paper](#) that starts to translate the discussion paper into potential actions, and we want to hear whether we're headed in the right direction.

What are the engagement opportunities?

Local governments are welcome to continue the discussion through multiple engagement opportunities. A webinar for local governments will be held on Wednesday April 26, 2023 from 10-11:30AM. Please register for the webinar via Eventbrite at the following [link](#).

Finally, our team will be travelling to regions in May to provide an opportunity for staff to get together and discuss what we've heard to date, next steps for the Watershed Security Strategy and Fund and to do some creative work together.

To register for a 45 min slot please e-mail livingwatersmart@gov.bc.ca to sign up:

- Victoria – May 3 from 1:00-4:00pm
- Victoria – May 5 from 1:00-4:00pm
- Vernon – May 10 from 1:00-4:00pm
- Kamloops – May 15 from 1:00-4:00pm
- Nanaimo – May 16 from 9:00am-2:30pm
- Prince George – May 16 from 9:00am-2:30pm
- Fort St John – May 18 from 1:00-4:00pm
- Smithers - May 25 from 9:00am-2:30pm
- Surrey – May 25 from 9:00am-2:30pm
- Cranbrook – May 31 from 9:00am-2:30pm

For those unable to attend in-person, please reach out and we can schedule a virtual 1:1 meeting and please don't hesitate to share with other local government colleagues.

Thank you!

Watershed Security Strategy Team

Lisa Clark

From: Shaun Koopman <SKoopman@srd.ca>
Sent: Sunday, April 16, 2023 4:18 PM
To: Mark Tatchell (Tahsis CAO); Michael Roy; Keir Gervais; Zeballos CAO
Cc: Luke Charlton ; Lisa Clark; Alana Janisse - Village of Zeballos; Janet St. Denis; Frank Morgan
Subject: Workshops - Building Bridges Through Understanding the Village
Attachments: SRD - Building Bridges through Understanding POSTER.pdf

Good afternoon Village CAOs

Please find more information below about the Building Bridges Through Understanding the Village workshops that the SRD is hosting between June – November 2023 throughout our communities. Please help make your staff and elected officials aware. To register please contact srdbooking@gmail.com

Who is this workshop for?

[First Responders](#)

[Local Government and First Nation staff members](#)

[Public Safety Lifeline Volunteer](#)

[Elected Officials](#)

[Organizations that play a role in their emergency response in their community](#)

Building Brides Through Understanding the Village Workshop			
Date	Time	Community	Location
Monday June 12 th	8:30am – 4:30pm	Sayward	Kelsey Centre Gym 652-A H'Kusam Way
Tuesday June 13 th	8:30am – 4:30pm	Zeballos	Community Hall 161 Maquinna Avenue
Monday June 19 th	8:30am – 4:30pm	Quadra Island	Firehall #1
Wednesday October 4 th	8:30am – 4:30pm	Campbell River	Rotary Field House 425B Merecroft Road
Saturday October 7 th	8:30am – 4:30pm	Campbell River	Rotary Field House 425B Merecroft Road
Saturday October 14 th	8:30am – 4:30pm	Quadra Island	Quadra Rec Centre Gym 970 West Road
Sunday October 15 th	8:30am – 4:30pm	Cortes Island	Klahoose Administration Building

Wednesday October 25 th	8:30am – 4:30pm	Gold River	Community Hall (In Arena Building)
Thursday October 26 th	8:30am – 4:30pm	Tahsis	Tahsis Recreation Centre Gym 285 Alpine View
Tuesday November 14 th	8:40am – 4:30pm	Campbell River	Rotary Field House 425B Merecroft Road

Strathcona
REGIONAL DISTRICT



Shaun Koopman M.A. - VA7MTJ

Protective Services Coordinator

301 – 990 Cedar Street, Campbell River, BC V9W 7Z8

e. skoopman@srd.ca | t. [250.830.6702](tel:250.830.6702) | f. [250.830.6710](tel:250.830.6710)



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Building Bridges through Understanding the Village

The Village
workshop series



'Building Bridges'



Under the SRD's Indigenous Cultural Safety & Cultural Humility grant to fund Building Bridges Through Understanding the Village Workshops for:

- **First Responders**
 - **Local Government and First Nation staff members**
 - **Public Safety Lifeline Volunteer**
 - **Elected Officials**
- **Organizations that play a role in their emergency response in their community**

Snacks and lunch will be provided at each event.
To register please contact srdbooking@gmail.com

As a group, we also explore in-depth the effects of Residential Schools and Canada's Policy of Assimilation on Indigenous communities. This workshop is geared to solutions rather than recrimination and is a great forum in which to ask questions. The workshop is done from a non-blame and non-shame perspective and invites all participants to become a part of the healing that is already happening. During this experiential workshop you will explore your own, personal role in supporting the revival of the values that worked so beautifully in Indigenous villages for thousands of years

This workshop will be going in-depth into residential school and could bring up grief and loss for some (participation in this portion is voluntary).

Date	Time	Community	Location
Monday June 12 th	8:30am - 4:30pm	Sayward	Kelsey Centre Gym 652-A H'Kusam Way
Tuesday June 13 th	8:30am - 4:30pm	Zeballos	Community Hall 161 Maquinna Avenue
Monday June 19 th	8:30am - 4:30pm	Quadra Island	Firehall #1 844 Heriot Bay Road
Wednesday October 4 th	8:30am - 4:30pm	Campbell River	Rotary Field House 425B Merecroft Road
Saturday October 7 th	8:30am - 4:30pm	Campbell River	Rotary Field House 425B Merecroft Road
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STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Potential Municipal Land for Housing
Meeting date: May 2, 2023

BACKGROUND

At the April 4, 2023 Council meeting Council received correspondence from UBCM President Jenn Ford, conveying a voluntary request to municipalities to provide a listing of municipal land that potentially could be used for affordable housing of all sorts. The following resolution was passed by Council at this meeting:

MOTION R23/78
MOVED AND SECONDED

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

CARRIED

DISCUSSION

Staff has reviewed potentially available land and identified one option that staff could inform the Ministry about, at Council's direction. The potentially available land is presently occupied by the tennis courts and the large Cypress tree. Council could also determine that the Village does not have any potentially available land and simply not respond to the request for a voluntary submission.

STAFF RECOMMENDATIONS

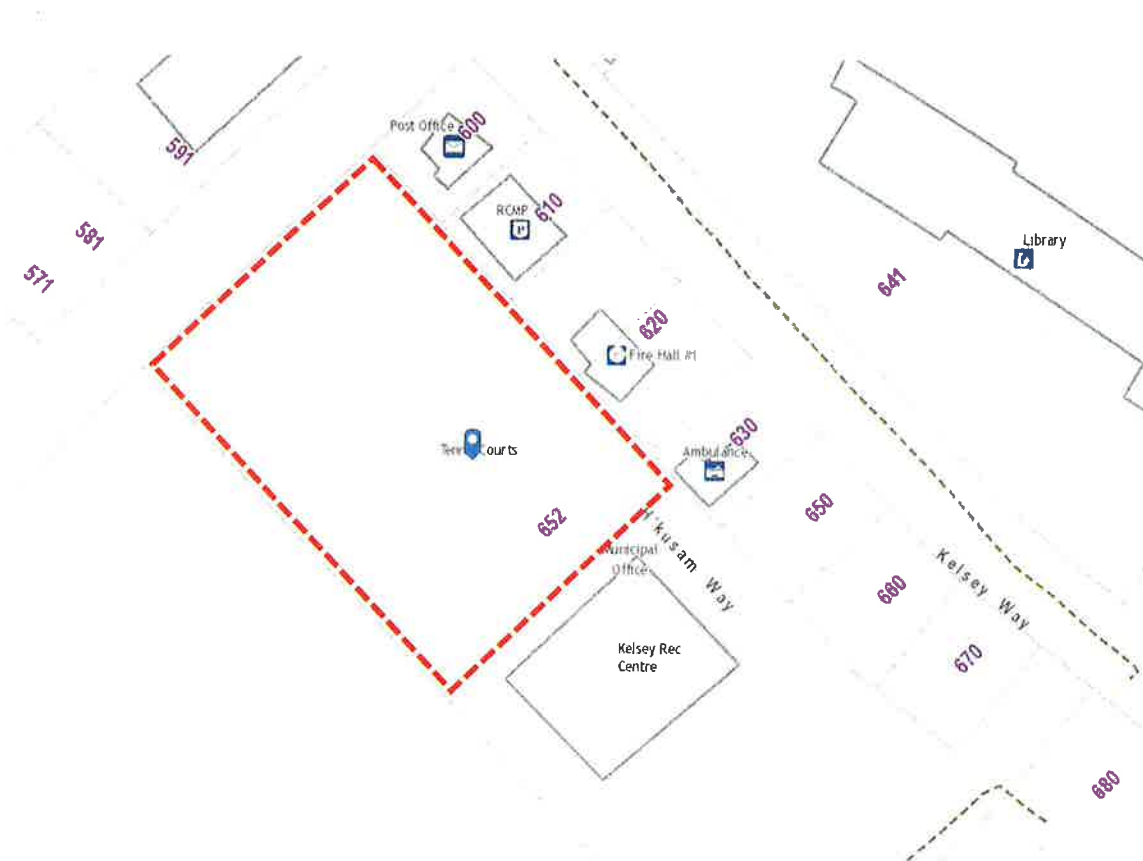
THAT Council receive the Potential Municipal Land for Housing staff report for information and discussion.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- **Potential Municipal Land for Housing – Sayward BC**



PROPERTY

ROLL: 00345.005

PID: 002-256-169

LEGAL: Lot 1, Plan VIP27978, Section 36, Township 4, Sayward Land District, & SEC 31 TWP 3

Civic: 652

Street: HKUSAM WAY

Jurisdiction Code: 571

Administrative Area: MM

Lot:

Block:

Section:

Township:

District Lot:

Survey:

Actual Use: Recreational & Cultural Buildings (Includes Curling)

Actual Use Category: Civic-Recre

Property Code(s): 06 08

Property Classification:

Acres: 3.66

Hectares: 1.48



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Council Corner
Meeting date: May 2, 2023

PURPOSE

The purpose of this report is to determine if Council would like to contribute to a monthly column(s) from Council in the Sayward News.

DISCUSSION

The Sayward News provides an opportunity to share information with and in some cases engage the community. In the past the Sayward News has had a section titled CAO Corner. This CAO is cautious about replacing or misrepresenting the voices of the Village – Council.

There are several topics that Council could consider sharing information about and/or engaging the Village about, including but not limited to:

- A Village service (Fire Dept., Kelsey Centre, PW, bylaw enforcement, finance, etc.)
- Special events (Canada Day, Oscar Daze, etc.)
- Partner initiatives (SFS, SRD, School District, etc.)
- What you observed/learned at a recent conference, workshop, etc. that you attended
- Various planning processes (upcoming public hearings, strategic & budget planning, OCP, etc.)
- Special Events
- Project Updates (infrastructure, Ec Dev, OCP, etc.)
- National days of recognition (Truth and Reconciliation, National Day of Mourning, Firefighters' National Memorial Day, Administrative Professionals Day, Local Government Awareness week, etc.)
- Seasons and your thoughts about what they bring with them to the Village
- Year in review
- Trends, opportunities, challenges, issues, etc.
- Engagement itself
- Other...

In researching this topic, staff has learned that prior to implementing such an initiative, Councils typically work with staff to develop 'guidelines' to be followed. Guidelines typically address:

- The Council Corner is the voice of all of Council.
 - It's an official public document
 - Even when written by one elected official, the article must represent all of Council and must be approved by all of Council. This points to the fact that Council agrees to and takes steps to guard against the Council Corner being controversial.
- Who writes the Council Corner. Some Councils rotate the writing of the Council Corners.
- Required staff resources. Staff vet, edit and format the Council Corner.
- The length of the article and where it appears. The number of words is agreed to - not too few or too many, and it is determined if the Council Corner is posted online, in the municipally-published newsletter (ex. Sayward News)
 - If posting online is of interest, staff would like some time to consider resources required and staff capacity
- Public feedback. If public feedback is sought, where is it being sent and who addresses it? Or is the Council Corner purposely written so it's For Information Only (perhaps a disclaimer to this point underlines each article?).
- Deadlines. The day each month is set for when the DRAFT Council Corner is to be submitted to staff to vet, edit, format and publish and/or post online.

Staff believes that many, if not all, of the topics noted above are worth sharing with residents; some directly reflect the ongoing efforts of Council and staff, while others simply give voice to important topics. Above all else, staff's intent by suggesting this initiative is to highlight the Village's leaders – Council.

The option exists for Council to not proceed with a Council Corner as outlined above, and could direct staff to continue highlighting these topics under a different heading (ex. Village News).

STAFF RECOMMENDATIONS

THAT Council receive the Council Corner staff report for information and discussion.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Public Nuisance Bylaw**
Meeting date: May 2, 2023

BACKGROUND

Council has been considering the implementation and adoption of a new Public Nuisance bylaw since late 2022. The new bylaw will regulate noise, street nuisances, and property maintenance within the Village of Sayward. The new bylaw will repeal several old bylaws that are no longer relevant or that have been incorporated into the new bylaw.

At the April 18, 2023 regular Council meeting the following resolutions were passed:

MOTION R23/104

MOVED AND SECONDED

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

CARRIED

MOTION R23/105

MOVED AND SECONDED

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw, reflecting Option #2 in the Public Nuisance Bylaw staff report, for the May 2, 2023 Council meeting.

Opposed Cllr Tinsley Opposed Cllr Poulsen CARRIED

DISCUSSION

Option #2 presented to Council is minimally restrictive regarding the use of generators during power outage events and this option has now been incorporated into the draft bylaw. As outlined in previous reports, 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.

The suggested timeline to implement the new Public Nuisance bylaw (as noted in prior reports) is below for information purposes:

Schedule	Action
April 18, 2023	Council reviews options related to Bylaw No. XXX Public Nuisance Bylaw and directs staff accordingly - COMPLETE
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
Mid Summer	Council gives fourth and final reading to Bylaw No. XXX Ticketing for Bylaw Offences Amendment Bylaw

Staff will note that an amendment bylaw to the Fees & Charges bylaw will also be required to capture the fees associated with permits issued under the Public Nuisance bylaw - this will be included as part of a bigger review of the Fees & Charges bylaw in Q3 of 2023.

STAFF RECOMMENDATIONS

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

THAT Council direct staff to return Public Nuisance Bylaw No. XXX to the May 16, 2023 Council meeting for first, second, and third reading.

Respectfully submitted,



Lisa Clark, CFO/CO

Attachments:

- **DRAFT Public Nuisance Bylaw No. XXX, 2023**



**VILLAGE OF SAYWARD
BYLAW NO. XXX**

A BYLAW TO PREVENT AND PROHIBIT NUISANCES AND DISTURBANCES

WHEREAS the Village of Sayward wishes to promote a safe, comfortable and inviting community for all of its citizens, businesses and visitors.

AND WHEREAS the small minority of persons that create nuisances and disturbances and that, in general, engage in uncivil behaviour threaten the quality of life desired by the population as a whole.

AND WHEREAS it is in the public interest for the Village to take the necessary measures to eliminate nuisances, disturbances and occurrences of uncivil behaviour.

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

PART 1 - TITLE

1. This bylaw may be cited for all purposes as “Public Nuisance Bylaw No. XXX, 2023”.

PART 2 - DEFINITIONS

2. In this bylaw, unless the context otherwise requires:

Arterial Road	means an Arterial Highway as classified under the British Columbia <i>Highway Act</i> ;
Boulevard	means the area of a Highway between the edge of the pavement or curb of the Roadway and the adjacent property line of the Highway;
Bylaw Enforcement Officer	means a Peace Officer, as defined in the British Columbia <i>Interpretation Act</i> and those Persons designated by Council as a Bylaw Enforcement Officer to enforce the provisions of this Bylaw;
Chief Administrative Officer	means the Chief Administrative Officer duly appointed by Council;

Continuous Noise	means any Noise or sound continuing for a period of five (5) minutes or more in any 15-minute period;
Council	means the Council of the Village of Sayward;
Discarded Materials	includes but is not limited to all materials not in use for the construction or maintenance of a building situated on that property, appliances, furniture, cans, containers, bottles, glass, circulars, pamphlets, handbills, paper or other litter or rubbish, unlicensed or inoperable motor vehicles or motor vehicle parts, boats or boat parts, machinery, animal carcasses, vegetation cuttings or debris, solid or liquid waste, firewood, unless it is neatly piled or stacked against a wall or fence, and all other chattels in a dismantled state or not in use for the purpose for which the manufacturer intended;
Drainage Facility	includes Boulevard drainage inlet, catch basin grate, culvert headwall or lawn basin inlet;
Graffiti	includes one or more letters, symbols, writing, pictures or marks, however made, posted, scratched, acid etched, painted or drawn on any structure or thing but does not include any of the following; <ul style="list-style-type: none"> a. a sign, public notice, or traffic control mark authorized by a Village Bylaw or Provincial or Federal legislation; or b. in the case of private property, a letter, symbol, or mark for which the Owner of the property on which the letter, symbol, or mark appears has been given prior, written authorization.
Herbicide	means any kind of material that is used to control Noxious Weeds;
Highway or Other Public Place	includes every Street, road, Boulevard, sidewalk, Lane, square, parking lot, courtyard, bridge, viaduct and any other way open to public use and any land, park, green space, building, conveyance, private place or passageway to which the public has, or is permitted to have access or is invited;
Independent Sound Consultant	means a professional engineer, licensed to practice in the Province of British Columbia, with acoustical expertise;

Intersection	means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the Roadways of the 2 Highways which join one another at or approximately at right angles, or the area within which vehicles traveling on different Highways joining at any other angle may come in conflict; and, for the purpose of this definition "Highway" does not include a Lane or way less than 5 meters in width separating the rear property lines of parcels of land fronting on highways running more or less parallel to and on each side of the Lane or way;
Lane	means a Street with a right of way not exceeding 8 metres in width;
Noise	includes any loud outcry, clamour, shouting, disturbance or movement or any sound that is loud or harsh or undesirable;
Noxious Weed	means any weed designated as noxious pursuant to the <i>Weed Control Act</i> ;
Occupier	means a Person who occupies Real Property but does not include the Occupier of a unit in an apartment, hotel or institution;
Owner	means the Owner of Real Property;
Panhandle	means to beg for, or, without consideration ask for, money, donations, goods, or other things of value whether by spoken, written or printed word or bodily gesture for oneself or for any other Person but does not include soliciting by the holder of a permit issued by the Village of Sayward;
Peace Officer	has the same meaning as in the British Columbia <i>Interpretation Act</i> and includes a Bylaw Enforcement Officer;
Pedestrian Facility	means a structure for pedestrian use including a walkway, sidewalk, stairs, ramp, and curb letdown;
Person	includes a natural Person, a company, corporation, partnership, firm, association, society, or party and the personal or other legal representatives of a Person to whom the context can apply according to law;
Pesticide	means any kind of material that is used to control pests, fungi, and insects;
Real Property	means land, with or without improvements so affixed to the land as to make them in fact and in law a part of the Real Property;

Residential Premises, Residential Property and Tenancy Agreement	shall have the same meanings as in the <i>Residential Tenancy Act</i> of British Columbia;
Road Surface	means gravel, asphalt, cement, concrete or material of any kind whatsoever placed upon any Street, road, Highway, bridge, viaduct, Lane, or any other way designed or intended for use by the general public for the passage of vehicles, and every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited;
Roadway	means a portion of a Highway approved for use for vehicular travel;
Sight-Distance	means a clear line of vision between conflicting motorists, cyclists and pedestrians that allows sufficient time for safe maneuvers to be made without significantly affecting the conflicting traffic;
Special Event Permit	means a permit issued by the Village authorizing the use of a Highway or Other Public Place for the purposes of a special event;
Street	means any Highway, Roadway, sidewalk, Boulevard, place or way which the public is ordinarily entitled or permitted to use for the passage of vehicles or pedestrians and includes all structures located in any of those areas;
Traffic Control Signal	means a Traffic Control Signal as defined in the <i>British Columbia Motor Vehicle Act</i> ;
Utility Company	means any utility company that has structures, including but not limited to, postal boxes, lamp posts, telecommunication and power boxes and poles, situated on any Highway or Other Public Place within the Village;
Village	means the Village of Sayward.

PART 3 - INTERPRETATION

3.0 Words or phrases defined in the *British Columbia Interpretation Act, Motor Vehicle Act or Community Charter* (or any successor legislation), shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw or the context otherwise requires.

- 3.1 In this Bylaw, unless the context otherwise requires, the singular shall include the plural and the masculine includes the feminine gender.
- 3.2 The headings contained in the Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.
- 3.3 If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed, and the severance shall not affect the validity of the remainder.

PART 4 – STREET NUISANCES

Restrictions on Panhandling

- 4.0 No Person shall Panhandle after sunset on any given day.
- 4.1 No Person shall sit or lie on a street for the purpose of Panhandling.
- 4.2 No Person shall continue to Panhandle from a person, or follow a person, after that person has made a negative response.

Use of Highways

- 4.3 No Person shall:
- a. urinate or defecate on a Highway or other public place;
 - b. impede or obstruct any other person on a Highway or other public place, excluding lawful picketing as provided in the *BC Labour Code*;
 - c. stand or congregate on a Highway or other public place in such a manner as to impede or obstruct the free movement of other persons or vehicular traffic;
 - d. camp or erect a tent or other camping facilities on a Highway or other public place;
 - e. sleep in any vehicle located on a Highway or other public place;
 - f. swear or use indecent, obscene, blasphemous or grossly insulting language on or about a Highway or other public place; or
 - g. carry on any obscene, lewd or indecent activity on a Highway or other public place.

PART 5 – LITTERING

- 5.0 No Person shall deliver circulars, pamphlets, handbills or papers to or within any Real Property or building located on the Real Property, unless such deliveries are deposited within a receptacle provided by the owners or occupiers of the Real Property or building.
- 5.1 No Person shall deposit or throw any discarded materials, in or on any Highway or other public place.

PART 6 – NOISE REGULATION

Exemptions

- 6.0 This Part shall not apply to:
- a. the operation of emergency vehicles;
 - b. the emergency repair of a public Highway;
 - c. operations of a public utility;
 - d. Peace Officers acting in the course of their duties;
 - e. the operation of farm vehicles during planting or harvesting;
 - f. snow clearing;
 - g. the sound of emergency backup power generators during a community wide power outage event. Within thirty minutes of the power being restored, generator noise will not be permitted;
 - h. events held under authority of a Special Event Permit issued by the Chief Administrative Officer or their designate; and
 - i. any person functioning within the limits imposed by a permit issued by the Chief Administrative Officer or their designate;
- 6.1 An application for a permit referred to in Sections 6.0(h) and 6.0(i) of this Bylaw may have a decision under this Bylaw reconsidered by Council by applying in writing for such reconsideration, specifying the decision which the applicant wishes reconsidered and the reason supporting the request for reconsideration.
- 6.2 The permit referred to in Sections 6.0(h) and 6.0(i) will be in a form prescribed by the Chief Administrative Officer or their designate.
- 6.3 Every applicant for a permit referred to in Section 6.0(h) and 6.0(i) shall pay the permit fee prescribed in the Fees and Charges Bylaw.

Regulations

- 6.4 No Person shall make or cause, or permit to be made or caused, any noise, in or on any Highway or other public place or private place which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the neighbourhood or vicinity.
- 6.5 No Person, who is the Owner or Occupier of real property, shall allow or permit such real property to be used in such a manner that noise emanating from the real property disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of a person or persons in the neighbourhood or vicinity.
- 6.6 No Person shall operate any radio, stereophonic equipment or other instrument, or any apparatus for the production or amplification of sound either in or on private premises or in any highway or other public place in such a manner as to disturb the quiet, peace,

rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.

- 6.7 No Person shall own, keep, or harbor any animal or bird which, by its cries, unduly disturbs the peace, quiet, rest, enjoyment, comfort, convenience or tranquility of the surrounding neighbourhood, Persons in the vicinity, or the public at large.

Construction and Garbage Collection Noise

- 6.8 No Person shall, before 7:00 am on any day from Monday to Saturday when such day is not a Statutory Holiday, or before 8:00 am on any Sunday or Statutory Holiday, and after 10:00 pm on any day, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.
- 6.9 No Person shall, before 7:00 am on any day from Monday to Saturday, or before 8:00 am on any Sunday or Statutory Holiday and after 10:00pm on any day, operate a garbage truck which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of Persons in the vicinity.

Power Tools and Model Airplanes

- 6.10 No Person shall, before 8:00 am and after 10:00 pm on any day, use or operate any power gardening tool or other power tool or machine or any model airplane, boat or car powered by an internal combustion, turbine or rocket engine.

Public Address Systems

- 6.11 No person shall operate any outdoor public address system at any time from any vehicle, real property, place or premises without the permission of the Chief Administrative Officer or their designate.

Commercial or Industrial Operations

- 6.12 Every Owner or operator of an industrial or commercial business which generates a Continuous Noise of a level that disturbs the occupants of the neighbourhood or Persons in the vicinity shall, at the request of the Village, supply the Village with:
- a. a report prepared by an independent sound consultant recommending methods to abate the Noise; and
 - b. a letter of certification sealed by the independent sound consultant that the methods approved by the Chief Administrative Officer for the abatement of noise have been fully implemented.

Motor Vehicle Noise

- 6.13 The following noises are, in the opinion of Council unnecessary, objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:
- a. the squeal of a tire on a Road Surface made by a motor vehicle which is accelerating, stopping or changing direction;
 - b. a loud, roaring or explosive sound emitted by a motor vehicle;
 - c. the amplified sound of a radio or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates from a motor vehicle and can easily be heard by someone outside the motor vehicle;
 - d. the sound of the diesel engine of a bus, truck or other vehicle which has been idling or otherwise running continuously for more than five minutes at the same location, except that this clause shall not apply where the bus or truck is located within a garage or depot approved by Village Bylaws and Permits for its long-term parking;
 - e. the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding five (5) minutes or the sound of an automobile security system, but not including its activation status signal, which is made more than three (3) times in a 24-hour period;
 - f. the sound of a horn or other warning device on a motor vehicle used for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle;
 - g. the sound of a brake or other type of engine brake on a motor vehicle used or operated for any purpose other than as an emergency braking device incidental to the safe operation of the motor vehicle;
 - h. the sound of a vehicle for which the muffler has been cut out, disconnected, modified by the removal of baffle or other part or which has been opened or widened creating a greater noise than is standard.
- 6.14 No person shall make or cause or permit to be made or caused, any objectionable, unnecessary or disturbing Noise set forth in Section 6.12 or operate a motor vehicle so as to cause any objectionable, unnecessary or disturbing Noise set forth in Section 6.13 contrary to the *Motor Vehicle Act Regulations* in effect at that time.

PART 7 – PROPERTY MAINTENANCE

Graffiti

- 7.0 No Person shall place graffiti, or cause graffiti to be placed, on any wall, fence or other structure or thing in any Highway or other public place.

- 7.1 No person shall place graffiti, or cause graffiti to be placed, on any wall, fence, building or structure that is located on Real Property and adjacent to a Highway or other public place.
- 7.2 Every owner of Real Property shall remove graffiti that is located on the Real Property adjacent to a Highway or other public place within five (5) working days of the placement of the graffiti.
- a. Every Utility Company shall remove graffiti that is located on any Utility Company structure that is situated on any Highway or other public place within five (5) working days after receiving notification of the graffiti from the Village;
 - b. A Utility Company is exempt from the requirement in Section 7.2(a) if the Utility Company has entered into an agreement with the Village regarding the removal of graffiti from the Utility Company structures.

Boulevard Maintenance

- 7.3 Every Owner or Occupier of Real Property shall maintain in a clean, tidy and well-kept condition every Boulevard fronting on the Real Property and, without limiting the generality of the foregoing, shall:
- a. remove accumulations of filth, rubbish, discarded materials, hazardous objects and other materials which obstruct a drainage facility;
 - b. keep grassed areas trimmed and free of noxious weeds;
 - c. keep landscaping trimmed so that driveway and intersection vision clearances are unobstructed;
 - d. keep landscaping from encroaching over paved roadways or gravel shoulders.
 - e. not foul, obstruct or impede, or permit the fouling, obstructing or impeding of the flow of any waterway or culvert within the municipality.

Sidewalks and Pedestrian Facilities

- 7.4 Every Owner or Occupier of Real Property shall:
- a. remove rubbish from every pedestrian facility bordering the Real Property;
 - b. keep landscaping from encroaching over a sidewalk, or walkway, from ground level to a height of 2.4 metres.
- 7.5 No person shall:
- a. willfully injure or damage any Boulevard or any tree, shrub, plant, bush or hedge on any boulevard;

- b. erect any sign, fence, wall or other structure on any Boulevard, except with written permission of the Village;
- c. apply a Pesticide or Herbicide to any Boulevard; or
- d. dispose of any vegetation cuttings, rubbish, discarded materials or any liquid or solid waste on any Boulevard or in any Drainage Facility.
- e. section 7.5(c) does not apply to the Village or any other public utility.

Fences

7.6 Every Owner or Occupier of Real Property shall:

- a. In any zone, where an Owner or Occupier of property adjacent to a Highway has erected a fence adjacent to that Highway, the Owner or Occupier shall not allow that fence to fall into a state of disrepair;
- b. An Owner or Occupier of Real Property whose fence erected adjacent to a Highway has fallen into a state of disrepair shall repair it forthwith upon receipt of notice given pursuant to this Bylaw;
- c. In every zone where the keeping of livestock is permitted, every Owner or Occupier of Real Property abutting upon any Highway shall forthwith, upon receipt of notice given pursuant to this Bylaw, erect fences along the boundary of that property abutting on the Highway for the purpose of preventing livestock from straying upon said Highway.

Intersection Vision Clearance

7.7 No Person who owns or occupies Real Property located at any Intersection, shall place or permit to be placed or grow a tree, shrub, plant, fence or other structure with horizontal dimension exceeding 0.46 metres (1.5 feet) within the triangular area formed by two intersecting lot lines and the line joining the points on such lot lines 2.4 metres (7.87 feet) from the point of intersection, between an elevation such that an eye 1.0 to 2.4 metres (3.28 feet to 7.87 feet) above the surface elevation of one road, cannot see an object 1.0 to 2.4 metres (3.28 feet to 7.87 feet) above the surface of the other road.

Street Signs

7.8 No Person shall remove, deface or damage any street name sign or any other sign or marker erected upon any Highway by or at the direction of the Village.

Hazardous Trees and Shrubs

- 7.9 a. If in the opinion of the Village, any trees, hedges, bushes, or shrubs growing or standing on any Real Property are:
- (i) a hazard to the safety of persons on any Highway or other public place;
 - (ii) likely to damage public property, or
 - (iii) seriously inconveniencing persons on any Highway or other public place

the Village may order the Owners or Occupiers of the Real Property on which they grow or stand to trim, remove, or cut down such trees, hedges, bushes or shrubs.

b. If the Person so ordered does not take the required action referred to in Section 7.9(a), the Village may proceed pursuant to Sections 7.19 to 7.21 of this Part.

House Numbering

7.10 All Owners and Occupiers of buildings shall display in a conspicuous place on the Real Property on which the building is located, the street number assigned by the Village to such building so that the same is of contrasting colour to its background and readable from the Highway.

Birds

7.11 No person shall keep or feed within the Village, birds so that they congregate in such numbers so as to constitute a nuisance or disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.

Demolition Sites

7.12 On any property where the demolition of any building or structure has taken place;

- a. all debris and material whether to be discarded or retained shall be removed forthwith;
- b. any basement or other excavation shall be filled in or covered over to lot grade level forthwith, upon receipt of notice served pursuant to the Bylaw.

Unightly Premises

7.13 No Owner of Real Property shall permit the Real Property to become or remain unsightly or permit water, rubbish, Discarded Materials or noxious, offensive, or unwholesome matter to collect or accumulate around that real property.

7.14 Every owner of Real Property shall:

- a. keep the Real Property clear of Noxious weeds and unsightly and unkempt brush, trees, or other growths;
- b. keep ground cover vegetation from exceeding 30 cm in height; and
- c. prevent infestation by caterpillars and other noxious or destructive insects and clear the Real Property of such insects.

7.15 Every Owner of Real Property shall remove or cause to be removed from the property any unsightly accumulations of filth, discarded materials, brush, trees, vines, Noxious Weeds or other growths, of any kind on a regular basis, or when ordered to do so by the Village.

- 7.16 Every Owner of Real Property shall maintain the general appearance and repair of the Real Property to the standards of other similar properties in the neighbourhood.

Rental Premises

- 7.17 Every Owner of residential premises or residential property subject to a tenancy agreement shall:
- a. maintain the physical condition and structural repair of the residential premises or residential property to the health, life safety and fire protection standards of the British Columbia *Building Code* and the Village of Sayward Fire Prevention Bylaw; and
 - b. maintain the general appearance and repair of the Real Property to the standards of other similar properties in the neighbourhood.

Vacant Premises

- 7.18 No Owner of Real Property shall cause or create a nuisance or permit a nuisance to be caused or created by allowing a vacant building on the Real Property to fall into such a state of disrepair that it becomes unsightly or creates a hazard, danger, nuisance or inconvenience to the general public.

Default and Remedial Action Notices

- 7.19 Where an Owner of Real Property or other responsible person fails to comply with the requirements of this Part, Council may make a declaration requiring that the Owner or other responsible person bring the Real Property into compliance with the provisions of this Part within a specified time frame. A Bylaw Enforcement Officer may issue a notice in relation to Council's declaration.
- 7.20 If the Owner or other responsible person fails to comply with the notice requirement within the time limit specified in the notice, the Village by its workers, or others authorized by the Chief Administrative Officer, may, at all reasonable times and in a reasonable manner, enter the Real Property and affect such compliance at the cost of the defaulting Owner or other responsible person. Such cost shall consist of all costs and expenses incurred by the Village in affecting compliance with this Part including, without limitation, administrative costs, costs of attendance at the property by Village employees or its contractors and the costs of removal, clean up and disposal.
- 7.21 If an Owner or other responsible person defaults in paying the cost referred to in Section 7.20 to the Village within 30 days of a demand for payment from the Village, the Village may recover from the Owner or other responsible person, in any court of competent jurisdiction, the cost as a debt due to the Village. If an Owner has not paid the debt by December 31 in the year in which the debt was incurred, the Village may direct that the amount of the cost be added to the Real Property tax roll as a charge imposed in respect of work or service provided to the Real Property of the Owner.

Reconsideration

- 7.22 An Owner or other responsible Person who has been issued a notice pursuant to Sections 7.19, 7.20 and 7.21 of this Part may make representations to Council to have the decision reconsidered by applying in writing for such reconsideration within 14 days of receipt of the notice, or lesser time if specified in the notice.

PART 8 – ENFORCEMENT AND PENALTY

Right of Entry

- 8.0 A Bylaw Enforcement Officer may, at all reasonable times, enter upon any Real Property in the Village in order to ascertain whether the regulations contained within this Bylaw are being complied with.

Enforcement

- 8.1 The provisions of this Bylaw may be enforced by any Bylaw Enforcement Officer.

Offences and Penalties

- 8.2 Any person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than \$10,000 (and not less than the fines prescribed in the Village of Sayward Ticketing Offence Bylaw), the cost of prosecution and any other penalty or order imposed pursuant to the *Community Charter* (British Columbia) or the *Offence Act* (British Columbia). Each violation against this Bylaw shall be deemed to be a separate and distinct offence, and, where the offence is a continuing one, each day that the offence is continued constitutes a separate offence.

PART 9 – SEVERABILITY

- 9.0 If any section, subsection, paragraph, clause, phrase or word within this Bylaw is for any reason held to be invalid by the decision of a court or competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

PART 10 – REPEAL

- 10.0 Property Maintenance Bylaw No. 384, 2010; Noise Control Bylaw No. 342, 2005; No-Idling Bylaw No. 389, 2011 and Liquor Consumption Bylaw No. 77, 1977 are hereby repealed.

Read a first time on the ___ day of _____ 20XX

Read a second time on the ___ day of _____ 20XX

Read a third time on the ___ day of _____ 20XX

Adopted on the ___ day of _____ 20XX

Certified a true copy of Bylaw No. XXX
this ___ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Financial Statements/Variances to March 31, 2023**
Meeting date: May 2, 2023

BACKGROUND

Staff provide a variance report for Council's review approximately every three months. This report details the approved budget, actual expenditures, and the variance between the two. It also shows comparisons to the previous year. The variance report also shows progress on the work plan, demonstrates that expenditures align with the approved Financial Plan and any variances are accounted for.

DISCUSSION

The Village's operational revenues and expenses up to the end of March 31, 2023 are summarized below, with a comparison to the same period in 2022, as well as the variance to the 2023 approved budget.

A high-level analysis of the operating budget indicates revenues and expenditures are aligned with the Financial Plan. Summary notes on select revenue sources and departmental expenditures are included for information purposes.

Summary	2022 Budget	2022 Actual to Mar 31, 2022	2023 Budget	2023 Actual to Mar 31, 2023	Y/Y Variance \$
OPERATING REVENUE					
Taxation - General Municipal Purpose	377,266	0	414,993	0	0
Other taxes	388,992	0	429,593	0	0
Federal Community Works Fund Grant	71,562	0	71,568	0	0
Provincial Govt Grants	463,000	0	360,000	0	0
Provincial Govt Grants - Growing Communities Fund	0	0	622,000	622,000	622,000
LGCAP Grant	41,082	0	41,082	0	0
Interest & Tax Penalties	9,000	106	9,000	159	53
Unrealized Gain (Loss)	0	0	0	0	0
General Investment Income	7,500	1,830	13,500	5,545	3,715
Other Revenue	13,400	831	8,400	776	(56)
Licences, Permits & Fines	8,700	3,036	10,900	5,849	2,813
General Operating Grants	124,975	2,500	69,160	23,026	20,526
Sale of Service - Recreation Centre	14,550	3,226	21,250	15,778	12,552
Sale of Service - Other	17,750	2,695	22,500	4,737	2,041
RCMP Rent	24,000	6,000	24,000	6,000	0
RCMP Maintenance	9,748	2,437	9,748	2,437	0
Sewer Revenue	83,771	0	98,132	314	314
Water Revenue	144,608	0	159,661	3,036	3,036
Solid Waste Revenue	43,523	272	49,465	127	(144)
<i>Parcel Tax - Drainage project</i>	0	0	30,499	0	0
Total Operating Revenue	1,843,427	22,934	2,465,452	689,785	
OPERATING EXPENDITURES					
Legislative Services	74,960	14,970	68,700	19,660	4,690
Administration	514,351	100,434	444,537	121,937	21,503
Election	7,100	450	0	0	(450)
Recreation Centre	293,463	53,437	298,986	100,552	47,114
Parks	63,393	1,629	37,283	4,767	3,139
Public Works	98,018	32,385	107,234	32,198	(188)
Roads	65,472	11,181	51,561	7,301	(3,880)
Drainage	6,789	626	40,102	424	(203)
Planning	24,000	3,661	23,450	3,381	(280)
Police	12,619	1,031	11,040	932	(100)
Fire	10,801	26,809	44,232	1,837	(24,973)
Emergency	13,100	651	9,032	7,583	6,932
Health Clinic	1,000	421	1,000	313	(109)
Solid Waste	53,806	7,123	49,000	4,945	(2,178)
Sewer Operations	115,019	18,433	101,400	27,022	8,589
Water Operations	177,405	38,187	148,523	33,050	(5,138)
Total Departmental Expenditures	1,534,297	311,429	1,436,080	365,900	
Surplus/(Deficit) Before Amortization	309,131	(288,495)	1,029,371	323,885	

REVENUES

- 1.) Interest and tax penalties: Anticipated to be slightly higher for 2023. This is due to an increase in unpaid property taxes from 2022 to 2023. On March 31, 2023, approximately \$48k remains receivable (\$28k for same period in 2022), which represents taxes that are in delinquent and arrears status. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.
- 2.) General Investment Income: Revenue is trending higher than 2022 due to cash being invested at a higher interest rates.
- 3.) Other Revenue includes tax certificate fees, general rent (weather station), snow removal revenue, Area A Fire Service admin fees, and other misc. items.
- 4.) Licenses, Permits and Fines: Revenue is trending higher than 2022, due to additional business licenses being issued for 2023.
- 5.) General Operating Grants: Grants have either been included in the approved budget or will need to be added as an amendment when funding announcements are made. Grant monies are not posted to the G/L until the expenses have been incurred:

Project	Grant Amount	Source
Asset Management Update (carry fwd)	\$36,750	FCM
Volunteer Fire Fighting Equipment	\$29,910	UBCM
Economic Advisory Coordinator	\$70,000 (amendment)	ICET

- 6.) Sale of Service – Recreation Centre: Trending much higher in 2023 due expanded programming and hours for the period January – March 2023. **Note: revenues in 2023 have more than quadrupled compared to 2022, which indicates a return to pre-COVID levels of attendance and use of the facility.**

EXPENDITURES

Each area of the Village’s operations has been analyzed below.

Legislative

Total overall department expenses are on target with budget.

Administration

Total overall department expenses are on target with budget.

Recreation

Expenses are on target with budget. Department costs are not uniform from month to month and will decline for the period April – May due to reduced facility hours and will decline even

further during the facility shut down from June – August. Department costs will start again for the period September – December. Approved costs for 2023 include a new boiler for the Centre (now installed), and upgrades to the weight room (complete).

Parks

Expenses are on target with budget. The campground is anticipated to experience more usage in 2023 which will lead to increased revenues to cover expenses.

Public Works

Expenses are on target with budget.

Roads

Expenses are on target with budget.

Drainage

Expenses are on target with budget. The Drainage Improvements Project is not anticipated to start until late 2023 or early 2024.

Planning

This department includes fees for building inspections which are contracted through the SRD, as well as costs for re-zoning, GIS services and other planning items including Approving Officer wages. Expenses are on target with budget.

Police

Expenses are on target with budget. Note: The majority of these expenses are covered by the monthly maintenance fees received from the Federal Government. At year end a reconciliation is done to determine any over or under payment and a disbursement or invoice is generated.

Fire

Several expenditures are planned for 2023 with some being covered by the Volunteer Fire Fighting Equipment grant received from UBCM. Due to a WorkSafe BC investigation the Village will need to comply with several orders related to health and safety including a ventilation/exhaust system in Hall #1. This will require an amendment to the financial plan and more information will be brought to Council at a later date.

Emergency

Expenses are on target with budget.

Health Clinic

Expenses are on target with budget.

Solid Waste, Sewer and Water Operations

Expenses are on target with budget.

STAFF RECOMMENDATIONS

THAT Council receives the Financial Statements/Variiances to March 31, 2023 staff report for information and discussion.

Respectfully submitted,



Lisa Clark, CFO/CO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Special Meeting for Audit Report**
Meeting date: May 2, 2023

BACKGROUND

The 2022 Audited Financial Statements and the Audit Findings Report produced by the Village's auditors Chan Nowosad Boates (CNB) are both nearing completion. Unfortunately, due to time constraints, these items will not be available as planned for the regular meeting of Council scheduled for May 2, 2023. Audited Financial Statements must be submitted to the Inspector of Municipalities (Inspector) by May 15, 2023.

DISCUSSION

The next regular meeting of Council is scheduled for May 16, 2023 which is after the legislated deadline to submit Audited Financial Statements to the Inspector. To meet the deadline, staff suggest Council schedule a special meeting for Tuesday May 9, 2023. Two start times for the meeting have been suggested by CNB: 5:00 pm or 6:00 pm. If Council chooses the 5:00 pm option, CNB will be able to attend the meeting in person and also provide a free income tax clinic beforehand for low income residents as has been done in previous years. If Council chooses the 6:00 pm option, CNB will only be able to attend the meeting virtually through TEAMS and the tax clinic will not occur.

STAFF RECOMMENDATIONS

THAT Council receive the Special Meeting for Audit Report staff report for information and discussion.

THAT Council schedules a special meeting for May 9, 2023 at _____ pm to receive the 2022 Audited Financial Statements and Audit Findings Report from Chan Nowosad Boates.

Respectfully submitted,

Lisa Clark, CFO/CO



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Council Action List
Meeting date: May 2, 2023

BACKGROUND

The current Council has periodically been provided with a Strategic Priorities SPIT Report (Sayward Projects and Initiatives Report). Created by a previous CAO, the goal of the SPIT was then described as *a tool that was used to keep Council and the public more up to date on projects and ongoing initiatives in the interest of transparency.*

DISCUSSION

Staff believes that keeping Council and the public up to date with projects and initiatives is of paramount importance. That said, staff also believes that the method for doing so should be clear for all readers, concise, relevant to Council's and staff's commitments, and easy to update given the limits of staff time and competing priorities.

The SPIT Report has evolved into a voluminous, multi-faceted journal of sorts. Staff believes the format is difficult to maintain, the comprehensive level of detail is not required, and maintaining the file takes up too much staff's time.

An example of the new Council Action List in format is shown below, and a brief description of each section follows.

Res #	File	Action Required	Responsibility	Status Update
January 3, 2023				
01	Light Up Parade Request	THAT the items requested for the Light Up Parade on December 16, 2022 be provided to Sayward Futures Society at no cost	CAO	Complete

1. **Res #:** a colour coded reference number for this document – not the actual Resolution number. The Res #'s are listed in chronological order and separated by Council Meeting Dates.
2. **File:** a concise, clear file name

3. **Action Required:** the Council Resolution in most cases, or a summarized description when a Council decision is multi-faceted (ex. compilation of the 4 statutorily required resolutions; Approval of the 2023 Financial Plan), or a concise statement where appropriate (ex. Approval of DP at XX Sayward Rd.)
4. **Responsibility:** **CAO, CFO, CO, AO, PW, REC, ED, Council**
5. **Status Update:** a colour coded summary of the status - **Complete, In Progress, On Hold**

Staff believes this format is clear for all readers, concise, relevant to Council's and staff's commitments, and easy to update given the limits of staff time and competing priorities. As importantly, the Council Action list provides transparency and demonstrates accountability.

Staff are presently transferring the information contained in the previous SPIT Report into the new format; likely into a **Previous Files** section versus by Council meeting date. Staff have also decided to date the new Council Action List back to the beginning of this Council's term, so Council can expect to see all your Files and Actions. The new Council Action List will be presented to Council at the May 16, 2023 Council meeting.

STAFF RECOMMENDATIONS

THAT Council receive the Council Action List staff report for information and discussion.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Recreation Services Report April 2023
Meeting date: May 2, 2023

This report summarizes the various activities of the Recreation Services for April 2023.

Special Events:

- Folk Music Concert: April 16th
- Community Luncheon: April 5th & April 19th
- Teen Group Outing Landmark Cinema April 16th
- Centre Closures April 7th & 10th

Meetings:

- Leadership Team Meetings: every Monday morning
- Recreation Staff & Age Friendly Van Volunteer: Emergency Radio Break Down with Tom Tinsley April 19th

Grants:

- In process of gathering information for Plan H Grant Deadline May 15th
- In process of gathering information to apply for Canada Cultural Spaces Fund.

Donations:

- Currently seeking out donations.
- Reached out through email to Landmark Cinemas looking for donations

Pool:

- Swim Lessons every Monday, Wednesday, Friday
- Pool Rental Comox Valley Ocean Fix Dive School: April 3rd 5th 19th 24th
- Sayward School Swim to Survive swim lesson set: April 17th 6 week program (all students)

After School Program:

- Average 8-10 kids every Monday, Wednesday, Friday

Teen Program:

- Teen Night Friday's
- One monthly outing to Campbell River April 16th Landmark Cinemas
- Average 15 teens
- Continuously seeking donations

Reduced Facility Hours Beginning in April

- Closed Saturdays Starting April 8th
- New Facility Hours: Reduced by 13 hours per week.
- Negative Feedback From the community about reduced hours

April Stats:

- **Aerobics**
 - Total Patrons: 68
 - Townsite: 32
 - Valley: 36
- **After School Program**
 - Spring Break March 27 – April 10
 - Total Patrons: 42
 - Townsite: 14
 - Valley: 28
- **Weight Room**
 - Total Patrons: 36
 - Townsite: 19
 - Valley: 17
- **Pool**
 - Total Patrons 306
 - Townsite: N/A
 - Valley: N/A
- **Seniors Social**
 - Total Patrons: 23
 - Townsite: 11
 - Valley: 12
- **Carpet Bowling: (Free Program)**
 - Total Patrons: 56
 - Townsite: N/A
 - Valley: N/A
- **Yoga**
 - Total Patrons: 15
 - Townsite 7
 - Valley 8
- **Teen Night**
 - Total Patrons: 34
 - Townsite: 13
 - Valley: 21
- **Pro D Day Camps**
 - March 6th & March 15th**
 - Total Patrons: 17
 - Townsite: 2
 - Valley: 15
- **Friday Teen Outing April 16th**
 - Landmark Cinema**
 - Total Patrons: 10
 - Townsite: 3
 - Valley: 7
- **Spring Break Camps**
 - Soccer Camps 3
 - Junior Lifeguard Camp
 - Outdoor Adventure Camp
 - Fort Building & laser Tag
 - Teddy Bear Picnic
 - Teen Swim & Nacho Party

Art Creation Camp
Teens & Littles Cooking
Spa Day

- Total Patrons: 111
- Townsite:37

- Valley: 74

- **Swim Lessons Ages 4months – 13yrs**

- Total Patrons: 25
- Townsite: 4
- Valley: 21

- **Folk Music Concession Sales**

April 16th \$ 48.00

Special Events Coming in May 2023:

- Folk Music Concert: May 14th
- Sayward School Swim to Survive Lesson for all Sayward School students: April 17th - May 19th 6 week program
- May 17th Island Health Covid Booster Clinic
- Seniors Luncheon May 3rd & May 24th
- ASP & Teen Year end Party May 26th & May 29th
- Centre closes for the season May 31st



**VILLAGE OF SAYWARD
BYLAW NO. 497**

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

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 18th day of April 2023.

Read a second time on the 18th day of April 2023.

Read a third time on the 18th day of April 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
REGULAR RESERVE FUNDS			
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"> · Annual allocation from fire operating budget as provided for in financial plan · Proceeds from the sale of fire vehicles and equipment
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
STATUTORY RESERVE FUNDS			
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)



**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 18th day of April 2023.

Read a second time on the 18th day of April 2023.

Read a third time on the 18th day of April 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>

Mayor

Corporate Officer

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

	2023	2024	2025	2026	2027
REVENUES					
Taxation					
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
Total Taxation	468,200	510,233	556,439	607,234	663,075
Fees and Charges					
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
Total Fees and Charges	418,449	426,463	437,758	448,385	459,355
Other Revenue					
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
Total Other Revenue	2,514,008	478,731	478,731	478,731	478,731
Proceeds From Borrowing	400,000	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	216,453	0	0	10,100	0
TOTAL REVENUE	4,017,109	1,415,427	1,472,928	1,544,449	1,601,161
EXPENSES					
Municipal Purposes					
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
Annual Surplus/(Deficit)	2,401,980	-165,459	-128,875	-95,693	-52,452

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

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

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.



VILLAGE OF SAYWARD

BYLAW NO. 499

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

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 18th day of April 2023.

Read a second time on the 18th day of April 2023.

Read a third time on the 18th day of April 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw No. 499
this ___ day of _____, 2023

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

SCHEDULE B
SAYWARD NEWS *

DESCRIPTION	FEE
Copy Ready Ads and Articles per Issue	
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
Ads and Articles placed in multiple issues	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
Set-up Charges (if applicable) **	
Full page	\$50.00
½ page and ¼ page	\$40.00
1/8 page and business card	\$30.00
Business Directory	
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
Classified Ads	
25 words or less	\$10.00
Additional words	\$0.10/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups	
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

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

SCHEDULE E
WATER USER RATES

DESCRIPTION		RATE
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 times months in operation divided by 12 – times Motel rate	\$224.30
Others not specified	each	\$448.60

SCHEDULE F
SEWER USER RATES

DESCRIPTION		RATE
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 times months in operation divided by 12 – 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.

Development Category	Application Fee	GST 5%	Total Cost
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

DEVELOPMENT PERMITS			
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
ALR APPLICATION LAND RESERVE COMMISSION (LRC)			
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

SUBDIVISIONS			
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
LATECOMERS APPLICATION			
Application	\$500.00	\$25.00	\$525.00
LAND TITLE OFFICE SEARCHES			
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
MAPS			
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
Building Permits	
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
Demolition Permits	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

PERMIT FEES	
DESCRIPTION	FEE AMOUNT
Building Permits	
All	\$50.00 + 0.65% of the estimated value of construction
Demolition Permits	
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



**VILLAGE OF SAYWARD
BYLAW NO. 500**

**A BYLAW TO FIX RATES UPON REAL PROPERTY IN THE VILLAGE OF SAYWARD AND TO PROVIDE
FOR THE PAYMENT OF TAXES IN 2023**

WHEREAS pursuant to Section 197 of the *Community Charter*, a Municipal Council must annually, by bylaw, impose property value taxes for the year by establishing tax rates for the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

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

1. CITATION

This bylaw may be cited as "**Tax Rates Bylaw No. 500, 2023**".

2. The following rates are hereby imposed and levied for the year 2023:

- (a) for all lawful general and debt purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'A' of Schedule 'A' attached hereto and being a part hereof;
- (b) for library requisition purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates and appearing in Column 'B' of Schedule 'A' attached hereto and being a part hereof;
- (c) for Regional District Services: Emergency Services, General Government Administration and Broadband purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'C' of Schedule 'A' attached hereto and being a part hereof;
- (d) for Regional District Services: Refuse, 911 Answering Services, Planning and Municipal Member Administration purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'D' of Schedule 'A' attached hereto and being a part hereof;
- (e) for Regional Hospital District purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'E' of Schedule 'A' attached hereto and being a part hereof;

(f) for Comox Strathcona Waste Management purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'F' of Schedule 'A' attached hereto and being a part hereof;

3. The tax rates and taxes named under this Bylaw shall be levied, raised, and collected for the purposes states, and shall be payable by 4:00 p.m. PST July 4, 2023 to the Collector at the Municipal Hall, 652 H'Kusam Way, Sayward, BC.

4. The Collector of the Village of Sayward shall add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, 10% of the amount of current year taxes which remain unpaid on July 5, 2023 and the said unpaid taxes together with the amount added as aforesaid shall be taxes of the current year due on such land and its improvements.

5. Tax rates and percentage additions caused as a result of a supplementary roll prepared under the *Assessment Act* shall be executed in accordance to Section 241 of the *Community Charter*.

Read a first time on the 18th day of April 2023.

Read a second time on the 18th day of April 2023.

Read a third time on the 18th day of April 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw No. 500
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule 'A'

Tax Rates for 2023

Summary of Current Year Tax Rates: The following rates shall apply on each thousand dollars of the assessed value of land and improvements for the year 2023:

Municipal Purposes			Regional Purposes			
A		B	C	D	E	F
Taxation Class	General & Debt	Library	Emergency, Gen Gov't & Broadband	RD 911, Refuse & Member Admin	Regional Hospital	Comox Strathcona Waste Management
Class 1: Residential	3.71714	0.1310	0.1026	0.0818	0.2611	0.0745
Class 2: Utilities	35.81643	1.2621	0.3591	0.7881	0.9137	0.7181
Class 5: Light Industry	37.45628	1.3198	0.3488	0.8241	0.8876	0.7509
Class 6: Business/Other	20.19394	0.7116	0.2514	0.4443	0.6396	0.4049
Class 7: Managed Forest	50.70784	1.7868	0.3078	1.1157	0.7832	1.0166
Class 8: Recreational/Non-Profit	24.41135	0.8602	0.1026	0.5371	0.2611	0.4894