



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
OCTOBER 3, 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 for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for October 3, 2023, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on September 5, 2023, be adopted.

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

6. Petitions and Delegations

7. Correspondence

- a) Letter from UBCM RE: 2023 Next Generation 911 Funding
- b) Letter from UBCM RE: Complete Communities Funding – *Land Use and Infrastructure Analysis for Zoning Modernization project*
- c) Letter from Sayward Futures Society RE: Letter of Support Request
- d) Letter from Sayward Futures Society RE: Request for Continued Use – Kelsey Centre

- e) Community Share Shed Report- August 2023
- f) Letter from Sayward School Parent Advisory Committee RE: 49th Annual Giant Stocking Raffle

Recommended Resolution:

THAT correspondence a) to f) be received.

8. Council Reports

9. Reports of Committees

10. Mayor's Report

11. Unfinished Business

- a) BC Epilepsy Society 2024 Proclamation (returned from Sept 5, 2023 meeting)

Recommended Resolutions:

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I, **Mayor Baker**, DO HEREBY PROCLAIM Tuesday March 26th, 2024 as "PURPLE DAY" in the **Village of Sayward**.

12. Staff Reports

- a) **Application to Rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner**

Recommended Resolutions:

THAT Council give proposed zoning amendment bylaw No. 504 first and second reading; and,

THAT Council direct staff to report back to Council with the proposed CAC for Council consideration prior Public Hearing.

b) Grant in Aid Request – Secret Santa Committee – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 11, 2023 be approved.

13. Bylaws

a) Permissive Tax Exemption Bylaw No. 503, 2023

Recommended Resolution:

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given first, second and third reading.

b) Zoning Amendment Bylaw No. 504, 2023

Recommended Resolution:

THAT Zoning Amendment Bylaw No. 504, 2023 be given first and second reading.

14. New Business

15. Public Question Period (maximum 15 minutes)

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

16. In Camera

Recommended Resolution:

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

- Section 90(1)(c) labor relations or other employee relations.

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 5, 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.

Present: Mayor Mark Baker
Councillor Scott Burchett (via Teams)
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 7:00 pm.

2. Public Input

- a) Alex Turner of 1727 Sayward Road: In the Agenda under Correspondence, there are 6 letters, the recommended resolution refers to correspondence a) to e) being received. I don't see where it will be discussed whether the Garden Club will be excused from the monthly \$25.00 fee in the Sayward News. *Mayor Baker advised that if there is a request contained in any correspondence, then those items are pulled for discussion and received separately from items not being discussed.*
- b) Mark Agnew of 754 Sayward Road: Looking for an update regarding his request for a reduction in the speed limit on Sayward Road. This is a public safety commitment that the Village of Sayward should have like they do for other village residents. *CAO advised that the speed limit on that stretch of road is MOTI jurisdiction.*

Direction to Staff: Investigate the process for speed limit reduction on Sayward Road and bring back to the October 3, 2023 council meeting.

3. Introduction of Late Items

- a) CAO Gervais requested Staff Report 12. h) be moved to the October 3, 2023 meeting.

4. Approval of Agenda

**MOTION R23/231
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for September 5, 2023, be approved as amended.

Opposed Cllr Burchett CARRIED

5. Minutes of Previous Meetings

**MOTION R23/232
MOVED AND SECONDED**

THAT the minutes from the Special Council meeting held on August 1, 2023, be adopted.

Opposed Cllr Burchett CARRIED

**MOTION R23/233
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on August 15, 2023, be adopted.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

6. Petitions and Delegations

- a) Nathaniel (Nat) Potage, Clinical Operations Manager for the North Island District, BC Emergency Health Services RE: upcoming changes to deployment of ambulance services in the Sayward Valley area.

7. Correspondence

- a) Letter from Liquor and Cannabis Regulation Branch RE: Engagement Paper- Temporary Liquor Store Relocation
- b) Letter from Liquor and Cannabis Regulation Branch RE: Backgrounder- Prescribed ID
- c) Email from BC Epilepsy Society RE: Request for Proclamation
- d) Letter from UBCM RE: 2023 FireSmart Community Funding and Supports
- e) Letter from Sayward Garden Club RE: Request to Forgive Sayward News Advertising

**MOTION R23/234
MOVED AND SECONDED**

THAT correspondence a), b), and d) be received.

CARRIED

**MOTION R23/235
MOVED AND SECONDED**

THAT Council complete the 2024 BC Epilepsy Proclamation at the next council meeting; and,
THAT the proclamation be placed in the March 2024 issue of the Sayward News.

CARRIED

**MOTION R23/236
MOVED AND SECONDED**

THAT Council approve the request to waive fees for the Garden Club's informational articles in the Sayward News.

CARRIED

**MOTION R23/237
MOVED AND SECONDED**

THAT correspondence c) and e) be received.

CARRIED

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business – None

12. Staff Reports

a) Council Action List, deferred from August 15, 2023 meeting – Keir Gervais, CAO

**MOTION R23/238
MOVED AND SECONDED**

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

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Permissive Tax Exemptions 2024 – Lisa Clark, CFO/CO

**MOTION R23/239
MOVED AND SECONDED**

THAT Council received the Permissive Tax Exemptions 2024 staff report for information and discussion.

CARRIED

**MOTION R23/240
MOVED AND SECONDED**

THAT Staff be directed to prepare a Permissive Tax Exemption bylaw for the Royal Canadian Legion - Branch 147 and the Nature Trust of BC for a period of 5 years for Council to consider at the October 3, 2023 council meeting.

Opposed Cllr Poulsen

CARRIED

**MOTION R23/241
MOVED AND SECONDED**

THAT Staff begin negotiations with The Nature's Trust to extend Kelly's Trail and provide safe parking for tourists and locals on Sayward Road.

CARRIED

c) Lightning Detection Equipment Agreement – Lisa Clark, CFO/CO

**MOTION R23/242
MOVED AND SECONDED**

THAT Council receives the Lightning Detection Equipment Agreement staff report for information and discussion.

CARRIED

Agreement deferred to October 3, 2023 council meeting

d) Grant Applications – Approved Funding – Lisa Clark, CFO/CO

**MOTION R23/243
MOVED AND SECONDED**

THAT Council receives the Grant Applications – Approved Funding staff report for information and discussion.

CARRIED

**MOTION R23/244
MOVED AND SECONDED**

THAT the 2023-2027 Financial Plan be amended to incorporate \$20,000 from the regional UBCM CEPF ESS grant, \$30,000 from the regional UBCM CEPF EOC grant, \$70,000 from the ICET Rural Advisory Program grant, \$99,360 from the UBCM CRI FireSmart grant, and \$5,000 from the BC Healthy Communities Plan H Community Connectedness grant, to fund the projects identified in the September 5, 2023 report from the CFO.

CARRIED

**MOTION R23/245
MOVED AND SECONDED**

THAT the 2023-2027 Financial Plan be amended to transfer \$10,000 from the Growing Communities Fund for the Firehall #1 generator project.

CARRIED

e) Financial Variance Report – Lisa Clark, CFO/CO

**MOTION R23/246
MOVED AND SECONDED**

THAT Council receives the Budget Variance Report to July 31, 2023 staff report for information and discussion.

CARRIED

On direction from the Mayor, staff removed Cllr Burchett from the meeting at 8:09 pm.

**MOTION R23/247
MOVED AND SECONDED**

THAT the 2023-2027 Financial Plan be amended to transfer \$2,750 from operating surplus to fund the budget overages identified in the September 5, 2023 report from the CFO.

Opposed Cllr Poulsen CARRIED

f) Grant in Aid Request – Sayward Tour de Rock Committee – Lisa Clark, CFO/CO

**MOTION R23/248
MOVED AND SECONDED**

THAT Council receives the Grant in Aid Request – Sayward Tour de Rock Committee staff report for information and discussion; and,

THAT the in-kind donations requested by the Sayward Tour de Rock Committee in their letter dated August 20, 2023 be approved.

CARRIED

Direction to Staff: Send a letter to the Tour de Rock Committee advising them of the approval of their Grant in Aid request.

g) Response to Request for Feedback into OCP Update – Keir Gervais, CAO

**MOTION R23/249
MOVED AND SECONDED**

THAT Council receive the Response to Request for Feedback into OCP Update staff report for information and discussion.

Opposed Cllr Poulsen CARRIED

**MOTION R23/250
MOVED AND SECONDED**

THAT Council direct staff to inform We Wai Kai First Nation and Wei Wai Kum First Nation of Council's willingness to grant an extension as outlined in option 2.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) Recreation Centre – August 2023 – Michelle Davis, Recreation Manager

**MOTION R23/251
MOVED AND SECONDED**

THAT Council receives the Recreation Centre August 2023 staff report for information and discussion.

CARRIED

14. Bylaws – None

15. New Business – None

16. Public Question Period

- a) 1) Milena Gradisar of 261 Ambleside Drive: I sent a letter to CAO Gervais regarding the severe loose dog problem in the Village of Sayward. Nothing happened. I went to the village office and Jennifer said my letter should go to all of Council, but that it was too late for the current meeting (August 15, 2023) Where did the letter go? Did anyone see it? *CAO Gervais advised that Public Works followed up with a couple of animal related complaints and he committed to getting the information and following up with Ms. Gradisar tomorrow (September 6, 2023)*
- 2) Last meeting, I noticed that Mayor Baker, Cllr Gilkin and Cllr Tinsley always agree, and Cllr Poulsen and Cllr Burchett don't get the opportunity to speak. *Mayor Baker advised that this is democracy where 5 people are voting and if 3 vote together, then the vote is carried. Cllr Tinsley recommended that Ms. Gradisar review previous meeting minutes to see the diversity of voting.*
- b) William Ives of 121 Seaview Street: When on Council in 2018/2019, the Nature Trust was not interested in entertaining putting a parking lot on Sayward Road because it would impede on the landscape that is there for the wildlife, and that is what they presented back to Council.
- c) Jason Johnson of 151 Seaview Street: Regarding the OCP, Urban Systems was charged with coming up with a full scope at the time it was originally awarded. I am wondering if identifying all stakeholders was part of the scope at that time and if so, included in the original cost statement? *Mayor Baker directed CAO Gervais to get back to Mr. Johnson.*
- d) William Ives of 121 Seaview Street: Regarding a speed limit reduction on Sayward Road: In 2018/2019 what I initially proposed to council at the time, and they blessed, was not supported by the Ministry because it was the entire length of the village. What generated that was a proposed new crosswalk and the speed being 70km/hr would make it unsafe for 18 wheelers etc. and could create an accident. So, we did get a speed limit reduction. We wanted it further out to the edge of the village, but the Ministry did not want that then. They may change their minds now. There is history there if you want to look it up.
- e) William Ives of 121 Seaview Street: The budget is a living breathing document and every year I've been here it's been amended and changed. Situations demand that money move, so to split hairs doesn't help anybody here, or on social media, and it should stop.

17. In Camera

MOTION R23/252

MOVED AND SECONDED

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

- Section 90(1)(c) labor relations or other employee relations; and,

- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED

18. Adjournment

MOTION R23/253

MOVED AND SECONDED

THAT the Regular Meeting of Council for September 5, 2023 be adjourned.

CARRIED

The meeting was adjourned at 9:10 pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
SEPTEMBER 12, 2023
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin

In Attendance: Keir Gervais, CAO

1. Call to Order

Meeting was called to order at 4:30pm

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S23/17

MOVED AND SECONDED

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

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegation - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports - None

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION S23/18

MOVED AND SECONDED

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

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

CARRIED

18. Adjournment

MOTION S23/19

MOVED AND SECONDED

THAT the In-Camera meeting of Council for September 12, 2023 be adjourned.

CARRIED

The meeting was adjourned at 4:33 PM

Mayor

CAO / Recording Secretary

August 4, 2023

Mayor Baker and Council
Village of Sayward
652 H'Kusam Way
Sayward, BC V0P 1R0

Reference: AP8301

Re: 2023 Next Generation 911 Funding – Approval Agreement & Terms and Conditions of Funding

Dear Mayor Baker and Council,

I am pleased to inform you that a grant in the amount of \$45,000 has been approved for the Village of Sayward under the Next Generation 911 funding program that is being administered by the Union of BC Municipalities (UBCM).

This funding is to support local preparedness for the implementation of Next Generation 911. Funding is being provided on an allocation-basis and 50% of the approved amount will be issued when the signed copy of this agreement is returned to UBCM. The balance of the grant will be available when UBCM has received and approved the required final report and financial summary.

The Ministry of Citizens' Services has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) The funding is to be used solely for the purpose of local preparedness for the implementation of Next Generation 911;
- (3) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 3 and 4);
- (4) All project activities must be completed within three years and no later than August 7, 2026;
- (5) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 11, 2026;

The Next Generation 911 program is funded by the Province of BC

- (6) Any unused funds must be returned to UBCM within 30 days following the project end date;

Please note that descriptive information regarding eligible recipients will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials may be made available to the provincial government.

If you have any questions, please contact Local Government Program Services at 250-387-4470 or rbishop@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer

cc. Keir Gervais, CAO

Reference: AP8301

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the Village of Sayward, have read and agree to the general Terms & Conditions and the requirements for funding under the **2023 Next Generation 911** program.

Signature, Title

Date

A digital or original signature is required

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to lgps@ubcm.ca

August 25, 2023

Keir Gervais, CAO
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Reference: AP8138

Re: 2023 Complete Communities – CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding

Dear Mr. Gervais,

Thank you for submitting an application, dated June 16, 2023, for the 2023 Complete Communities program.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *Land Use and Infrastructure Analysis for Zoning Bylaw Modernization*, for funding. A grant in the amount of \$123,600.00 has now been approved.

As outlined in the Program & Application Guide, an initial payment in the amount of \$61,800.00 or fifty percent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Housing has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until September 22, 2023.
- (3) All funded projects are required to:
 - a. Assess a minimum of three of the four complete community lenses; and

The Complete Communities program is funded by the Province of BC

- b. Produce a report that sets out key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes future actions.
- (4) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;
- (5) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 4 and 5);
- (6) All project activities must be completed within one year and no later than August 23, 2024;
- (7) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 27, 2024;
- (8) Any unused funds must be returned to UBCM within 30 days following the project end date;

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance community goals through the creation of a more complete community.

If you have any questions, please contact lgps@ubcm.ca.

Sincerely,



Danyta Welch
Manager, Local Government Program Services

cc. Lisa Clark, CFO

Reference: AP8138

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the Village of Sayward, have read and agree to the general Terms & Conditions and the requirements for funding under the 2023 Complete Communities program.

Signature

Date

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to lgps@ubcm.ca.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

September 12, 2023

Dear Mayor and Council,

Sayward Futures Society (SFS) is seeking support from the Village of Sayward in the way of a Letter of Support. Working together, Sayward Futures Society and the Village of Sayward can ensure we do not miss funding opportunities for the continued maintenance and rehabilitation of Kelsey Bay Wharf.

It has been an amazing season so far and a real pleasure to see this community asset being utilized by residents of both village and valley as well as the many tourists seeking information about the Sayward region.

There were several wins this year at the Wharf. The newly revitalized gift shop saw much more traffic than anticipated and with focus on local and area artists and suppliers, the gift shop further worked to help promote local area artists and businesses alike. The “rent a rod” program was a real success and there were many people fishing daily from the wharf. “Al’s Room” was cleaned and organized into the Visitors Centre for the Sayward area which worked closely with Destination BC — the official tourism organization for the province.

The official numbers for the gift shop and visitors centre are still being audited, however, there is now immediate need to address funding models that will work to ensure the wharf is properly maintained, safety equipment is updated, in good shape and of sufficient supply and both short- and long-term planning actioned.

Sayward Futures Society is now in the process of working with a Grant Writer to secure funding after taking the necessary step of self-funding an engineering report from McElhanney Engineering. This report was framed around short- and long-term goals and identified investment required in a phased approach through feedback from user groups, community partners and the Board of Directors.

In short, these phases are:

1. Immediately rectify safety concerns and pressing repairs needed to the wharf to accommodate present uses — recreation and light commercial.
2. Address the lower dock known as the “finger wharf” by soliciting quotes for replacement now that repair has been ruled out (financially not viable) and now that possible user groups have been identified.
3. Work to have the dock recertified for light commercial vehicle traffic to better position it for future increased commercial use.
4. Work towards stability and infrastructure needed to move to medium commercial use as there is a demonstrated need.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

5. Work towards stability and infrastructure required for larger barge/vessel use to better position the Village of Sayward to benefit from increased commercial usage without deterring recreation usage.
6. Work towards stability and infrastructure required for buildings on the wharf to better position for enhanced offerings.

Please note that I am happy to provide further details on the above if requested.

Sayward Futures Society respectfully asks that the Village of Sayward Council approve the following resolutions to work together to secure the necessary funding to realize repairs, maintenance, and ongoing development for Kelsey Bay Wharf:

THAT the Village of Sayward recognizes the importance of Kelsey Bay Wharf and fully supports Sayward Futures Society in its endeavor to secure funding and resources to ensure that the Kelsey Bay Wharf remains open to the public as well as commercial traffic.

AND THAT the Village of Sayward provide a Letter of Support to Sayward Futures Society at the earliest convenience so that it may be used to secure possible provincial and/or federal funding, realizing time is of the essence.

While Sayward Futures Society operates a small retail operation and fundraising, there is an obvious need to secure grant funding to maintain this incredibly important community infrastructure. Please reach out if you would like more information. Your support is very appreciated.

On behalf of Sayward Futures Society, thank you in advance,

Jason Johnson
Lead, Kelsey Bay Wharf Committee
Director, Sayward Futures Society
Direct: 604.355.1552

Dear Mayor and Council

I am writing today on behalf of Sayward Futures Society (SFS) as it relates to usage of the Kelsey Center for the music program/concert series that is organized through Bob Sampson and the Sayward Valley Folk Music Society (SVFMS).

The details of the agreement for the 2023 season where that SVFMS would have usage of the Kelsey Center for six (6) evenings, free of charge in order that entertainment be offered in the venue to the benefit of both village and valley residents. In this agreement, the staff of the Kelsey Center recreation center would work the concession and all profits from concession sales would be directed to Kelsey Center to offset labour costs. Sayward Futures would fund all other costs but there were no facility costs for Sayward Futures for these events.

The original agreement for the 2023 season was for six (6) evenings and this ask was limited to half of the dates as a previous agreement with the Cable House to facilitate the other 6 evenings was in place. The agreement with the Cable House was then terminated and this then put the remainder of the series at risk. Graciously, the Kelsey Center facilitated 9 events to date (3 past the original agreement) to date and there are up to 3 more planned to end the 2023 season.

It has also recently come to our attention that there has been some miscommunication regarding the summer events, and we are currently working with organizers to rectify this. It seems that organizers provided some retail items as the Kelsey Center was not open due to summer closer and therefore likely not the staff available to provide concessionary services. We will be meeting with organizers and letting them know that VIHA does not allow organizers to retail products not packaged in a VIHA inspected facility. Further, Food Safe is required to work concessionary services. We are sorry this occurred.

Without the support of the Mayor and Council and the Village of Sayward for the use of the Kelsey Center, it is probable that this music series would be unable to continue. While generating a profit for both the Kelsey Center and Sayward Futures Society is a goal, to date this has not been the case and while Sayward Futures can absorb some losses for these great community events, adding facility charges would likely make the venture cost prohibitive.

We are respectfully asking that Mayor and Council to approve continued use of the Kelsey Center for the remainder of the 2023 season (3 more evenings) at no cost and grant approval for the same arrangement (12 evenings) for the 2024 season. Concessionary services would continue to be the responsibility of Kelsey Center as previously arranged. It is felt that with limited events in the Village of Sayward, these concert evenings are a chance for residents to get out and enjoy an evening in their own community.

The following resolutions are requested:

THAT the Village of Sayward understands that the music series offered by the SVFMS is of benefit to residents of both the Village of Sayward and Valley Residents;

AND THAT Mayor and Council direct staff to ratify the current agreement for 2023 to include the past three (3) events and the remaining three (3) events under the same terms and conditions at the six (6) original events;

AND FINALLY, THAT Mayor and Council direct staff to work with SFS to establish a working agreement for 2024 SVMFS music series with the same terms as the 2023 agreement.

Sayward Futures Society and/or organizers with Sayward Valley Folk Music Society would be pleased to meet and formalize new agreement(s) if requested and thank you in advance for your consideration.

On behalf of Sayward Futures Board of Directors,



Jason Johnson
604.355.1552

Community Share Shed Report

August 2023

Total Donation intake:	\$ 608.75
20% to Village:	\$ 121.75
80% to Legion:	\$ 487.00

The Share Shed has had our best month so far . We have received quite a few donations of popular reusable items.

There are plans to do another clean up of stale items as it seems to be getting somewhat cluttered again. We are going to take advantage of the upcoming “dump days” to get rid of a number of items.

We will continue to do small advertisements on Facebook as this has proven to be popular.

We are starting to get a few Christmas items in so we will be getting ready to display those items.

Any questions or concerns can be forwarded to me at dbbgrill@gmail.com

Thank you,
Debbie Grill



RECEIVED

SEP 27 2023

**SAYWARD ELEMENTARY JUNIOR
SECONDARY SCHOOL**

P.O. Box 40, Sayward, B.C. V0P 1R0

Telephone: 282-3314 Fax: 282-3822

LIVING AND LEARNING TOGETHER FOR A CHANGING TOMORROW

September 19, 2023

Sayward PAC 49th Annual Giant Stocking Raffle

Hello from the Sayward School Parent Advisory Council! We know, love and value the way that your business shapes our community. We want to thank you if you have previously donated to this amazing fundraiser and express our heartfelt gratitude for your continued support.

We are writing to see if you are interested in donating to our school's popular annual Giant Stocking raffle. This raffle has been a community favorite since 1974. The purpose of this raffle is to fundraise, so that the Sayward School PAC can purchase the necessary equipment and cover the cost of field trips. As donations come in, we are happy to publicly share where the donations have come from to both boost our ticket sales as well as advertise our generous and incredible local businesses.

This year, the draw will be held on **Tuesday, December 19th, 2023**, via **live stream on Facebook**. Ticket sales will begin as soon as possible, but donations are accepted until one week before the draw date (Tuesday, December 12th). A parent from the PAC's Raffle Committee will be available to pick up donations. To spread the generosity, we will be dividing the donations into **TWO Grand prizes** again this year!

If you have questions or would like to donate, please contact us at 250-282-3314 or email saywardschoolpac@gmail.com

Every single donation is appreciated so much, we will be sending out thank you cards, but will also be thanking all donors in our local Community Newsletter.

Thank you for taking the time to consider supporting this meaningful fundraiser for the kids! We hope to hear from you at your earliest convenience.

Sincerely,

The Giant Stocking Raffle Committee and The **Sayward School PAC**,

Caitlyn Vincent - President, **Elizabeth Biggs** - Vice President,

Hali Samuels - Secretary, **Audrey Ordano**- Treasurer.



2024 Proclamation Draft

"Purple Day"

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I **Mayor Baker** DO HEREBY PROCLAIM Tuesday March 26th, 2024 as

"PURPLE DAY"

in the **Village of Sayward.**



STAFF REPORT

To: Mayor and Council
From: Kevin Brooks, Village Planner
Subject: **Application to Rezone 18 Sayward Rd (Adama Developments)**
Meeting date: October 3, 2023

Purpose

To present the application to rezone 18 Sayward Road from F-1 to a mix of R-1 and commercial to facilitate residential development on the property.

BACKGROUND

Context

The subject property is located at the end of Sayward Road adjacent to the Kelsey Bay marina. The property is currently vacant, and the owner has been working on the southern portion of the property over the last few years to prepare the land for development.



Key issues associated with the proposed development are water and sanitary servicing.

File History

The owner of 18 Sayward Rd (Adama Developments, 0947204 BC Ltd) made an application to rezone the property in June of 2020. The original rezoning application included rezoning approximately 14 Ha of the 24 ha property from Forestry One (F-1) to R-1 (Single Family Residential), Commercial (C-2). The Village requested a number of studies and reviews be undertaken, including:

1. Archeological Overview Study;
2. Environmentally sensitive Areas Study;
3. Traffic Study;
4. Water Capacity Studies;
5. Sewer capacity Studies;
6. Geotechnical Studies;

The 2020 proposal was originally to create 31 Serviced residential lots, ranging in size from 695 square meters to 8,687 square meters, as well as a 33 pad serviced RV campground. The site would be serviced with a series of 6 meter paved roadways, sewer and water, and wiring. Stormwater would be collected onsite and discharged via an ocean outfall to Kelsey Bay.

Over the last several years the applicant has revised his proposal numerous times. The Village received the latest official submission on September 4, 2023 (see attached). It should be noted that the rezoning proposed by staff does not include the rezoning of future parkland. Park land is to be determined at subdivision after Council has decided if the land use proposed by the applicant is appropriate.

DISCUSSION

Official Community Plan Review

The OCP designates the subject properties as Comprehensive Development 2 (CD-2). The CD-2 designation acknowledges the potential of this parcel, currently used for forestry, to be repurposed for tourism, recreational and residential uses, by way of a zoning amendment.

An OCP Amendment is not required as the proposed use of the property falls within the appropriate Comprehensive Development Area 2 designation of the Village of Sayward Official Community Plan. The proposed rezoning is consistent with the OCP. It should be noted that servicing has been identified as a potential issue for portions of the property.

If the rezoning is to proceed, it is recommended that a restrictive covenant be registered to limit development until servicing capacity can be proven for each future phase of the proposed development.

Zoning Compliance

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The parcel is located 14 - 18 Sayward Road and is currently zoned Forestry One (F-1). This allows for a variety of forestry and agriculture uses and up to four dwelling units per parcel, depending upon parcel size which is limited to 8.0 hectares (19.8 acres) for subdivision purposes.

The latest submission proposes to rezone the subject property to the following:

- Rezoning of 22.44 hectares from F-1 to R-1
- Rezoning of 0.27 hectares from F-1 to R/C
- Rezoning of .54 hectares from F-1 to C-2

The proposed zoning is consistent with the OCP CD-2 designation.

CONDITIONS OF REZONING

Servicing

It is known that water servicing will be challenge for a portion of the property. It is recommended that a restrictive covenant be registered on all lands above 35 m. This restrictive covenant should restrict any development on these lands until it can be shown that water services can be proceed to the lands that meet the Village's requirements.

Community Amenity Contributions (CAC)

In his latest submission the applicant has proposed to provide a cash CAC to the Village. The Cash CAC is intended for investment into Village infrastructure. At this time, the amount of cash to be provided for the CAC has not been established. Staff recommend that the total cash CAC be finalized in negotiation with the applicant prior to the Public Hearing.

It should be noted that all conditions of rezoning should be secured with a restrictive covenant registered on title at 3rd reading and prior to adoption of the proposed rezoning.

STAFF RECOMMENDATIONS

THAT Council give proposed zoning amendment bylaw No. 504 first and second reading; and,

THAT Council direct staff to report back to Council with the proposed CAC for Council consideration prior Public Hearing.

Respectfully submitted,

Kevin Brooks
Planner
Village of Sayward

Attachments:

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- ***Sep 5 2023 Letter from Mike Adama RE: Mike Adama, 18 Sayward Road Re-Zoning Application***
- ***49305-JB-DESIGN.230831-FIGURE 2***
- ***49305-CO-DESIGN.230831-FIGURE 5***



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Permissive Tax Exemption Bylaw No. 503, 2023**
Meeting date: October 3, 2023

BACKGROUND

On September 5, 2023 the following resolution was passed by Council:

MOTION R23/240
MOVED AND SECONDED

THAT Staff be directed to prepare a Permissive Tax Exemption bylaw for the Royal Canadian Legion - Branch 147 and the Nature Trust of BC for a period of 5 years for Council to consider at the October 3, 2023 council meeting.

Opposed Cllr Poulsen

CARRIED

DISCUSSION

The attached Bylaw No. 503, 2023 has been prepared based on Council's direction. This bylaw must be adopted by October 31, 2023 for the exemption to be implemented by BC Assessment on the 2024 roll.

RECOMMENDATIONS

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given first, second and third reading.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachments:

- **Permissive Tax Exemption Bylaw No. 503, 2023**



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Grant in Aid Request – Secret Santa Committee
Meeting date: October 3, 2023

BACKGROUND

On August 15, 2023 Council approved Policy # 300-09, Grant in Aid Policy. This policy establishes guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established Grant in Aid budget, provides Council the framework and resources to serve the community within its capacity.

DISCUSSION

Staff have received an application for a grant in aid from the Secret Santa Committee (attached). Secret Santa provides food hampers and gifts to families in need in the Sayward area, both Village and Valley, and the Committee relies solely on donations from the community. Staff have spoken to the applicant and the Committee is requesting a grant of \$500 which is the same amount granted to the Committee by Council in 2022. Staff have determined there is room in the overall budget for this expenditure if Council so chooses.

STAFF RECOMMENDATIONS

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 11, 2023 be approved.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachments:

Grant in Aid Application from Secret Santa Committee

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	SECRET SANTA
Address of Organization	C/O SAYWARD LEGION
Full Mailing Address	699 SAYWARD RD. SAYWARD BC.
Telephone Number & Email	250-895-4500 dbbgrill@gmail.com
Contact Person/Title	DEBBIE GRILL / CO-ORDINATOR

Primary purpose of organization: PROVIDE FOOD HAMPERS & SMALL GIFTS TO LESS FORTUNATE FAMILIES & INDIVIDUALS.

Event or reason for request: THIS IS AN ONGOING CHRISTMAS PROMOTION

Date of event: ONGOING UNTIL MID DECEMBER.

Amount of grant requested (or items requested if in-kind): WE ARE ASKING FOR A MONETARY DONATION TO BE SHARED WITH THE SRD AS SUGGESTED BY GERALD WHALLEY.

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

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

OUR BUDGET IS DETERMINED BY DONATIONS.

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

Applicant's signature: Debbie Grill Date: Sept 11/2023

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

Lisa Clark

Subject: FW: Secret Santa 2023

From: Debbie Grill <dbbgrill@gmail.com>
Sent: Thursday, July 27, 2023 9:30 AM
To: Village of Sayward <village@saywardvalley.ca>
Subject: Secret Santa 2023

Dear Mayor and Council,

It is already the time of year that we are starting to think about Secret Santa.

As you know, Secret Santa is a non profit organization which relies on contributions from local businesses and individuals to provide the less fortunate in our community a little bit of Christmas cheer.

Last year, we assisted 32 families from the Village and the Valley.. to which they were most grateful. This year we expect more families on our list.

Last year, the Village teamed up with Mr. Gerald Whalley of the SRD and arranged a generous donation and we are hoping that the same can be achieved this year.

Please add this request to the next Council meeting agenda as I understand these things take time and we are already planning out the 2023 season.

If you have any questions, please do not hesitate to ask.

Thank you in advance,

Debbie Grill



VILLAGE OF SAYWARD

BYLAW NO. 503

A BYLAW TO AUTHORIZE THE TAX EXEMPTION OF CERTAIN LANDS AND IMPROVEMENTS FOR THE YEARS 2024-2028

WHEREAS Section 224 of the *Community Charter* empowers Council, by bylaw, to exempt from taxation imposed under Section 197 (1) of the *Community Charter* any land or improvements or both land and improvements, owned or held by a charitable, philanthropic or other not for profit corporation the Council considers are used for a purpose that is directly related to the purposes of the corporation;

AND WHEREAS the Village of Sayward wishes to grant certain permissive tax exemptions for the years 2024-2028 within the limitations of the *Community Charter*;

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

1.0 CITATION

1.1 This Bylaw may be cited for all purposes as “**Permissive Tax Exemption Bylaw No. 503, 2023**”.

2.0 EXEMPTIONS

2.1 The following lands and improvements are exempted from the taxation imposed under Section 197(1) (a) of the *Community Charter* for the years 2024 to 2028:

a) Royal Canadian Legion Sayward Valley Branch No. 147, 699 Sayward Rd., PID 004-412-044, LOT 2, PLAN VIP14387, SECTION 31, TOWNSHIP 3, SAYWARD LAND DISTRICT

b) Nature Trust of BC, 806 Sayward Rd., PID 000-558-753, SECTION 31, TOWNSHIP 3, SAYWARD LAND DISTRICT, FR S 1/2 OF FR SE ¼

c) Nature Trust of BC, PID 011-207-159, LOT 1, PLAN VIP46435, SECTION 31, TOWNSHIP 3, SAYWARD LAND DISTRICT

d) Nature Trust of BC, PID 000-558-796, SECTION 30, TOWNSHIP 3, SAYWARD LAND DISTRICT, EXCEPT PLAN 280RW, W 20 CHNS OF NE 1/4 EXC E 10 CHNS OF S 20 CHNS & EXC PL 1240R

e) Nature Trust of BC, PID 009-776-753, SECTION 30, TOWNSHIP 3, SAYWARD LAND DISTRICT, EXCEPT PLAN 280RW, E 20 CHNS OF NE 1/4 & EXC PL 14956

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.

Mayor

Corporate Officer



VILLAGE OF SAYWARD

BYLAW NO. 504, 2023

A BYLAW TO AMEND ZONING BYLAW NO. 309, 2000

WHEREAS the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations for Sayward and vicinity pursuant to Part 14 of the *Local Government Act*;

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

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

1. CITATION

This bylaw may be cited as “**Village of Sayward Zoning Amendment Bylaw No. 504, 2023**”.

2. AMENDMENT

Bylaw No. 309 being the “Village of Sayward Zoning Bylaw, 2000” is hereby amended as set out in Schedule “A” attached to and forming part of this bylaw.

Read a first and second time on the ___ day of _____ 2023.

Public Hearing held on the ___ day of _____ 2023.

Read a third time on the ___ day of _____ 2023.

Adopted on the ___ day of _____ 2023.

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

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

Map Amendment

Bylaw No. 309, "Village of Sayward Zoning Bylaw, 2000", is hereby amended by by changing the zoning of:

THAT PART OF LOT 304, SAYWARD DISTRICT, LYING TO THE NORTH OF A BOUNDARY PARALLEL TO THE SOUTHERLY BOUNDARY OF SAID LOT AND EXTENDING FROM A POINT ON THE WESTERLY BOUNDARY OF SAID LOT DISTANT 1600 FEET FROM THE SOUTH WEST CORNER OF SAID LOT, EXCEPT THAT PART IN PLAN 41428 AND PLAN EPP9026

From the Forestry 1 (F-1) to the zones as shown on Appendix "A" forming an integral part of this Bylaw.

Appendix "A" map to be distributed at the Council meeting on Tuesday, October 3, 2023.

Appendix A

Appendix "A" map to be distributed at the Council meeting on Tuesday, October 3, 2023.