



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
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.*

**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 September 5, 2023, be approved.

**5. Minutes of Previous Meetings**

Recommended Resolutions:

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

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

**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

Recommended Resolution:

THAT correspondence a) to e) be received.

**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**

Recommended Resolutions:

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

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

Recommended Resolutions:

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

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.

- c) **Lightening Detection Equipment Agreement – Lisa Clark, CFO/CO**

Recommended Resolutions:

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

THAT Council approves the Licence of Occupation agreement between the Village of Sayward and the Minister of Environment; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

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

Recommended Resolutions:

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

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; and

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

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

Recommended Resolutions:

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

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

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

Recommended Resolutions:

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

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

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

Recommended Resolutions:

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

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.

**h) Fire Services Agreement with SRD – Keir Gervais, CAO (handout at meeting)**

Recommended Resolution:

THAT Council receive the Fire Services Agreement with SRD staff report for information and discussion.

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

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

Recommended Resolution:

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

**14. Bylaws – None**

**15. New Business – None**

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

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

**17. In Camera**

Recommended Resolution:

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

- 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.

**18. Adjournment**



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
AUGUST 1, 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 (via Teams)  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO

**1. Call to Order**

Meeting was called to order at 6:00pm

**2. Public Input - None**

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

**4. Approval of Agenda**

**MOTION S23/14**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for August 1, 2023, be approved.

**Opposed Cllr Burchett**

**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 S23/15**

**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.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**18. Adjournment**

**MOTION S23/16**

**MOVED AND SECONDED**

THAT the Special meeting of Council for August 1, 2023 be adjourned.

**Opposed Cllr Poulsen**

**CARRIED**

**The meeting was adjourned at 8:10 PM**

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**Mayor**

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**CAO / Recording Secretary**



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
AUGUST 15, 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 (via Teams)

**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 7:02 pm.

**2. Petitions and Delegations**

- a) Michael Lowry, Senior Communications Manager, Western Canada Marine Response RE: Increased spill response capacity on Vancouver Island and the potential installation of spill response equipment at Kelsey Bay.

**3. Public Input**

**MOTION R23/201**

**MOVED AND SECONDED**

THAT Public Input be extended as long as necessary beyond the 15-minute total time limit due to the large number of attendees in the gallery.

**Opposed Cllr Tinsley**

**CARRIED**

- a) Rosemary Romaine, 280 Ambleside Dr: Requests clarity on expenditures the taxpayers know nothing about. Where is the transparency and when will we find out where our tax money is going?
- b) Tracey Jones, 251 Spar St: Communication from Council to the community is often lacking. For example, Level 2 Water Restrictions are confusing, with contradictions between the public notice and Sayward News.

- c) Milena Gradisar, 261 Ambleside Dr: Requests an update on the backyard chicken petition. It's been 11 months with no communication on the status. Food security is the main driver for this request.
- d) Rosemary Romaine, 280 Ambleside Dr: Why are Public Works employees sweeping the streets and parking lots by hand, when we have had a street sweeper every year? *CAO advised it was approved in the 2023 budget to move to biannual street sweeping and that areas with large sand accumulation would be swept by hand in 2023.*
- e) Tracey Jones, 251 Spar St: Why is the Western Forest Products (WFP) log sort using drinking water for watering their logs and not using salt water? If our community is facing ongoing water restrictions, we should ask WFP to use a desalination plant since water is not the primary requirement of their commercial enterprise. Using drinking water is against the water restrictions and wastes our limited resource. *Mayor Baker advised that Council is currently looking at the issue and different ways WFP can source their water. Currently, the log sort uses and pays for approximately 40%-60% of the Villages' available drinking water.*
- f) Lorna Agnew, 754 Sayward Rd: There is a lot of garbage on Sayward Road she has been collecting and would like to know where to dispose of it. *CAO advised that the Village could work with Mrs. Agnew to help alleviate the waste she is accumulating through her goodwill.*
- g) Irene Callahan, 230 Kelsey Way: Why are Public Works employees mowing brown grass? It is a waste of time and money. *CAO committed to following up with the Public Works Foreman.*

#### 4. Introduction of Late Items

- a) Cllr Burchett requested an introduction of a motion, discussion of the lack of a variance report, the lack of financial accountability and unbudgeted expenditures on in-camera issues to be added to the agenda – added as 15. a)
- b) CAO Gervais requested late correspondence be added to the agenda from Michael Adama RE: Development proposal delays at 18 Sayward Road – added as 7. h)
- c) CAO Gervais requested late correspondence be added to the agenda from We Wai Kai and Wei Wai Kum First Nations RE: Village of Sayward Official Community Plan – added as 7. i)
- d) Cllr Poulsen requested a discussion regarding the investigation regarding requests for water from area A residents – added as 11. b) *CAO Gervais advised there were no further requests for water and correspondence was sent to the Area A Director.*

#### 5. Approval of Agenda

##### **MOTION R23/202**

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

THAT the agenda for the Regular Meeting of Council for August 15, 2023, be approved, as amended.

**CARRIED**

#### 6. Minutes of Previous Meetings

##### **MOTION R23/203**



**MOVED AND SECONDED**

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

**CARRIED**

**7. Correspondence**

- a) Letter from Township of Spallumcheen RE: Recycling Program for Used Antifreeze and Oil Containers at Landfill
- b) Letter from UBCM RE: Canada Community Building Fund, First Community Works Fund Payment for 2023/2024
- c) Email from Leonard Hiebert, Chair, Peace River Regional District RE: BC Wildfire Service Fire Fighting Equipment
- d) Letter from Sarah Weber, President & CEO, C3 Alliance Corp RE: Invitation to the 10<sup>th</sup> Annual Resource Breakfast Series at UBCM 2023
- e) Invoice from The Truck Loggers Association RE: Membership Dues
- f) Email from Debbie Grill RE: Secret Santa 2023
- g) Email from Keith Atkinson, Chair, Forest Practices Board RE: Forest and Fire Management in BC: Toward Landscape Resilience
- h) Correspondence from Michael Adama RE: Development proposal delays at 18 Sayward Road
- i) Letter from Wei Wai Kai and Wei Wai Kum First Nations RE: Village of Sayward Official Community Plan

**MOTION R23/204**

**MOVED AND SECONDED**

THAT discussion of correspondence 7. h) be moved and included in 12. d)

**Opposed Cllr Poulsen, Cllr Burchett**

**CARRIED**

**MOTION R23/205**

**MOVED AND SECONDED**

THAT correspondence b) & c) be received.

**CARRIED**

**MOTION R23/206**

**MOVED AND SECONDED**

THAT a letter of support be written to the Township of Spallumcheen including information on the status of our recycling program, and;

THAT Staff determine if antifreeze and oil container recycling can be added to the Villages' current recycling program.

**CARRIED**

**MOTION R23/207**

**MOVED AND SECONDED**

THAT Council renew its membership with the Truck Loggers Association.

**CARRIED**

**MOTION R23/208**

**MOVED AND SECONDED**

THAT discussion of correspondence 7. f) be moved and included in 12. c)

**CARRIED**

**MOTION R23/209**

**MOVED AND SECONDED**

THAT Council direct attendees of the 2023 UBCM convention to discuss landscape resilience in the Sayward area with the Forest Practices Board.

**CARRIED**

**MOTION R23/210**

**MOVED AND SECONDED**

THAT correspondence 7. i) be deferred to the September 5<sup>th</sup> Regular Council Meeting.

**CARRIED**

**MOTION R23/211**

**MOVED AND SECONDED**

THAT correspondence a), d), e), f), g) and h) be received.

**CARRIED**

**8. Council Reports**

**a) Committee Meeting Reports – Cllr Sue Poulsen**

**MOTION R23/212**

**MOVED AND SECONDED**

THAT Council receive this report for information and discussion.

**CARRIED**

**MOTION R23/213**

**MOVED AND SECONDED**

THAT staff circulate a full year committee meeting date list each January, to Mayor and Council so that Council is aware of when to expect written reports; and,

THAT Staff prepare an expectation for each Committee or Board so that the Councillor elected to that Committee or Board understands their duties to Council.

**Opposed Cllr Tinsley**

**CARRIED**

**9. Reports of Committees - None**

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

**11. Unfinished Business**

- a) Village Appointments to CSHRD and CSWM – Keir Gervais, CAO - tabled from July 18, 2023 meeting**

**MOTION R23/214**

**MOVED AND SECONDED**

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

**CARRIED**

**MOTION R23/215**

**MOVED AND SECONDED**

THAT the time allotted for discussion of this topic be extended.

**CARRIED**

**b) Verbal Water Report - Keir Gervais, CAO - tabled from July 18, 2023 meeting**

**12. Staff Reports**

**a) Re-Opening Schedule for Kelsey Centre – Keir Gervais, CAO**

**MOTION R23/216**

**MOVED AND SECONDED**

THAT Council receives the Re-Opening Schedule for Kelsey Centre staff report for information and discussion.

**CARRIED**

**b) Request to Alter Meeting Schedule for the Month of September – Keir Gervais, CAO**

**MOTION R23/217**

**MOVED AND SECONDED**

THAT Council receives the Request to Alter Meeting Schedule for the Month of September staff report for information and discussion; and

THAT Council approves the cancellation of the September 26, 2023 Council meeting, and directs staff to advertise accordingly.

**Opposed Cllr Poulsen, Cllr Burchett**

**CARRIED**

**c) DRAFT Grant in Aid Policy # 300-XX – Lisa Clark, CFO/CO**

**MOTION R23/218**

**MOVED AND SECONDED**

THAT Council receives the DRAFT Grant in Aid Policy # 300-XX staff report for information and discussion.

**CARRIED**

**MOTION R23/219**

**MOVED AND SECONDED**

THAT council approve Grant in Aid Policy # 300-XX as written.

**Opposed Cllr Poulsen, Cllr Burchett**

**CARRIED**

**d) Application to rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner, Village of Sayward**

**MOTION R23/220**

**MOVED AND SECONDED**

THAT Council receive this report for information and discussion.

**CARRIED**

**MOTION R23/221  
MOVED AND SECONDED**

THAT Council instructs staff to send a letter the week of August 14, 2023 to the applicant requesting a formal CAC proposal.

**CARRIED**

**MOTION R23/222  
MOVED AND SECONDED**

THAT Council instruct staff to enter into negotiations with the applicant for community amenity contributions commensurate with the lift in the value of land.

**CARRIED**

**MOTION R23/223  
MOVED AND SECONDED**

THAT Mr. Adama be allowed to speak outside of Public Question Period regarding his letter only, if he so chooses.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin      DEFEATED**

**e) UBCM Community to Community (C2C) Program Grant Application – Keir Gervais, CAO**

**MOTION R23/224  
MOVED AND SECONDED**

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

THAT Council authorize staff to apply to receive the UBCM Community to Community (C2C) Program September 1, 2023 intake for an amount up to \$20,000; and,

THAT the Village of Sayward agrees to provide overall grant management; and,

THAT Staff engage with the First Nations to set firm dates and agendas for a series of forums in late 2023 and 2024.

**Opposed Cllr Tinsley      CARRIED**

**f) Council Action List – Keir Gervais, CAO**

*Council Action List deferred to the September 5, 2023, council meeting.*

**g) UBCM 2023 Convention Verbal Update – Keir Gervais, CAO**

**MOTION R23/225  
MOVED AND SECONDED**

THAT Council receive the UBCM 2023 Convention Verbal Update for information and discussion.

**Opposed Cllr Burchett, Cllr Poulsen      CARRIED**

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

**14. Bylaws - None**

**15. New Business**

**a) Variance Report Request - Cllr Scott Burchett**

**MOTION R23/226**

**MOVED AND SECONDED**

THAT Council direct Staff to prepare a Variance Report for the first September council meeting; and,

THAT Staff be directed to prepare an up-to-date status report on all Council Priorities and Initiatives for the first September council meeting.

**CARRIED**

**16. Public Question Period**

- a)** Alex Turner, 1721 Sayward Rd: Second request for financial relief for Garden Club articles in the Sayward News since it is not an advertisement, it is a public service informational column that adds to the value of the Sayward News. *Council requested that Mr. Turner submit his request in writing a week prior to the September 5<sup>th</sup> council meeting.*

**MOTION R23/227**

**MOVED AND SECONDED**

THAT Council allow the Garden Club to have editorials for free in the Sayward News effective immediately.

**Mayor Baker, Cllr Poulsen, Cllr Tinsley, Cllr Gilkin DEFEATED**

- b)** David Malinski, 431 MacMillan Dr: Looking for an update regarding his request to have emergency information included on the Campbell River data sign. *CAO advised he contacted Mainroad and was referred to Ministry staff and has not had a response yet but will follow up.*
- c)** Tracey Jones, 250 Spar St: Requests an open Town Hall since it has been several years since the last Town Hall. *CAO advised that part of the Council budget planning sessions in the new year could include a Town Hall.*
- d)** Michael Adama: The development application processing fee invoice was incorrect since the Villages' lawyer double billed a \$600 charge. The development application process is taking much too long, and the basic plan has remained the same, however the new Approving Officer wants small changes (like changing from commercial to PA1 to account for the required water pressure) so the scope has only changed due to requests from the Village.

**MOTION R23/228**

**MOVED AND SECONDED**

THAT Mr. Adama address his letter to Council and explain his status, and;

THAT Mr. Adama be allowed to continue speaking as long as required.

**Opposed Cllr Tinsley CARRIED**

- e) Tracey Jones, 251 Spar St: Regarding used oil and antifreeze, letters of support are not required, it's just a case of contacting wherever our waste goes and getting a container for these items. Councillors Tinsley is online, and the logistics of the room and the location of the speaker makes Tom's voice sound louder and more intimidating than intended. The budget for Park and Recreation is currently approx. 57% of property taxes, up from 29% a few years ago, so please clarify what this budget goes to. Except for election canvassing, there has been a lack of communication, or attendance at farmer markets etc. from Sayward's elected officials. In addition, the community received the majority of the Newcastle Creek wildfire information from sources other than elected officials.
- f) Alex Turner, 1721 Sayward Rd: Why wasn't the section of the *Community Charter* quoted earlier in the meeting when an in-camera topic was brought up?

**17. In Camera**

**MOTION R23/229**

**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.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**18. Adjournment**

**MOTION R23/230**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for August 18, 2023, be adjourned.

**CARRIED**

**The meeting was adjourned at 10:57 pm.**

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**Mayor**

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**Corporate Officer**



Liquor and Cannabis  
Regulation Branch

# ENGAGEMENT PAPER

## Temporary Relocation of a Liquor Store

### Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on the temporary relocation of a Licensee Retail Store, Wine Store and BCLIQUOR store. This consultation paper provides a brief background and questionnaire.

Responses will be accepted until **September 29, 2023**

### Contact

Monika Laube  
External Engagement and Outreach Specialist  
[LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca)

## Introduction

The Liquor and Cannabis Regulation Branch (LCRB) has received requests to allow Licensee Retail Stores (LRS) and government-run BCLIQUOR (BCL) stores to temporarily relocate to accommodate renovation or redevelopment of their establishments.

The LCRB is collecting comments on whether retailers, including Wine Stores and government-run BCL stores, are supportive of having the ability to temporarily relocate, and if so, what limitations should be placed on temporary relocations.

### Who will the LCRB be engaging with?

Through this engagement, the LCRB wants to hear from:

- The Alliance of Beverage Licensees (ABLE)
- LRS licensees
- Wine Store licensees
- BCL Stores
- Local and Indigenous governments

## Background

A liquor licence, by law, relates exclusively to a single establishment, even when it is not operating. Therefore, a licence cannot relate to multiple establishments (i.e., one permanent and one temporary) at the same time.

Additionally, an LRS or BCL cannot relocate **permanently** within a one-kilometre (km) radius (hereafter, one-km rule) of another LRS or BCL, except in limited circumstances. For example, if the original location was damaged beyond the licensees' control, the distance between the new location and the other store is the same, or the new location is on the same parcel of land.

The one-km rule was introduced to provide market stability and to prevent further densification of retail liquor stores.

Many current LRS and BCL locations were approved before today's distance rules came into effect. While these stores are authorized to continue operating, many are in locations that could not be approved under today's rules.

If an LRS or BCL is unable to operate at their licensed location due to significant renovations or redevelopment, for example, the licensee can choose to:



- Temporarily close the location until the location can resume operation (i.e., place the licence into “dormancy”); or,
- Permanently relocate to an eligible new location.

There is currently no provision that allows a liquor retailer to **temporarily** relocate or that allows a licence to relate to more than one establishment. This means that if a retailer relocates from a currently approved location to a new location, and later wants to relocate back to the original location, they can only do so if the original location is eligible under today’s rules.

## Discussion

Permitting an LRS, Wine Store or BCL to temporarily relocate raises a number of issues for consideration.

### Eligibility

If the LCRB allowed temporary relocations eligibility criteria will be required to limit the impact to other retailers and maintain market stability.

Considerations:

- Should eligibility for a temporary relocation be limited to specific circumstances?
- If so, what circumstances should be eligible?
- What should happen to the licence if these circumstances change before it returns to the permanent location?

### Location requirements

It may not always be possible to find a temporary location that is both economically viable and that satisfies the one-km km rule.

Considerations:

- Could a proposed temporary location be located within one km of another liquor retailer’s permanent location, and if so, under what circumstances?
- Could a liquor retail store permanently relocate within one km of another retailer’s temporary store location?
- Would it be feasible to find a temporary location that satisfies the current one km criteria?

The LCRB is **not** considering requiring the consent of nearby retailers for a temporary location seeking to operate within one-km, as this approach would

require significant additional regulation and oversight. It also increases the risk of (legal) conflict between licensees.

The LCRB is **not** considering changes that would expand the circumstances when a retail store can **permanently** relocate to within one km of another permanent retail store location.

### Time limit

Given the potential impact on other liquor retailers and the broader policy implications, it is likely necessary to limit the time that a temporary location would be allowed.

### Considerations:

- What the maximum time limit would be?
- Whether the time limit would apply in all circumstances, or if flexibility to extend the time limit in some circumstances should be available.
- Whether there should be a different time limit for different circumstances.
- What happens to a licence that fails or is unable to return to its permanent location within the maximum time permitted?

## Questions

Comments focused on the questions outlined below are much appreciated. Comments outside the scope of this paper are not able to be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. Do you support potential changes to allow for an LRS licensee, Wine Store licensee or a BCL to temporarily relocate? Please explain your position.
2. If yes to the above, under what circumstances should a temporary relocation be permitted?
3. Should temporary locations be permitted to be within one km of another existing or proposed LRS, Wine Store or BCL? Please briefly explain.
4. Should there be a limit on how long the temporary relocation is in effect?
5. If you answered yes to question 4,
  - a. How long should the time limit be?

- b. Should it be one time limit or a different limit for different circumstances?
- c. Should there be any possibility for an extension?

## Submitting your comments

Send your comments to [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca) with the subject "Temporary relocation consultation." Email submissions are preferred.

### **Submission deadline: September 29, 2023**

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store is located
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

PO Box 9292 Stn Prov Govt  
Victoria, BC V8W 9J8

## Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the engagement paper for use in considering the issue of temporary locations. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the Stakeholder Engagement and Outreach Specialist, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.



## Prescribed Identification (ID) Background Information

Below you will find more information about the proposed amendment to reduce the required number of prescribed ID from two to one

### Issue

In 2002, B.C. increased the requirement from one to two pieces of prescribed ID to purchase alcohol. This was done to mitigate problems related to an increased use of counterfeit IDs by minors.

Prescribed ID includes a passport, driver's licence, or government-issued photo ID (primary ID), which includes status cards. A secondary ID is one that displays the individual's name and either their signature or picture.

The Province is proposing a change to require one piece, rather than two, of prescribed ID to purchase liquor or cannabis. This is consistent with the requirement in all other provinces and territories.

### Current strategies to protect minors

There are a number of strategies now in place to protect minors and deter liquor and cannabis licensees from selling to anyone they suspect to be under-age. These include:

- 1) enhanced security features for government-issued IDs, making them difficult to counterfeit or alter;
- 2) the Minors as Agents Program, which targets licensee compliance with ID regulations, enabling inspectors to take enforcement action where required; and
- 3) enhanced training materials for the safe serving training programs required of licensees and their staff, which explains the legal responsibilities associated with selling or serving liquor and cannabis and how to prevent sales to minors.

### What is changing?

If the proposed changes are approved by Cabinet, the Liquor Control Licensing Regulation and the Cannabis Licensing Regulation will be amended to require one piece of primary ID for liquor or cannabis purchases.



## Liquor and Cannabis Regulation Branch

Regardless of the number of pieces of ID prescribed, licensees and their employees are still required to take steps to confirm an individual's age if they have any doubt that an individual is 19 or over. This may include requesting a second piece of ID. Licensees can also implement more restrictive ID policies, such as checking every patron's ID.

### What this means

Anyone in B.C. will only be required to show one piece of I.D. for liquor or cannabis purchases unless the licensee determines a need for a second piece of ID.

This will also support individuals who have their ID stolen or lost with reduced requirements to replace their ID.

For questions related to the policy, contact [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

## Village of Sayward

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**From:** Sonia Ali <sonia@bcepilepsy.com>  
**Sent:** August 21, 2023 2:48 PM  
**To:** Village of Sayward  
**Subject:** Request for Proclamation from the Village of Sayward Valley  
**Attachments:** 2024 Proclamation Draft.docx

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2024. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the Mayor and Council designating March 26th, 2024, as International PURPLE DAY® for Epilepsy Awareness in the Village of Sayward Valley. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,  
Deirdre Syms  
Executive Director  
BC Epilepsy Society

Kind regards,  
Sonia Ali  
Provincial Manager of Programs and Services  
BC Epilepsy Society

**Mailing Address:** PO Box 30521, Burnaby RPO Madison, BC V5C 6J5  
**Phone:** 236-334-7087  
**Email:** [sonia@bcepilepsy.com](mailto:sonia@bcepilepsy.com)  
**Website:** [www.bcepilepsy.com](http://www.bcepilepsy.com)



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 26<sup>th</sup>, 2024 as

"PURPLE DAY"

in the **Village of Sayward**.

August 23, 2023

Frank Morgan, Fire Chief  
Village of Sayward  
652 H'Kusam Way  
Sayward, BC V0P 1R0

Reference: CRI-684

**Re: 2023 CRI FireSmart Community Funding & Supports Approval Agreement & Terms of Conditions of Funding**

Dear Mr. Morgan,

Thank you for submitting an application under the Community Resiliency Investment program for 2023 FireSmart Community Funding & Supports funding.

I am pleased to inform you that the Evaluation Committee recommended your project, *2023 Wildfire Risk Reducation Initiative*, for funding. A grant in the amount of \$99,360.00 has now been approved.

As outlined in the Program & Application Guide, an initial payment in the amount of \$49,680.00 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 Forests 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;
- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 5 and 6);

*The Community Resiliency Investment program is funded by the Province of BC*



- (5) All project activities must be completed within two years of the date of this letter and no later than August 31, 2025;
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 30, 2025. Refer to Attachment 1 for final report requirements;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) Projects that include the development of a Community Wildfire Resiliency Plan must use the 2022 CWRP Template and follow the 2022 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (9) Projects that include the development of a fuel management prescription must be consistent with BC Wildfire Service 2022 Fuel Management Prescription Guidance document;
- (10) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide;
- (11) For projects that include a FireSmart rebate program, the requirements identified in Appendix 2 of the Program & Application Guide must be met;
- (12) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 3 of the Program & Application Guide must be met;
- (13) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (14) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

Please review the attached FireSmart BC Information Sheet. It is expected that applicants will make use of available and free FireSmart Resources which can be found at [FireSmartBC.ca](http://FireSmartBC.ca) or by reaching out to [info@firesmartbc.ca](mailto:info@firesmartbc.ca)

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

On behalf of the Evaluation Committee and BC FireSmart Committee, I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resiliency Investment at 250-387-1170 or [cri@ubcm.ca](mailto:cri@ubcm.ca).

Sincerely,



Rebecca Bishop, Program Officer

Encls.

cc. Keir Gervais, CAO

Reference: CRI-684

**Approval Agreement** (to be signed by the CAO, Band Manager, or designate)

I, \_\_\_\_\_, have read and agree to the general Terms & Conditions, requirements for funding under the 2023 FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).

\_\_\_\_\_, \_\_\_\_\_  
Signature, Title

\_\_\_\_\_  
Date

*Please print and sign - an original signature or a certified digital signature is required.  
Please return a scanned copy of the signed Approval Agreement within 30 days to [cri@ubcm.ca](mailto:cri@ubcm.ca)*

## Attachment 1: Interim and Final Reporting Requirements

### Interim Report Requirements

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For projects that include prescription/prescribed fire burn plan development and fuel management treatment for the same treatment unit(s) the following is required:

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 8

The prescription and/or prescribed fire burn plan will be reviewed by the BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist and must be supported prior to initiation of the fuel management treatment. **Treatments that have been initiated prior to an approved technical review may not eligible for further funding.**

Refer to Appendix 7 of the Program & Application Guide for complete interim reporting requirements.

### Final Report Requirements

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Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Required Final Report Contents & Related Attachments	
Required Submissions	Related Attachments
Final Report Form	Copies, excerpts and/or links to all materials produced with grant funding
Final Report Worksheet 1	<ul style="list-style-type: none"><li>• Evidence of community education component, as required in Q. 2</li><li>• Copies of completed FireSmart assessments for land or buildings, as required in Q. 3</li><li>• Copies of completed FireSmart Community Plans, FireSmart assessments, list of addresses receiving rebates and rebate amounts, as required in Q. 8</li></ul>

Final Report Worksheet 2: Fuel Management Activities	<p><b>Prescriptions, Burn Plans and Phased Projects</b></p> <ul style="list-style-type: none"> <li>• Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments</li> <li>• Copy of the Burn Plan that is signed by the qualified professional</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>
	<p><b>Treatments and Phased Projects</b></p> <ul style="list-style-type: none"> <li>• Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document</li> <li>• Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives</li> <li>• Fire effects monitoring pre burn, and fire effects monitoring post burn reports</li> <li>• Pre and post-treatment pictures</li> <li>• Maps as and spatial data as outlined in Appendix 8</li> </ul>
Final Report Worksheet 3: CWRPs and CWPP Updates	<ul style="list-style-type: none"> <li>• Copy of the completed CWRP or amended CWPP/CWRP</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>

### **Submission of Interim & Final Reports**

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Interim and final reports should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through [cri@ubcm.ca](mailto:cri@ubcm.ca).



1727B Sayward Road  
Sayward, B.C.  
V0P 1R0  
250 282 3799

Mayor and Council  
Village of Sayward  
August 23, 2023

re: relief from charges for Garden Club column

Dear council:

We wish to renew our request for relief from charges for the Garden Club column in your monthly newsletter.

I think you now understand that the submission from our club is not an advertisement but an information column. Each article begins with gardening hints and information of value for that time of year. You can confirm this by reviewing the columns for the past eight years. The remainder of the article speaks of the activities of the club and our upcoming events.

The mission of the club is to encourage gardening in the interest of promoting food security. The club also maintains the flower planters at the various group mail boxes throughout the valley. The club is a public service as is the newsletter column.

A few times a year we sponsor outside speakers on various gardening topics. We pay the speakers honoraria and expenses amounting to two to three hundred dollars each. Paying twenty-five dollars a month for our information column amounts to three hundred a year and as a result we will have one less speaker a year.

We have no outside sources of funds and raise our budget by our sale of plants and seeds donated by members.

We have discontinued submitting our column and hope by exempting us from the twenty-five dollars charge you will allow us to continue to submit our column to the newsletter.

Yours truly,

A handwritten signature in black ink that reads "Alex Turner".

Alex Turner

president Sayward Garden Club

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

Res #	File	Action Required	Responsibility	Status Update
<p><b>Res #</b> : a reference number for this document – not the actual Resolution number. The Res #'s are listed in chronological order and separated by Council Meeting Dates.</p> <p><b>File</b> : a concise, clear file name</p> <p><b>Action Required</b> : 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.)</p> <p><b>Responsibility</b> : CAO, CFO, CO, AO, PW, REC, ED, Council</p> <p><b>Status Update</b> : a colour coded summary of the status - Complete, In Progress, On Hold, Not Started</p>				
January 3, 2023				
1	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
2	Legal review of Code of Conduct Bylaw [under the influence of...]	THAT section 8(2) of the Code of Conduct Bylaw be reviewed by legal counsel.	CAO	Complete
3	Gifts for elected officials missed dur to COVID-19	THAT gifts be purchased for elected officials, as listed, that were missed due to COVID-19.	CAO	On Hold
4	Memorial plaque for John McDonald	THAT the budget for a memorial plaque be set at \$2,500 maximum.	CAO	Complete
5	Budgeting for Res #4	THAT this item be included in the 2023 financial plan.	CFO/CO	Complete
6	Committees Report	That the Committees Report be included in the strategic planning process.	CAO	On Hold
7	OCP	That Council proceed with first reading of the OCP.	CAO	Complete
8	UBCM FireSmart Grant	That application be made, and the Village provide overall grant management if successful.	CAO & CFO/CO	Complete
9	Council Remuneration	THAT staff amend the Council Remuneration Bylaw.	CFO/CO	Complete
10	Revenue Anticipation Bylaw	That staff prepare the Bylaw, and Mayor and CO execute the necessary forms to procure the temporary loans with MFA.	CFO	Complete
January 24, 2023				
11	Requests from Sayward Futures Society	THAT staff bring back a report with options.	CAO	Complete

***Village of Sayward***  
**COUNCIL ACTION LIST (to July 2023)**

12	MacMillan Rd. drainage issues	THAT staff investigate mitigation and response options and report back to Council.	CAO	Complete
13	Green and Inclusive Community Building (GICB) Grant Application for Kelsey Centre	THAT Urban System is contracted to complete application to GICB at the cost of \$7,000.	CAO/CFO/CO	Complete
14	UBCM Emergency Operation Centre Grant	THAT, in conjunction with SRD staff, staff make application and THAT SRD agrees to manage the grant if successful.	CAO & CFO/CO	Complete
15	ICET grant application - Campground	THAT staff make application to the grant for the campground project with the assistance of Urban Systems at the cost of \$1,200.	CAO/CFO	Complete
16	Parcel Tax & DCC's	THAT staff bring back a report with options.	CAO & CFO/CO	Not Started
17	Code of Conduct Bylaw	THAT staff prepare the Code of Conduct Bylaw for February 7, 2023.	CFO/CO	Complete
18	Public Nuisance Bylaw	THAT Staff draft a draft Public Nuisance Bylaw for Council consideration.	CFO/CO	Complete
February 7, 2023				
19	Designating a second Public Question Period to the beginning of all regular Council meetings and Committee of the Whole meetings	THAT prepare an amendment to Bylaw No. 416 Village of Sayward Council Procedure Bylaw	CFO/CO	Complete
20	Letter of support for the North Island Forestry Industry	THAT Staff & Mayor Baker bring a draft letter of support for the North Island Forestry Industry to the next Regular Council Meeting.	CAO	Not Started
21	J. MacDonald memorial plaque	THAT Council receive and discuss the supplier's proof for the Memorial Plaque for former Mayor John MacDonald; and, THAT Council approve the supplier proof and authorize staff to order the Memorial Plaque, after clarifying wording with Mrs. Poulsen.	CAO	Complete
23	Revenue Anticipation Bylaw	THAT the Revenue Anticipation Bylaw No. 493, 2023 be given fourth and final reading.	CO	Complete

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

24	Remuneration Amendment Bylaw	THAT Remuneration Amendment Bylaw No. 494, 2023 be given fourth and final reading. <b>Opposed Cllr Burchett</b>	CO	<b>Complete</b>
25	Code of Conduct Amendment Bylaw	THAT Code of Conduct Amendment Bylaw No. 495, 2023 be given first, second and third reading.	CO	<b>Complete</b>
February 21, 2023				
26	Renewal of Sayward Legion Lease Agreement	THAT Council approve the renewal of the Sayward Legion and Village of Sayward Working Agreement - Share Shed as amended for one (1) year; and, THAT Council authorize the CAO to execute said Service Agreement on behalf of the Municipality following amendments.	CAO	<b>Complete</b>
27	2023 UBCM Disaster Risk Reduction / Climate Adaptation grant	THAT as part of the Village of Sayward's ongoing work in relation to disaster risk reduction that an application for financial assistance under the Intake #2 2023 Disaster Risk Reduction / Climate Adaptation grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and THAT the Strathcona Regional District be authorized to receive and manage the funding on behalf of the Village of Sayward if the application is successful.	CAO	<b>Complete</b>
28	Grant application to Island Coastal Economic Trust's Rural Advisory Program	THAT Council directs Staff to complete and submit a grant application to Island Coastal Economic Trust's Rural Advisory Program for the purpose of funding a Community-based Advisor for a one-year term.	CAO	<b>Complete</b>
29	Code of Conduct Amendment Bylaw	THAT Code of Conduct Amendment Bylaw No. 495, 2023 be given fourth and final reading.	CO	<b>Complete</b>
March 21, 2023				



**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

30	Unsightly premises	THAT staff be directed to write a letter to the Old Mall property owner to address the issues outlined in the staff report.	CAO	Complete
31	Land Exchange Agreement amendment	THAT the Land Exchange Agreement amendment be approved; and, THAT the Mayor and Corporate Officer be authorized to execute the agreement.	CO	Complete
32	Amendment to Bylaw 416, 2015 Council Procedure Bylaw	THAT Council receive the Amendment to Bylaw 416, 2015 Council Procedure Bylaw staff report for information and discussion; and, THAT Staff post notice of the proposed amendment on the Village's public notice board, in the April 2023 Sayward News, on the Village website, and on the Village's Facebook page; and, THAT staff return to the April 18, 2023 council meeting with a summary of any public comments received on the proposed amendment before fourth and final reading. THAT the Strathcona Regional District be authorized to receive and manage the funding on behalf of the Village of Sayward if the application is successful.	CO	Complete
33	Working with Sayward Futures Society	THAT staff be directed to continue working with Sayward Community Futures representatives towards a detailed joint work plan, including measurable activities that benefit the Village; and, THAT staff be directed to regularly update Council on the progress of said work.	CAO	In Progress
34	Request to reduce advertising fee - Sayward Garden Club	THAT Staff notify Mr. Turner that no relief be provided to the Sayward Garden Club on the Sayward News advertising fee; and, THAT staff inform Mr. Turner of the option to reduce the font size that will result in no additional advertising fee.	CAO	Complete
April 4, 2023				
35	UBCM membership	THAT the Village renews their UBCM membership for 2023.	CFO	Complete
36	MADD Canada signage	THAT staff be directed to coordinate boat safety signage through MADD Canada.	CAO	Complete

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

37	Presentation to Council from BC Assessment	THAT staff be directed to coordinate a presentation to Council from BC Assessment.	CAO	Complete
38	Displaying First Nations artwork in Council Chambers	THAT staff be directed to investigate options for displaying the blanket in the Village of Sayward Chambers along with the other 2 donated art pieces that are already framed.	CAO	In Progress
39	Council Procedure Bylaw amendment	THAT Staff be directed to return the amendment bylaw to the April 18, 2023 Council meeting for first, second and third reading.	CO	Complete
40	Public Nuisance Bylaw	THAT Council direct staff to return Public Nuisance Bylaw staff report to the April 18, 2023 Council meeting for further discussion.	CO	Complete
41	2023-2027 Financial Plan	THAT the 2023-2027 Financial Plan be approved; and, THAT staff be directed to prepare the required bylaws related to the 2023-2027 Financial Plan for the April 18, 2023 regular meeting of Council.	CFO	Complete
42	2023 tax ratios	THAT staff be directed to implement Option/Scenario 2 as outlined in the staff report for 2023 tax ratios.	CFO	Complete
43	Council Procedure Bylaw amendment	THAT Council Procedure Amendment Bylaw No. 496, 2023 be given first, second and third reading. <b>Opposed Cllr Poulsen</b>	CO	Complete
April 18, 2023				
44	2023/2024 UBCM Community to Community Program grant	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.	CAO	Complete
45	Backyard chickens	THAT staff be directed to prepare a further Backyard Chickens staff report regarding for Council's consideration.	CAO	In Progress
46	Public Nuisance Bylaw	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. <b>Opposed Cllr Tinsley Cllr Poulsen</b>	CO	Complete

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

47	Transfer from Community Works Fund Reserve	THAT Council approves a transfer from the Community Works Fund Reserve in the amount of \$141,690 for the Newcastle Dam Decommissioning project.	CFO	Complete
48	Council Procedure Bylaw amendment	THAT Council Procedure Amendment Bylaw No. 496, 2023 be given fourth and final reading. <b>Opposed Cllr Poulsen</b>	CO	Complete
49	Reserve Fund Establishment Amendment Bylaw	THAT Reserve Fund Establishment Amendment Bylaw No. 497, 2023 be given first, second and third reading.	CFO	Complete
50	2023-2027 Financial Plan	THAT Five Year Financial Plan Bylaw No. 498, 2023 be given first, second and third reading.	CFO	Complete
51	2023 Fees & Charges Amendment Bylaw	THAT Fees & Charges Amendment Bylaw No. 499, 2023 be given first, second and third reading.	CFO	Complete
52	2023 Tax Rates Bylaw	THAT 2023 Tax Rates Bylaw No. 500, 2023 be given first, second and third reading.	CFO	Complete
<b>May 2, 2023</b>				
53	Council Corner in Sayward News	THAT Cllr Burchett initiate the first Council Corner article and circulate it to all members of Council for additional content and approval, for inclusion in the June 2023 issue of Sayward News.	Council	Complete
54	Public Nuisance Bylaw	THAT Staff be directed to return Public Nuisance Bylaw No. XXX to the May 16, 2023 council meeting for first, second, and third reading.	CO	Complete
55	2022 Audited Financial Statements and Audit Findings Report	THAT Council schedules a special meeting for May 9, 2023, at 5pm to receive the 2022 Audited Financial Statements and Audit Findings Report from Chan Nowosad Boates.	CFO	Complete
56	Extension to Kelsey Centre operating season	THAT Staff report back to council with the overall cost and availability of Kelsey Centre employees to keep the Kelsey Centre Pool and Afterschool Program open for the month of June.	CAO	Complete
57	Reserve Fund Establishment Amendment Bylaw	THAT Reserve Fund Establishment Amendment Bylaw No. 497, 2023 be given fourth and final reading.	CFO	Complete
58	2023-2027 Financial Plan	THAT Five Year Financial Plan Bylaw No. 498, 2023 be given fourth and final reading.	CFO	Complete
59	2023 Fees & Charges Amendment Bylaw	THAT Fees & Charges Amendment Bylaw No. 499, 2023 be given fourth and final reading.	CFO	Complete

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

60	2023 Tax Rates Bylaw	THAT Tax Rates Bylaw No. 500, 2023 be given fourth and final reading.	CFO	Complete
May 16, 2023				
61	2023 Strategic Plan	THAT Council adopt the Village of Sayward 2023 Strategic Plan.	CAO	Complete
62	Tax Notice letter	THAT Council Approve the Tax Notice Letter to Residents for inclusion in the annual tax notice mailout.	CAO	Complete
63	Triangle Property lease	THAT the Village renew the Provincial tenure lease of the Triangle property, and, THAT after confirmation of the renewal is received, Staff be directed to contact the owner of Kelsey Bay Organic Resources to determine their current level of interest in the property, and request a presentation to Council with their new plan, should there be one. <b>Opposed Cllr Poulsen, Cllr Burchett</b>	CO	In Progress
64	Council Governance Training	THAT Council approves the proposal from Allison Habkirk for \$5,401 plus applicable taxes and the proposed dates, June 2 (6:00pm-9:00pm) and June 3 (9:00am-3:00pm).	CAO	Complete
65	Official Community Plan Bylaw	THAT Official Community Plan Bylaw No. 501, 2023 be given first reading.	CO	Complete
66	Public Nuisance Bylaw	THAT Public Nuisance Bylaw No. 503, 2023 be given first, second, and third reading.	CO	Complete
June 6, 2023				
67	Support for K'omoks First Nation National Indigenous People's Day celebration	THAT the Village of Sayward support K'omoks First Nation National Indigenous People's Day celebration through an in-kind donation of a door prize of a maximum of \$200, and that staff be tasked with the selection and purchase of the gift.	CAO	Complete
68	2023 summer water restrictions	THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2023 from 6:00am-10:00am & 6:00pm-10:00pm on residents assigned days; and, THAT water restriction information be communicated to the public on the village website, social media platforms and noticeboards.	CO	Complete

**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

69	Summer water restrictions	THAT Staff be directed to research and/or review best practices for the types of properties to be included in summer water restrictions and report back with possible options.	CAO	In Progress
70	Water management	<p>THAT Council instruct staff to examine options for funding the water metering and recording work recommended in the Water Study to more accurately determine the current maximum day flows, to facilitate future consideration of the impact of future development on the capacity of the water treatment system to provide for maximum day flows; and</p> <p>THAT Council instruct staff to continue to record daily flows at the Treatment Plant and Log sort until such time as automated flow recording is in place; and</p> <p>with respect to item 3 c) in the staff report, THAT Council consider allowing development applications to proceed to a limit of 77 residential lots as an interim measure until such time as additional flow recording data is available, upon which the matter can be re-evaluated; and</p> <p>FINALLY THAT recognizing that in terms of subdivision approvals, which is solely within the purview of the Approving Officer, Council wishes to advise the Approving Officer that on an interim basis, Council would consider subdivisions consistent with a 77 lot equivalent increase in density in the Public Interest.</p> <p><b>Opposed Mayor Baker, Cllr Tinsley</b></p>	CAO	In Progress
71	Land exchange agreement amendment	<p>THAT the land exchange agreement amendment be approved; and,</p> <p>THAT the Mayor and Corporate Officer be authorized to execute the agreement.</p>	CO	Complete
72	Sayward Community Health Society Lease	<p>THAT the Renewal Lease between the Village of Sayward and the Sayward Community Health Society be approved; and,</p> <p>THAT the Mayor and Chief Administrative Officer be authorized to execute the agreement.</p>	CAO	Complete



**Village of Sayward**  
**COUNCIL ACTION LIST (to July 2023)**

73	Permissive Tax Exemptions 2024	THAT Staff be directed to advertise the tax exemption process as outlined in this report.	CFO	Complete
74	UBCM Complete Communities Program grant	THAT Council directs Staff to contract with Urban Systems to complete the application to the UBCM Complete Communities Program for up to \$1,200; and, THAT Staff be directed to submit the application to UBCM.	CAO	Complete
75	SRD Emergency Support Team	THAT Council appoint Councillor Tinsley and Councillor Burchett as the Village of Sayward volunteer representatives for the SRD Emergency Support Team, as described herein.	CAO	Complete
76	Public Nuisance Bylaw	THAT Public Nuisance Bylaw No. 502, 2023 be given fourth and final reading.	CO	Complete
June 20, 2023				
77	Policy for Funding/Donation Requests	THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.	CFO	In Progress
78	2022 Annual Report	THAT the 2022 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 21 and ending on July 4; and, THAT Council approves the 2022 Statement of Financial Information report.	CFO/CO	Complete
79	Emergency Cooling Enhancement project	THAT Council approve a budget of up to \$7,500 for the Emergency Cooling Enhancement project, and that the budget be sourced from the Growing Communities Fund; and, THAT the 2023-2027 Financial Plan be amended accordingly.	CFO	Complete
80	Village of Sayward Floodplain Management Bylaw	THAT Council direct staff to update the Village of Sayward Floodplain Management Bylaw.	CO	In Progress
July 18, 2023				
81	Request for support from Oscar Daze	THAT the requests from the Sayward School Parent Advisory Committee regarding Oscar Daze be approved, subject to Kelsey Centre staff being available for the event.	CFO	Complete

***Village of Sayward***  
**COUNCIL ACTION LIST (to July 2023)**

82	Request to waive advertising fee in Sayward News from SVFD	THAT correspondence i) be received; and, THAT the advertising fee be waived for the Sayward Volunteer Fire Department for the car show advertisement in the August 2023 Sayward News.	CFO	Complete
83	2023 UBCM provincial appointment book	THAT Council directs staff to engage Council via e-mail regarding the UBCM provincial appointment book and potential meetings at UBCM.	CAO	Complete
84	Early opening of Kelsey Centre After School Program	THAT Council supports a start date of the first week of September for the afterschool program at the Kelsey Centre if the Growing Communities Fund can be used for the additional staffing costs, and if Kelsey Centre staff are available.	CAO	Complete
85	Fire Services Agreement	THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to execute the Modification Agreement.	CO	Complete
86	Municipal Insurance Association AGM Voting Delegates	THAT Council appoints Mayor Baker as the voting delegate, CAO Gervais as alternate #1, with alternate #2 to be chosen at a later date.	CO	Complete
87	2022 Annual Report	THAT Council approves the 2022 Annual Report.	CO	Complete
88	Water Sewer, and User Fee Exemptions	THAT the Water Sewer, and User Fee Exemptions Staff Report be tabled to the August 15, 2023 council meeting in order for further staff input.	CFO	In Progress
89	Emergency supply of water during drought conditions	THAT Council defer discussion on this matter to the August 15, 2023 council meeting; and, THAT Staff be directed to report back to Council at the August 15, 2023 meeting on the number of requests for water from Village and Valley residents; and, THAT Staff be directed to contact the Area A Director regarding the water requests.	CAO	In Progress
August 15, 2023				



## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO  
**Subject:** **Permissive Tax Exemptions 2024**  
**Meeting date:** September 5, 2023

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### BACKGROUND

On June 6, 2023 Council passed the following resolution:

**MOTION R23/162**  
**MOVED AND SECONDED**

THAT Council receive the Permissive Tax Exemptions 2024 staff report for information and discussion; and,

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

**CARRIED**

The following timetable was presented to Council:

Schedule	Action
Late June 2023	Advertise that Council will consider additional exemptions in the July Sayward Newsletter and post notice on the website, public notice places, and social media.
August 1, 2023	Deadline for applications.
September 5, 2023	Staff Report to Council to consider exemptions.
September 26, and Oct 3, 2022	Bylaw, if required, brought to Council.
October 31, 2023	Deadline for Staff to advise BC Assessment Authority of any permissive tax exemptions for 2024.

### DISCUSSION

A permissive tax exemption (PTE) is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. A balance is necessary between supporting local non-profit organizations (PTE recipients) and limiting the tax burden on other residents and organizations arising from the exemptions.



## Summary of Applications

Organizations seeking an exemption from taxes were required to complete a PTE application form and submit it by the August 1, 2023 deadline. Staff advertised the exemption process in the Sayward News, on social media, and on the Village notice board, as well as through letters sent directly to previous recipients. Staff received two applications as follows:

### **Royal Canadian Legion – Branch 147**

Staff have determined that the application is reasonably complete.

- The Legion currently has a permissive tax exemption that is due to expire at the end of 2023 (current exemption bylaw covered 4 years, 2020-2023).
- The value of the exemption for 2023 is \$3,008.31\*
  - \* This amount does not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections for 2023 was \$4,037.80.
- The Legion provides a general benefit to the community using its land/building to which the exemption would apply and is eligible under the *Community Charter* for a permissive tax exemption under section 224(a) - land or improvements that are owned or held by a charitable, philanthropic, or other not-for-profit corporation and that Council considers are used for the purpose that is directly related to the purposes of the corporation.
- Financial information for the last three years as provided in the application is as follows:

#### **Royal Canadian Legion - Branch 147**

	<b>Revenues</b>	<b>Expenses</b>	<b>Profit/(Loss)</b>	<b>Cash beg of year</b>	<b>Cash end of year</b>
<b>2020</b>	\$ 17,382.84	\$ 12,978.61	\$ 4,404.23	\$ 3,744.64	\$ 8,148.87
<b>2021</b>	\$ 14,906.59	\$ 9,653.54	\$ 5,253.05	\$ 8,148.87	\$ 13,401.92
<b>2022</b>	\$ 53,798.71	\$ 56,344.75	\$ (2,546.04)	\$ 13,401.92	\$ 10,855.88

- The applicant provides valuable services to the community and monies raised through fundraising are returned to various other community groups including Secret Santa.

Staff will note that several municipalities make the PTE process an annual task for Council, and PTE's are then authorized for one year only. However, in smaller municipalities it is common that PTE's are granted for multiple years to reduce administrative burden. Council is authorized to grant a PTE exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year. *It is Staff's recommendation that a PTE for the years 2024-2028 (5 years) be granted to the Legion.*

### **The Nature Trust of British Columbia (NTBC) – 4 properties**

Staff have determined that the application is reasonably complete.

- NTBC is seeking a tax exemption for 4 properties as listed below:

<b>Folio</b>	<b>Legal Description</b>
00600.000	Section 31, Township 3, Land District 51, FR S1/2 of DR SE 1/4
00706.100	Lot 1, Section 31, Township 3, Plan 46435, Land District 51
00550.125	Section 30, Township 3, Land District 51, Except Plan 280RW, W 20 CHNS of NE 1/4 EXC E 10
00550.140	Section 30, Township 3, Land District 51, Except Plan 280RW & 14956, E CHNS of NE 1/4

- The NTBC currently has permissive tax exemptions for all four properties that are set to expire at the end of 2023 (current exemption bylaw covered 10 years, 2014-2023).
- The value of the exemptions for all 4 properties for 2023 is \$12,181.53\*
  - \* This amount does not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections for 2023 was \$16,350.23.
- A Licence of Occupation between the Village, NTBC and the Province applicable to Kelly’s bridge includes the following clause “In lieu of the payment of annual fees, the Village of Sayward wishes to reduce and, eventually, eliminate the property taxes on the Parcel, as a further contribution to the viability of this collaborative initiative between the Parties.....”
- The NTBC provides a general benefit to the community using its land to which the exemption would apply, and is eligible under the Community Charter for a permissive tax exemption under section 224(a) – land or improvements that are owned or held by a charitable, philanthropic or other not-for-profit corporation and that Council considers are used for the purpose that is directly related to the purposes of the corporation, and possibly section 224(i) – land or improvements owned or held by athletic or service clubs, and used as a public park, recreation ground or for public or recreational purposes.
- Financial information for the last three years as provided in the application is as follows:

<b>The Nature Trust of BC</b>					
	<b>Revenues</b>	<b>Expenses</b>	<b>Surplus</b>	<b>Cash Dec 31</b>	<b>Net Assets</b>
<b>2020</b>	\$ 3,968,646	\$ 3,304,843	\$ 663,803	\$ 1,538,693	\$20,763,045
<b>2021</b>	\$ 6,370,342	\$ 4,337,038	\$ 2,033,304	\$ 5,100,959	\$24,948,384
<b>2022</b>	\$ 6,480,218	\$ 5,745,604	\$ 734,614	\$ 3,183,672	\$20,719,178

- The applicant provides recreational trail access to the community and fosters partnerships with Ducks Unlimited, the K’omoks First Nation, and various other groups in preserving and enhancing the Salmon River estuary area. The mandate of NTBC is to:
  1. Acquire habitats of high biodiversity values and at greatest risk of being lost.
  2. Manage conservation lands as part of landscapes to ensure ecosystem resilience and connectivity.
  3. Ensure these lands are protected for future generations of wildlife, plants, and people too.<sup>1</sup>

As mentioned earlier in the report, Council is authorized to grant a PTE exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year. *It is Staff's recommendation that a PTE for the years 2024-2028 (5 years) be granted to the NTBC.*

#### Next steps

Staff will be tasked with preparing a permissive tax exemption bylaw for Council consideration at the next regular council meeting. Once the bylaw has been adopted, it must be received by the BC Assessment Authority by October 31, 2023 in order to be applied to the 2024 assessment roll.

In addition, section 227 of the *Community Charter* requires that the details of the proposed permissive tax exemption bylaw be posted and advertised in a local newspaper once each week, for two consecutive weeks, prior to final adoption. This notice must identify the property or properties that will be subject to the bylaw, describe the proposed exemptions, state the number of years that the exemptions may be provided, and provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt, for the year in which the proposed bylaw is to take effect and for the following two years.

#### **RECOMMENDATIONS**

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

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.

Respectfully submitted,



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Lisa Clark, CFO/CO

<sup>1</sup> Conserving Land. Nature Trust of British Columbia <https://www.naturetrust.bc.ca/conserving-land>

#### **Attachments:**

- ***Royal Canadian Legion Branch 147 permissive tax exemption application***
- ***Nature Trust of BC permissive tax exemption application***

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

**APPLICATION FOR PERMISSIVE TAX EXEMPTION**

1.) Full name or title of organization:

ROYAL CANADIAN LEGION ~ BRANCH 147.

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

\_\_\_\_\_

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

699 SAYWARD RD, SAYWARD BC V0P1R0

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

DEBBIE GRILL 2508954500 / dbogrill@gmail.com

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

1. Name: TESSA BALENTINE

2.

Name: LISA RHODES

Title: VICE PRESIDENT

Title: TREASURER

Phone No.: 2502876884

Phone No.: 2502876288

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

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

6.) Property address:

699 SAYWARD RD, SAYWARD, BC V0P1R0

7.) Folio number:

ROLL # 00704022

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

ROYAL CANADIAN LEGION SAYWARD VALLEY BRANCH 147.

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

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

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

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

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

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

CHARITABLE, NON PROFIT EVENTS & CEREMONIES

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

WE OCCASSIONALLY RENT THE BUILDING FOR WEDDINGS, FUNERALS, AND CHRISTMAS PARTIES

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

The following information is required for each activity:

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

MINIMAL HALL RENTAL \$75 - \$125  
MAX CAPACITY 90.

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

ALL ROYAL CANADIAN LEGIONS ARE NON PROFIT.

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

ALL LEGION PROCEEDS REMAIN IN THE

COMMUNITY AS WELL AS THE MEMBERSHIP  
MONIES HELP VETERANS & THEIR FAMILIES.

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

ALL EVENTS, (EXCEPT PRIVATE FUNCTIONS)  
ARE OPEN TO THE COMMUNITY.

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

WE HAVE BINGO, & OCCASSIONAL SOCIAL EVENTS  
INCLUDING A REMEMBRANCE DAY CEREMONY.

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

SINCE WE HAVE COMPLETED REPAIRS  
OF THE BUILDING WE ARE LOOKING FORWARD  
TO OPENING THE LEGION MORE FREQUENTLY.

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

NO CHANGE

18.) CHURCHES ONLY complete the following additional questions:

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

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

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

(ii) What is the gross floor area of the

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

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

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

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

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

On behalf of ROYAL CANADIAN LEGION # 147 I/we hereby declare that all the information presented and provided with this application is true and correct.

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

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

DATED THIS 19 DAY OF JULY 2023.  
Authorized Signature: \_\_\_\_\_

NOTE:

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



To whom it may concern,

Please accept this application for a Permissive Tax Exemption for the Sayward Legion Branch 147.

I understand that there are a few things missing in the application and I will try to address them here.

We do not have our financial statements completed by an accountant but I have included the statements from our Treasurer.

As per your request, a detailed list of programs and services are listed below.

Currently, we conduct a community Bingo game twice a month. This usually attracts an average of 30 people. There are 4 volunteers that put in approx: 20 hours of time combined for each session. Players are charged according to the cards they buy but the average per player is approx: \$40

We also conduct Community Luncheons. This attracts approx: 25-50 people depending on the time of year. This event uses between 4-6 volunteers for a combined total of approx: 30 hours of volunteer time. Users are charged \$8

We occasionally also do hall rentals. The maximum capacity for the hall is 90. We charge between \$75 and \$125 depending on what facilities are requested. A volunteer is available if bar services are required.

The Legion is also currently running the Community Share Shed. This is staffed by one volunteer who works 12 hours per week. There are also 2 other volunteers who work behind the scenes for approx: 7 hours per month.

We also conduct a Remembrance Day ceremony which is open to all the community. Volunteer put in approx: 100 hours during the course of the year to ensure this even takes place.

The Legion was closed for all of 2019 and part of 2020 as per Dominion Command because of Covid. We received a \$10,000 deposit during that time from Dominion Command to keep the bills and taxes paid and to keep the heat on.

In 2020/2021 the then President discovered a building deficiency which needed to be resolved. Renovations took place in 2021/22 aided by a generous Grant from the SRD.

The Legion opened for bingo again at the end of 2022. Since the renovations are almost complete, there are plans for more community events in the future.

Groups that benefit from the fundraising for the past 3 years include Cops for Cancer, Wounded Warriors and Secret Santa. Going forward, we are aiming to include the Teen Night, After School Programs as well as the Clinic.

Thank you in advance,  
Debbie Grill  
President Legion 147



INCOME

FORWARD FROM BANK STATEMENT		<b>\$3,744.64</b>
BAR	\$1,854.50	
MEMBERSHIPS	\$154.33	
KITCHEN/CATERING	\$2,093.00	
MISC	\$62.30	
GRANTS (COMMAND)	\$9,913.51	
FUNDRAISER (FIREWOOD)	\$3,305.00	
TOTAL	<b>\$17,382.84</b>	<b>\$21,127.48</b>

EXPENSES

HYDRO/PHONE	\$1,194.73
INSURANCE	\$2,928.95
HEATING/PROPANE	\$1,688.10
REPAIRS/MAINTENANCE	\$2,467.30
LIQUOR	\$978.20
BAR SUPPLIES	\$48.76
KITCHEN/CATERING	\$1,530.38
PROPERTY TAX	\$936.19
LICENSES/INSPECTIONS	\$499.17
PST	\$131.36
PER CAPITA      ZONE	\$54.00
BANK CHARGES	\$60.90
MEMBERSHIP	\$498.68
SUPPLIES/MISC.	\$10.55

**\$12978.61**



**PROFIT/LOSS      \$8,148.87**

SAYWARD LEGION BRANCH 147 2021

INCOME

Balance forward		<b>\$8148.87</b>
Memberships	<b>\$3869.98</b>	
Command Grants (Covid)	<b>\$10,906.81</b>	
Donations	<b>\$110.00</b>	
Bank Charges (rebate)	<b>\$19.80</b>	
Income Total	<b>\$14,906.59</b>	<b>\$23,055.46</b>

EXPENSES

Membership	<b>\$2742.24</b>	
Hydro	<b>\$663.00</b>	
Heating	<b>\$1300.00</b>	
Propane	<b>\$145.35</b>	
Permits/License/Inspections	<b>\$563.55</b>	
Property Tax	<b>\$911.64</b>	
Bank Charges	<b>\$62.40</b>	
Insurance	<b>\$4177.00</b>	
Expense Total	<b>\$9653.54</b>	<b>\$13,401.92</b>

PRESIDENT : 

TREASURER: 

MEMBER: \_\_\_\_\_

SAYWARD LEGION BRANCH 147 2022

INCOME

<u>Balance fwd from last years statement</u>	\$13,401.92
<b>Strathcona Building Grant (for major repairs)</b> .....	<b>\$50,000.00</b>
<b>Bar</b> .....	<b>\$1815.00</b>
<b>Hot Dog Sales Etc.</b> .....	<b>\$545.10</b>
<b>Donations</b> .....	<b>\$445.00</b>
<b>Strathcona (for Secret Santa)</b> .....	<b>\$500.00</b>
<b>Strathcona (for wreath for poppy fund)</b> .....	<b>\$100.00</b>
<b>Memberships</b> .....	<b>\$259.41</b>
<b>Bank charges rebate</b> .....	<b>\$59.40</b>
<b>Hall Rental</b> .....	<b>\$75.00</b>
<b>TOTAL INCOME</b> .....	<b>\$53798.71</b>

**EXPENSES**

<b>Building Supplies.....</b>	<b>\$440005.08</b>
<b>Memberships.....</b>	<b>\$681.87</b>
<b>Zone Per Capita.....</b>	<b>\$51.00</b>
<b>Office Supplies.....</b>	<b>\$152.63</b>
<b>Strathcona ( to Poppy Fund for wreath).....</b>	<b>\$100.00</b>
<b>PST.....</b>	<b>\$42.32</b>
<b>Utilities (hydro, furnace, propane ) .....</b>	<b>\$2837.75</b>
<b>Insurance.....</b>	<b>\$4151.01</b>
<b>Property Tax.....</b>	<b>\$958.12</b>
<b>Licenses, permits etc. ....</b>	<b>\$638.39</b>
<b>Bar.....</b>	<b>\$1560.44</b>
<b>Supplies &amp; General Maintenance.....</b>	<b>\$506.74</b>
<b>Bank Charges.....</b>	<b>\$59.40</b>
<b>Secret Santa ( donation from Strathcona ).....</b>	<b>\$500.00</b>
<b>TOTAL EXPENSES</b>	<b>\$56,344.75</b>

**BALANCE AS OF DECEMBER 31/2022** **\$10,856.08**

**PRESIDENT :** \_\_\_\_\_  
**TREASURER:** \_\_\_\_\_  
**MEMBER:** \_\_\_\_\_  
**MEMBER:** \_\_\_\_\_

LAND TITLE OFFICE  
STATE OF TITLE CERTIFICATE

Certificate Number: STSR3840082

Debbie Grill  
331 ARMISHAW RD  
SAYWARD BC V0P 1R0  
Pick up by: Debbie Grill

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.lisa.ca/cert> (access code 325290).

I certify this to be an accurate reproduction of title number 3015961 at 07:42 this 28th day of July, 2023.

  
REGISTRAR OF LAND TITLES



Title Issued Under	SECTION 172 LAND TITLE ACT
Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	3015961 2556511
Application Received	1961-01-10
Application Entered	1961-01-16
Registered Owner in Fee Simple Registered Owner/Mailing Address:	THE SAYWARD VALLEY BRANCH 147 OF THE CANADIAN LEGION OF THE BRITISH EMPIRE SERVICE LEAGUE SAYWARD, BC
Taxation Authority	Courtenay Assessment Area Sayward, Village of

LAND TITLE OFFICE  
STATE OF TITLE CERTIFICATE

Certificate Number: STSR3840082

Description of Land

Parcel Identifier: 004-412-044

Legal Description:

LOT 2, SECTION 31, TOWNSHIP 3, SAYWARD DISTRICT, PLAN 14387

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Legal Notations NONE

Charges, Liens and Interests

Nature: RIGHT OF WAY  
Registration Number: 306810G  
Registration Date and Time: 1965-04-06 10:49  
Registered Owner: BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

Duplicate Indefeasible Title NONE OUTSTANDING

Transfers NONE

Pending Applications NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

Jul 13, 2023

Sayward Village Office  
Village of Sayward  
652 H'Kusam Way, PO Box 29  
Sayward, BC V0P 1R0

**RE: Application for Renewal of Permissive Tax Exemption for Nature Trust owned properties within the Village of Sayward (Year 2024)**

Please find attached a Renewal Application for Permissive Tax Exemption Non-Profit Organization submitted by The Nature Trust of British Columbia for our four properties located in the Village of Sayward, listed below:

- Roll #0000600.000
- Roll #0000706.100
- Roll #0000550.125
- Roll #0000550.140

Our properties remain available for wildlife, conservation and open space purposes for residents of Coquitlam as well as the people of British Columbia.

Please contact me if further information is required.

Best regards,



Carl MacNaughton  
Interior & Coastal Mainland  
Conservation Land Manager

**Attachments:**

- Permissive Tax Exemption Renewal Application
- Financial Statements
- Property Titles
- Site Plan

**Board Chair:** Emily Griffiths-Hamilton *CPA CA* **Board:** Peter Armstrong, Nancy Baron, Trisha Beaty, Bill Cox *F CPA FCA*, Rob Doyle, Larry Kenyon, Andrea MacLeod *PhD*, Sarah Otto *PhD*, Justin Roach, Ellen Simmons *PhD*, Brian Springinotic, Jack Woods *RPF*, Jim Wyse  
**Advisory Board:** Ron Anderson, Peter Arcese *PhD*, Ross Beaty, Doug Christopher, Daniel Nocente, George Reifel, Dick Richards, Peter Speer, John West, Richard Wood, Kip Woodward **CEO:** J. Jasper Lament *PhD*

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

**APPLICATION FOR PERMISSIVE TAX EXEMPTION**

1.) Full name or title of organization:

The Nature Trust of BC

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

# XS 9934

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

500 - 888 Dunsmuir St., Vancouver BC, V6C 3K4

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

Carl MacNaughton, 604-969-3241, cmacnaughton@naturetrust.bc.ca

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

1. Name: Kate Tung

Title: Administrative Coordinator

Phone No.: 604-924-9711

E-mail: ktung@naturetrust.bc.ca

2. Name: Trish Lange

Title: Finance Administrator

Phone No.: 604-969-3247

Email: tlange@naturetrust.bc.ca

6.) Property address:

Salmon River Mainline, 806 Sayward RD, Salmon River Main

7.) Folio number:

Roll #0000600.000, Roll #0000706.100, Roll #0000550.125, Roll #0000550.140

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

The Nature Trust of British Columbia

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

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



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

10.) The gross floor area of the building: There are no buildings on the properties.

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

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

Estuary lands acquired to protect highly productive fish and wildlife habitats.

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

No.

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

The following information is required for each activity:

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

These properties are set aside for environment and wildlife. there are no regular public activities aside from visits for educational or scientific purposes as needed.

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

NTBC is a registered charitable non-profit organization.

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

The Nature Trust of British Columbia secures and manages ecologically significant lands for wildlife habitat and public nature appreciation

Our properties throughout the province provide valuable opportunities for the public to interact with nature.

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

Visits to our conservation properties for educational or scientific purposes can be arranged  
by communicating with our land management team by phone 604-924-9711 or at info@naturetrust.bc.ca

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

Iconic wildlife to the local area are protected for future generations to appreciate through  
the conservation and management of these ecologically valuable estuary properties.

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

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

**No.**

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18.) CHURCHES ONLY complete the following additional questions:

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

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

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

(ii) What is the gross floor area of the

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

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

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

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

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

On behalf of The Nature Trust of British Columbia I/we hereby declare that all the information presented and provided with this application is true and correct.

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

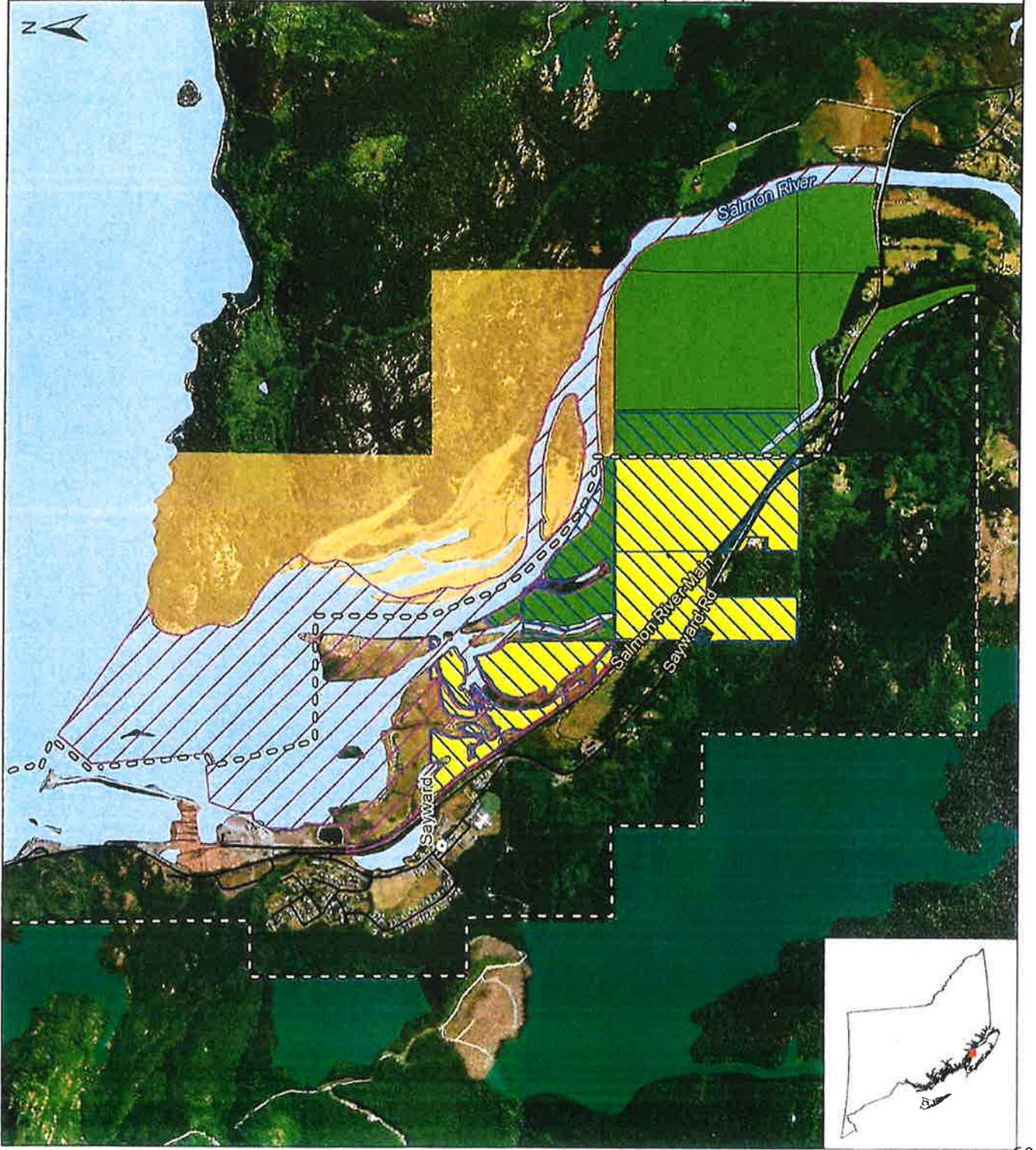
- 1.) If the property is sold prior to the exemption expiration, the organization will remit to the Village an amount equal to the taxes that would have otherwise been payable to the Village by a non-exempt owner.
- 2.) The property use will be in compliance with applicable municipal policies and bylaws.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

DATED THIS 13 DAY OF July 2023.

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

NOTE:

1. The personal information on this form is collected for the purpose of an operating program of the Corporation of the Village of Sayward as noted in Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the CAO at 250-282-5512
2. The Application for Permissive Tax Exemption must be received by 1<sup>st</sup> of August in the year prior to the taxation year(s) for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption Bylaw. i.e. An application for a permissive tax exemption for the year 2020 or years 2020 to 20\_\_ must be received by the 1<sup>st</sup> of August of 2019, the year prior to year one of the tax exemption period.
3. Permissive Tax Exemption Applications are to be submitted to: Village of Sayward, Box 29, 652 H'Kusam Way, Sayward, B.C. V0P 1R0



# Salmon River Estuary Conservation Lands

- NGO Conservation Land**
- NTBC (Fee Simple)
- NTBC/DUC (Fee Simple)
- Provincial Conservation Land**
- FLNRORD Lease
- Sec 16 Map Reserve
- Old Growth Management
- First Nations Land**
- K'ómoks First Nation

## Map Symbols

- Village of Sawward
- Municipal Boundaries
- Lake/River
- Road
- Place

**NATURE TRUST**  
BRITISH COLUMBIA



## Data Sources:

BC 33V FLNRD Data BC  
 BC Geographical Place Names (Apr. 2020)  
 Conservation Lands (Apr. 2020)  
 Crown Tenures (Mar. 2021)  
 Digital Road Atlas (Mar. 2021)  
 Freshwater Atlas (Mar. 2021)  
 Old Growth Management Areas (Apr. 2023)  
 ParcelMap BC (Feb. 2021)  
 BC NGO Conservation Areas Database  
 (sourced as of 31 December, 2019), Digital  
 Data Files, Last updated 19 Aug. 2020.  
 Service Layer Credits © 2021 Microsoft Corporation ©  
 2021 Maxar © CNES (2021) Distribution Airbus DS

FLNRORD - Ministry of Forests, Lands, Natural  
 Resource Operations, and Rural Development

**TITLE SEARCH PRINT**

2014-05-12, 10:29:46

Requestor: CSR\_HL

Folio/File Reference:

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\***

**Title Issued Under** SECTION 185 LAND TITLE ACT

**Land Title District** VICTORIA  
Land Title Office VICTORIA

**Title Number** EC43015  
From Title Number EB116398

**Application Received** 1989-05-08

**Application Entered** 1989-05-08

**Registered Owner in Fee Simple**  
Registered Owner/Mailing Address: THE NATURE TRUST OF BRITISH COLUMBIA, INC.NO. 9934  
909-100 PART ROYAL SOUTH,  
WEST VANCOUVER, B.  
V7T 1A2  
AS TO AN UNDIVIDED 10/12 INTEREST

**Taxation Authority** COURTENAY ASSESSMENT AREA

**Description of Land**  
Parcel Identifier: 011-207-159  
Legal Description:  
LOT 1, SECTION 31, TOWNSHIP 3, SAYWARD DISTRICT, PLAN 46435

**Legal Notations**  
SUBJECT TO SECTION 28, FOREST ACT, SEE D.F. S60988 FILED 11.06.1987  
CANCELLED BY EC58032 20/06/1989, K.D. JACQUES, REGISTRAR, PER RTR

**Charges, Liens and Interests**  
Nature: UNDERSURFACE AND OTHER EXC & RES  
Registration Number: EB116399  
Registration Date and Time: 1988-12-19 13:49  
Registered Owner: HER MAJESTY THE QUEEN IN RIGHT OF BRITISH COLUMBIA  
Remarks: DD EB116398  
SECTION 47 LAND ACT

**TITLE SEARCH PRINT**

2014-05-12, 10:29:46

Requestor: CSR\_HL

Folio/File Reference:

Nature:	LEASE
Registration Number:	EC177
Registration Date and Time:	1989-01-04 13:36
Registered Owner:	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

**TITLE SEARCH PRINT**

2014-05-12, 09:38:31

Requestor: jcook@naturetrust.bc.ca

Folio/File Reference:

**Land Title District** VICTORIA  
Land Title Office VICTORIA

**Title Number** ET92769  
From Title Number ET92767

**Application Received** 2002-08-14

**Application Entered** 2002-08-20

**Registered Owner in Fee Simple**

Registered Owner/Mailing Address: THE NATURE TRUST OF BRITISH COLUMBIA, INC.NO. XS9934  
260-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC  
V7P 1M3  
IN TRUST, SEE ET92769  
AS TO AN UNDIVIDED 140000/194527 INTEREST

Registered Owner/Mailing Address: THE NATURE TRUST OF BRITISH COLUMBIA, INC.NO. XS9934  
260 - 1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC  
V7P 1M3  
AS TO AN UNDIVIDED 54527/194527 INTEREST

**Taxation Authority** COURTENAY ASSESSMENT AREA

**Description of Land**

Parcel Identifier: 009-776-753

Legal Description:  
THE EAST 20 CHAINS OF THE NORTH EAST 1/4 OF SECTION 30, TOWNSHIP 3, SAYWARD DISTRICT, EXCEPT PARTS IN RED AND YELLOW ON PLAN 280 RW AND EXCEPT PART IN PLAN 14956

**Legal Notations**

THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. 3, DEPOSITED 29.05.1974

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE ET58379 FILED 2002-05-29

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE ET92771 FILED 2002-08-14

**TITLE SEARCH PRINT**

2014-05-12, 09:38:31

Requestor: jcook@naturetrust.bc.ca

Folio/File Reference:

**Charges, Liens and Interests**

Nature:	RIGHT OF WAY
Registration Number:	A84931
Registration Date and Time:	1972-10-27
Registered Owner:	BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks:	PART

Nature:	UNDERSURFACE RIGHTS
Registration Number:	M76303
Registration Date and Time:	1983-08-03 08:00
Registered Owner:	THE DIRECTOR OF SOLDIER SETTLEMENT
Remarks:	DD 190624! SECTION 172(3)

Nature:	LEASE
Registration Number:	EV27697
Registration Date and Time:	2003-03-24 08:54
Registered Owner:	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
Remarks:	INTER ALIA EXTENSION OF H26368

**Duplicate Infeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

**Corrections** ET94858 2002-08-20 08:44:00 TITLE OWNER NAME CORRECTED



**TITLE SEARCH PRINT**

2014-05-12, 09:03:44

Requestor: jcook@naturetrust.bc.ca

Folio/File Reference:

**Land Title District** VICTORIA  
Land Title Office VICTORIA

**Title Number** N50333  
From Title Number G22167

**Application Received** 1984-06-27

**Application Entered** 1984-07-06

**Registered Owner in Fee Simple**  
Registered Owner/Mailing Address: THE NATURE TRUST OF BRITISH COLUMBIA, INC.NO. 9934  
909 - 100 PARK ROYAL SOUTH  
WEST VANCOUVER, BC  
V7T 1A2

**Taxation Authority** COURTENAY ASSESSMENT AREA

**Description of Land**  
Parcel Identifier: 000-558-796  
Legal Description:  
THE WEST 20 CHAINS OF THE NORTH EAST 1/4 OF SECTION 30, TOWNSHIP 3,  
SAYWARD DISTRICT, EXCEPT THE EAST 10 CHAINS OF THE SOUTH 20 CHAINS  
AND EXCEPT PARTS IN PLAN 280 RW AND 1240R

**Legal Notations** NONE

**Charges, Liens and Interests**  
Nature: LEASE  
Registration Number: H26368  
Registration Date and Time: 1979-03-22 15:23  
Registered Owner: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF  
BRITISH COLUMBIA  
Remarks: INTER ALIA  
EXTENDED BY EV27697

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

**TITLE SEARCH PRINT**

Requestor: jcook@naturetrust.bc.ca

Folio/File Reference:

2014-05-12, 09:03:44

**Corrections**



## STAFF REPORT

For: Mayor and Council  
Prepared by: Lisa Clark, CFO/CO  
Subject: **Lightening Detection Equipment Agreement**  
Meeting date: September 5, 2023

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### BACKGROUND

In 2008 a lightening detection system was installed by Environment Canada in the Kelsey Centre parking lot as part of the Canadian Lightening Detection Network. This network joins up with other networks across North America which work together via satellite communication in order to provide information on lightening strikes. The lightening strike information is then used by numerous agencies including BC Wildfire Services. Because the infrastructure for this system is located on Village property Council entered into a Licence of Occupation agreement with the Minister of Environment effective June 16, 2008.

### DISCUSSION

The original agreement with the Minister of Environment had a term of five (5) years with two (2) automatic renewal terms of five (5) years each. The agreement expired on June 15, 2023, and the Minister of Environment wishes to enter into a new agreement with the Village for a period of ten (10) years with three (3) automatic renewal terms of ten (10) years each. An annual licence fee of \$1,200 paid to the Village is also proposed which is the same fee as the original agreement. The only costs to the Village are electrical costs for the sensor, which are minimal.

### RECOMMENDATIONS

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

THAT Council approves the Licence of Occupation agreement between the Village of Sayward and the Minister of Environment; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

Respectfully submitted,

---

Lisa Clark, CFO/CO

**Attachments:**

- *Licence of Occupation between Village of Sayward and Minister of Environment*

**LICENSE OF OCCUPATION  
FOR THE INSTALLATION AND OPERATION OF  
METEOROLOGICAL DATA EQUIPMENT  
("Agreement")**

**BETWEEN:**

**VILLAGE OF SAYWARD  
("Licensor")**

**AND**

**HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister  
of the Environment  
**("Licensee")**

In this Agreement, the Licensor and the Licensee are hereinafter referred to individually as a **"Party"** or collectively as the **"Parties"**.

**WHEREAS** the Licensor owns a portion of land the coordinates of such portion being N 50 deg 22' 40" and W 125 deg 57' 32", elevation 14m MSL in Sayward British Columbia and more particularly described on the plans annexed hereto and incorporated herein as Schedule "A" (**"Licensed Land"**);

**WHEREAS** the Licensee wishes to occupy and use the Licensed Land for the purpose of a platform and fencing along with the LS7000 Lightning Detection Sensor and its associated VSAT Satellite Dish and Electronic Data Equipment (**"Installation"**) for the collection of meteorological data (**"Authorized Use"**) as further shown on Schedule "B" attached hereto and incorporated herein;

**NOW THEREFORE** in consideration of the License Fee and the terms and conditions set forth below, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**1 DEFINITIONS**

In this Agreement:

**"Applicable Environmental Law"** means:

- a) all applicable statutes and regulations, and all by laws, declarations, directives, plans, approvals, requirements, guidelines, standards, and orders made pursuant thereto by any competent authority concerned with environmental assessment, protection or remediation, health, chemical use, safety, or sanitation; and
- b) the applicable common law.

**"Contaminant"** means:

- a) any pollutant or toxic, dangerous, or hazardous substance or material as defined, listed, prohibited, controlled, or regulated by Applicable Environmental Law; or

- b) any substance that when released into the natural environment causes or is likely to (i) cause harm, adverse impact, damage, degradation to or impairment of the environment; (ii) have an adverse effect on human safety or health; or (iii) injure or materially discomfort any person, or the normal conduct of business.

**“Effective Date”** means the date identified in subsection 2.2 of this Agreement.

**“Equipment”** means the equipment to be supplied by either the Licensee or their respective suppliers or contractors, which, in the opinion of the Licensee, is necessary to install, operate and maintain the Installation on the Licensed Land.

**“Realty Taxes”** means all taxes, rates, duties, levies, fees, charges, local improvement rates, imposts, charges and assessments whatever, including school taxes, water and sewer taxes, extraordinary and special assessments and all rates, charges, excises or levies, whether or not of the foregoing nature (collectively **“Taxes”**), and whether municipal, provincial, federal, regional, school, parking or otherwise, which may be levied, confirmed, imposed, assessed, charged or rated against the Licensed Land or any part thereof or any furniture, fixtures, equipment or improvements therein, or against Licensor in respect of any of the same or in respect of any rental or other compensation receivable by Licensor and/or the owners of the Licensed Land in respect of the same, including all of such Taxes which may be incurred by or imposed upon Licensor and/or the owners of the Licensed Land in lieu of or in addition to the foregoing including, without limitation, any Taxes on real property rents or receipts as such (as opposed to a tax on such rents as part of the income of Licensor), any Taxes based, in whole or in part, upon the value of the Licensed Land, any commercial concentration or similar levy in respect of the Licensed Land. For clarification, Realty Taxes shall not include any taxes personal to Licensor such as income tax, inheritance tax, gift tax or estate tax nor shall Realty Taxes include any penalties or fines incurred as a result of Licensor's late payment of same, provided Licensee has in fact remitted such Realty Taxes as and when required hereby and provided same are not being bona fide contested and/or withheld by Licensor.

**“Utilities”** means the required power or service source, (electricity, telephone, internet, or other), primary or backup, that may be supplied by the Licensee or their respective suppliers or contractors, and which enable the Authorized Use.

**“Utilities Connections”** means cables, posts or other related installations including without limitation meters, pipes, hoses, valves, modems, and routers which may be supplied by the Licensee or their respective suppliers or contractors, and which provide connection of the Installation and/or the Equipment to Utilities.

## 2 GRANT, TERM AND RENEWAL

- 2.1 Subject to Licensee's compliance with the terms and conditions of this Agreement, the Licensors hereby grants to the Licensee, for the Term of this Agreement, a non-exclusive license to enter on, occupy and use the Licensed Land for the purpose of installing, operating, and maintaining the Installation, Equipment, Utilities and Utilities Connections and for no other purpose whatsoever. The rights granted in this subsection shall extend to and include employees, agents, officers, and contractors of the Licensee who install, operate, and maintain the Installation, Equipment, Utilities and Utilities Connections on behalf of the Licensee.
- 2.2 This Agreement and the rights and privileges herein granted shall be for a term ("**Initial Term**") of ten (10) years effective as of the date of the last signature ("**Effective Date**")
- 2.3 The Licensors hereby grants to the Licensee an option to automatically extend the Initial Term for three (3) additional periods of ten (10) years (each, an "**Extension Term**"), at a fee as described in section 3, unless either Party gives written notice of its intention not to renew at least sixty (60) days prior to the expiration of the current term.
- 2.4 If the Licensee continues to occupy the Licensed Land following the Effective Date and/or Extension Term thereof, the Licensee shall remain as Licensee of the Licensed Land and continue Authorized Use of the Licensed Land but solely on a month-to-month basis and shall otherwise be subject to the provisions of this Agreement.
- 2.5 The Licensors reserves the right to grant licenses, rights of way or privileges to others on, over, under, through or across the Licensed Land, provided however that such license, rights of way or privileges:
- a) are not detrimental to the Authorized Use by the Licensee of the Licensed Land;
  - b) do not impose any additional cost upon the Licensee;
  - c) do not weaken, diminish, or impair the rights and obligations of the Parties under this Agreement; and
  - d) in no way, provide access to the Installation, Equipment, Structures, Utilities and/or Utilities Connections to other parties or other Licensees.

- 2.6 The Licensor warrants that the rights granted hereunder do not conflict with any rights previously granted by the Licensor to others.

### 3 LICENSE FEE

- 3.1 The Licensee shall pay to the Licensor in Canadian funds an annual fee ("**License Fee**") of one thousand and two hundred dollars and 00/100 (\$1,200.00) on an annual basis for the Initial Term and Extension Term of this Agreement. The License Fee shall be payable in advance commencing on the Effective Date and on each succeeding anniversary ("**Anniversary Date**") during the Term and following receipt of an invoice from the Licensor.
- 3.2 The Licensee shall pay the Licence Fee upon receipt of an invoice from the Licensor and following the Licensor's successful and ongoing registration in the Licensee's direct deposit payment system ("the Payment System"). All Licence Fee payments including GST or HST where applicable or any other payments required to be made to the Licensor by the Licensee shall be payable by way of the Payment System.
- 3.3 The License Fee shall be inclusive of Realty Taxes.

### 4 GENERAL COVENANTS

- 4.1 The Licensee covenants with the Licensor:
- a) at its own expense, to maintain the Licensed Land in a clean and good state of maintenance and repair to the extent that such maintenance and repair is required because of the Licensee's Authorized Use of the Licensed Land;
  - b) not to commit any voluntary waste or destruction on the Licensed Land or do anything on the Licensed Land that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Licensed Land;
  - c) not to interfere with the activities of any other person authorized to enter on, occupy and use the Licensed Land under a prior or subsequent license granted by the Licensor; and
  - d) to permit the Licensor, or its representatives, to enter the Licensed Land upon reasonable notice to inspect the Licensed Land.



- 4.2 In addition to the obligations of the Licensor and the warranty provided under the Grant, Term and Renewal section, the Licensor agrees to ensure that the Licensee enjoys quiet enjoyment of the Licensed Land; and, the Licensor shall not do anything, or permit others to do anything, on the Licensed Land that will interfere materially with the Licensee's Authorized Use of the Licensed Land.
- 4.3 The Licensor shall permit the Licensee, and its employees, agents and contractors, unsupervised access to the Licensed Land over the Licensor's adjacent property at all times and shall provide such pass cards, codes, keys, parking spaces or passes as are necessary to enable such access.
- 4.4 The Licensor shall exercise their best efforts while operating any equipment around the Licensee's Installation, Equipment, Structures and/or Utilities Connections to avoid any damage thereto.
- 4.5 The Licensor shall not construct or plant, or permit others to construct or plant, any physical structure within ten (10) metres of the Licensee's Installation, Equipment, and/or Utilities Connections without the Licensee's permission, which shall not be unreasonably withheld.

## **5 ACCEPTANCE OF THE LICENSED LAND**

- 5.1 Subject to the provisions of section 6, the Licensee agrees that:
- a) it has inspected the Licensed Land or has caused the Licensed Land to be inspected on its behalf;
  - b) it has entered into this Agreement on reliance on that inspection and not on reliance on any representation, warranty, inducement, whether oral, written, or implied, by the Licensor or any third party on Licensor's behalf; and
  - c) it is satisfied with the extent of its knowledge of the condition, including environmental condition, affecting the Licensed Land.

**6 ENVIRONMENTAL PROTECTION**

- 6.1 The Licensee shall not be liable or responsible under this Agreement for any Contaminants in existence on, in or under the Licensed Land at the Effective Date or for any adverse conditions arising out of such Contaminants and the Licensor shall be liable to promptly remove the Contaminant or take appropriate remedial action, each at Licensor's cost and expense.
- 6.2 The Licensee agrees that the Authorized Use of the Licensed Land shall be conducted in compliance with Applicable Environmental Law or in accordance with generally accepted environmental practices if there is no Applicable Environmental Law.
- 6.3 The Licensee agrees that its occupation and use of the Licensed Land shall be consistent with the environmental condition of the Licensed Land.
- 6.4 The Licensee agrees that no Contaminants shall intentionally be deposited, placed, discharged, or disposed of by or on behalf of the Licensee on, in or under the Licensed Land or adjacent sites.

**7 RETURN OF THE LICENSED LAND**

- 7.1 Upon termination of this Agreement, the Licensee shall:
- a) peaceably quit and deliver to the Licensor possession of the Licensed Land;
  - b) leave the Licensed Land free from all garbage and debris, but only to the extent such garbage and debris was caused by the Licensee's Authorized Use of the Licensed Land; and
  - c) subject to 7.2, return the Licensed Land back to the state of maintenance and repair that existed prior to the Effective Date, except normal wear and tear, and only to the extent that such maintenance and repair is required because of the Licensee's Authorized Use of the Licensed Land.

- 7.2 Unless the Parties agree otherwise in writing, within one hundred and eighty (180) days of the termination of this Agreement, the Licensee shall remove the Installation, Equipment, Utilities, and Utilities Connections that have been supplied by the Licensee, its suppliers, or contractors.
- 7.3 (a) The Installation, Equipment, Utilities, and Utilities Connections supplied by the Licensee, its suppliers and/or contractors are, and shall at all times remain, the sole and exclusive property of the Licensee or its suppliers and/or contractors, as applicable, and title thereto shall remain that of the Licensee or its supplier and/or contractor, as applicable, notwithstanding the degree of attachment or affixation thereof to the Licensed Land; and (b) The Licensor and the Licensee shall not permit any portion of the Installation, Equipment, Structures, Utilities and/or Utilities Connections to become a fixture and shall maintain such Installation, Equipment, Structure, Utilities and Utilities Connections as personal (moveable) property, and without limiting the generality of the foregoing, shall not affix the Installation, Equipment, Structures, Utilities and/or Utilities Connections, or any portion thereof, to the Licensed Land in a way which does not allow it to be removed without causing serious damage to the Licensed Land or to the Installation, Equipment, Structure, Utilities and/or Utilities Connections and shall not remove or permit their respective removal from the Licensed Land without the prior written consent of the Licensee.

## **8 EARLY TERMINATION AND DEFAULT**

- 8.1 Notwithstanding the Expiry Date,
- a) the Party may, on mutual consent in writing, terminate this Agreement at any time; and
  - b) the Licensee may, in its sole discretion, terminate this Agreement at any time, without cause or liability, except for the obligations of the Licensee set out in the Return of the Licensed Land section, by giving at least ninety (90) days advance written notice to the Licensor the Licensee's intention to terminate the Agreement.
- 8.2 In respect of this Agreement if:
- a) any portion of the License Fee hereby reserved is unpaid for more than thirty (30) days after becoming due; or
  - b) The Licensee fails to continuously, regularly, duly, and punctually perform, observe, or keep any of the other covenants and provisions herein contained, the Licensor may, by notice in writing, require the Licensee to remedy any such default within such period of time as the Licensor may deemed warranted.
- 8.3 If in such case, the Licensee does not remedy such default within the time prescribed, it will be lawful for the Licensor to declare the Initial Term or the Extension Term ended and this Agreement terminated and thereupon, these presents and everything herein contained will absolutely cease, terminate and be void without re-entry or any other act or any suit or legal proceedings to be brought or taken, provided the Licensor will nevertheless be entitled to recover from the Licensee the License Fee then accrued or accruing.

- 8.4 If either the Licensee or the Licensor becomes a party in default by failing to observe any terms, conditions or covenants under this Agreement and does not, within ninety (90) days of receiving notice in writing from the non-defaulting party specifying the default, undertake to cure such default, then the non-defaulting party may terminate this Agreement.
- 8.5 To the extent this Agreement may terminate or expire on a day other than the Anniversary Date of the Effective Date of any calendar year whereas the annual License Fee has been paid by the Licensee to the Licensor, the License Fee shall be prorated to the actual number of calendar months, where part months are considered full months, the Agreement is in effect, and shall be refunded to the Licensee from the Licensor subject to section 3.

## **9 AMENDMENTS**

- 9.1 This Agreement may be amended at any time by mutual consent of the Parties. To be valid, any amendment to this Agreement shall be in writing and signed by the Parties.

## **10 ASSIGNMENT, SUCCESSORS, SALE**

- 10.1 Neither Party may assign or otherwise alienate its rights or obligations under this Agreement without the prior written consent of the other Party.
- 10.2 This Agreement shall inure to the benefit of and be binding upon the Parties hereto and, as the case may be, their heirs, administrators, executors, successors and permitted assigns.
- 10.3 If the Licensor plans to sell, transfer, or otherwise dispose of the Licensed Land, the Licensor shall notify the Licensee in writing accordingly at the first available opportunity.

## **11 MISCELLANEOUS**

- 11.1 No transfer of interest

This Agreement operates solely as a license and does not transfer any exclusive possessory right or interest in the Licensed Land to the Licensee.

- 11.2 Notices

- a) Any notice between the Parties shall be in writing and shall be: a) delivered personally (in which case the notice shall be considered received on the day of the delivery); or b) mailed by registered mail, return receipt requested (in which case the notice shall be considered received on the seventh business day following the day on which it was registered in a post office; or c) sent by facsimile confirmation transmission (in which case the notice shall be considered received on the second business day following the facsimile transmission); or d) sent by electronic mail, read receipt requested (in which case the notice shall be considered received on the day following the day of delivery).
- b) Such notices shall be sent to the following addresses:

**For the Licensor:**

Village of Sayward  
P.O. Box 29  
652-A H'Kusam Way

Sayward, BC  
V0P 1R0  
Telephone: (250) 282-5512  
Facsimile: (250) 282-5511  
Email: [village@saywardvalley.ca](mailto:village@saywardvalley.ca)

or to such other address as the Licensor may from time to time advise by notice in writing.

**For the Licensee:**

Environment and Climate Change Canada  
Atmospheric Monitoring  
140-13160 Vanier Place  
Richmond, BC V6V 2J2  
Attention: Manager  
Telephone: (604) 664-9187  
Email: [abservicesing-abengservices@ec.gc.ca](mailto:abservicesing-abengservices@ec.gc.ca)

**With a copy to:**

Environment and Climate Change Canada  
Realty and Business Integrity Services  
Place Vincent Massey  
351 Boul. St. Joseph  
Gatineau, Quebec  
K1A 0H3  
[servicesdesbiensimmobiliers-realestateservices@ec.gc.ca](mailto:servicesdesbiensimmobiliers-realestateservices@ec.gc.ca)  
Attn: Real Estate Administrator

or to such other address as the Licensee may from time to time advise by notice in writing.

- c) In the case of notices sent by electronic mail, notices shall be sent to the business electronic mail address of the person occupying the position identified above or to the electronic mail address of such other person as the Parties may, from time to time, designate in writing to each other. The Party providing a notice shall, at the relevant time, ascertain the electronic mail address of the person designated to receive notices.
- d) Any notice addressed by mail to the License or to the Licensee pursuant to this section shall be deemed to have been effectively given on the seventh (7<sup>th</sup>) business day following the date of mailing. Such addresses may be changed from time to time by either party giving notices as provided herein. In the event of any disruption of postal service, notices shall be personally served upon the Parties hereto.

11.3 Waiver

No provision of this Agreement shall be considered to have been waived unless the waiver is in writing, and a waiver shall not of itself constitute a waiver of any subsequent breach of that obligation or of any other obligation.

11.4 Consents and approvals

A consent or approval to any act requiring consent or approval under this Agreement shall not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act under this Agreement.

11.5 Remedies

No remedy conferred upon or reserved to the Parties under this Agreement is exclusive of any other remedy in this Agreement or provided by law but that remedy shall be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute. Notwithstanding the foregoing, any liability of the Licensee arising out of this Agreement shall be subject to the provisions of the Crown Liability and Proceedings Act, R.S.C., 1985, c. C-50 (as amended).

11.6 Singular and plural

In this Agreement, unless the context otherwise requires, the singular includes the plural.

11.7 Captions and headings

The captions and headings contained in this Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions herein.

11.8 No agency, partnership, or joint venture

Nothing in this Agreement shall be construed as creating an agency, partnership or joint venture relationship between the Parties. Neither party is authorized to represent, bind, obligate or contract on behalf of the other in any manner whatsoever, or represent to third parties that it is an agent of, or partner with, or in a joint venture relationship with the other. The only relationship is that of licensor and licensee.

11.9 Survival

Notwithstanding the expiration or early termination of this Agreement, it is expressly agreed that subsections 2.1 (solely with respect to Licensee's obligations under section 7), 2.4, 3 (with respect to amounts due under the Agreement but remaining unpaid), 6.1, 6.2, 7, 10.2, 11 and 12 shall survive the expiration or early termination of this Agreement. Furthermore, all rights and obligations which, expressly or by necessary implication, are required or might reasonably be expected to survive the expiration or termination of this Agreement shall continue to be in effect notwithstanding the expiration or termination of this Agreement until such time as the Parties may mutually agree to the release of the obligations contained therein or until they expire by their nature.

11.10 Entire Agreement

This Agreement and all schedules listed throughout constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements, understandings, representations, or other communications between the Parties, whether written, oral, or electronic. There are no undertakings, representations, promises or warranties, express or implied, other than those contained in this Agreement and its schedules.

11.11 Severability

If any section of this Agreement or any part of a section is found to be illegal or unenforceable, that part or section, as the case may be, shall be considered separate and severable and the remaining parts and sections of the Agreement shall not be affected thereby and shall be enforceable to the fullest extent permitted by law.

11.12 Applicable laws

The laws of the province where the Installation is located as well as the federal laws of Canada applicable shall govern this Agreement therein, without reference to conflict of laws rules.

11.13 Counterparts

This Agreement may be signed in one or more counterparts, each of which once signed shall be deemed to be an original. All such counterparts together shall constitute one and the same instrument. Notwithstanding the date of execution of any counterpart, each counterpart shall be deemed to bear the Effective date set forth above. The signature of any of the parties may also be evidenced by a facsimile copy or email copy (scanned document only) of this Agreement bearing such signature.

11.14 Timeliness

Time is of the essence of the Agreement and all of the provisions hereof.

## 12 DISPUTE RESOLUTION

- 12.1 If a dispute arises out of, or in connection with this Agreement, it should be first discussed and negotiated between the Parties in order to resolve the issues.
- 12.2 If the Parties do not resolve the issues through negotiation within a period of sixty (60) business days, the Parties agree to refer the issues in dispute to mediation. Such mediation shall be conducted in the province where the site is located by a single mediator who is an expert in the subject matter and in accordance with the mediation rules applicable in that province. The proceedings shall take place in either French or English as may be decided by the Licensor.
- 12.3 If the Parties do not resolve all of the issues in dispute through mediation within the period of ninety (90) business days, the Parties may agree to submit those issues to binding arbitration to be conducted in province where the site is located by a single arbitrator who is an expert in the subject matter and in accordance with the arbitration rules applicable in that province. The proceedings shall take place in either French or English as may be decided by the Licensor.
- 12.4 The Parties shall use their best efforts to agree on the choice of a mediator or arbitrator, as the case may be, and of the rules governing such mediation or arbitration. If the Parties are unable within a period of seven (7) business days from expiry of the periods set out in subsections 12.2 and 12.3, respectively, to agree on a mediator or an arbitrator, one will be appointed.
- 12.5 During the progress of any mediation or arbitration, the Parties shall continue to perform their obligations under this Agreement to the extent such obligations are not in dispute or affected by such dispute.
- 12.6 The Parties' agreement to use the dispute resolution mechanisms specified in this Section 12 shall not prevent either Party from commencing an action in a court of competent jurisdiction if necessary to obtain equitable or legal relief or any other remedy which is not available through mediation or arbitration.

## 13 SIGNATURES

The Parties have executed this Agreement by the hands of their duly authorized representatives as follows:



**The Licensor:**

**VILLAGE OF SAYWARD**

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: Mayor

We have the authority to bind the Village of Sayward in the province of British Columbia.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023

**The Licensor:**

\_\_\_\_\_  
Name: \_\_\_\_\_

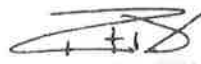
Title: Corporate Officer

We have the authority to bind the Village of Sayward in the province of British Columbia.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023

**The Licensee:**

**HIS MAJESTY THE KING IN RIGHT OF CANADA** as represented by the Minister of the Environment

  
Signé numériquement par Robert Daigle  
ND : OU=Real Property Management Division, O=Corporate Services and Finance Branch, CN=Robert Daigle, E=robert.daigle@ec.gc.ca  
Raison : Je suis l'auteur du document  
Emplacement :  
Date : 2023.07.28 11:24:02-04'00'  
Foxit PDF Editor Version: 12.1.2

Robert Daigle, A/Executive Director, Real Property Management Division Asset, Real Property and Security Directorate Corporate Services and Finance Branch

Signed this 28 day of July, 2023

**SCHEDULE A**

**LICENSED LAND**

**Municipal Address:**

Kelsey Centre

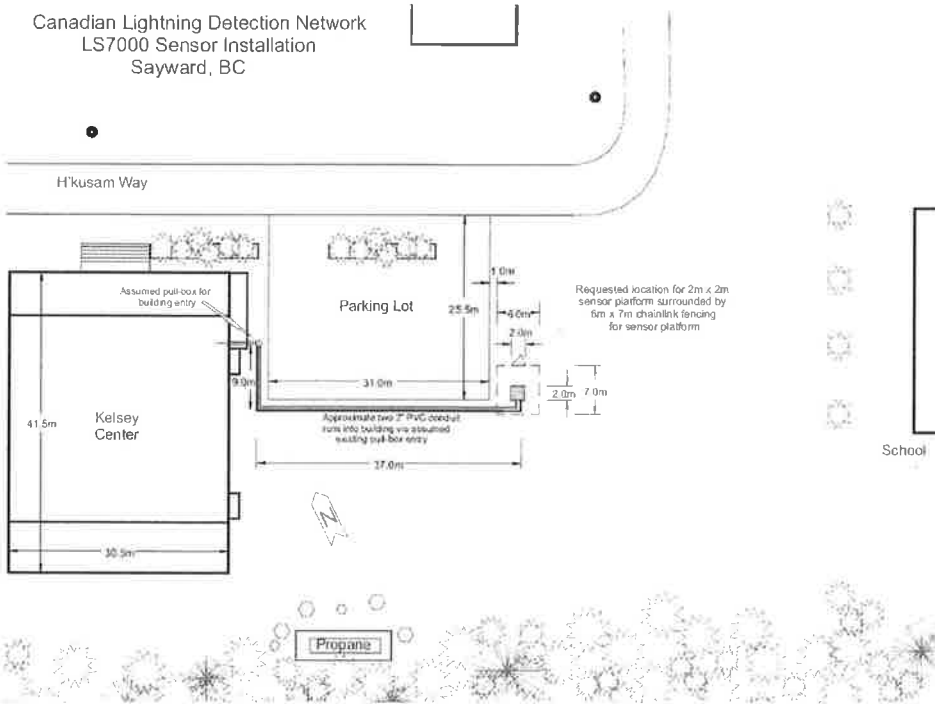
H'Kusam Way

Sayward BC V0P 1R0

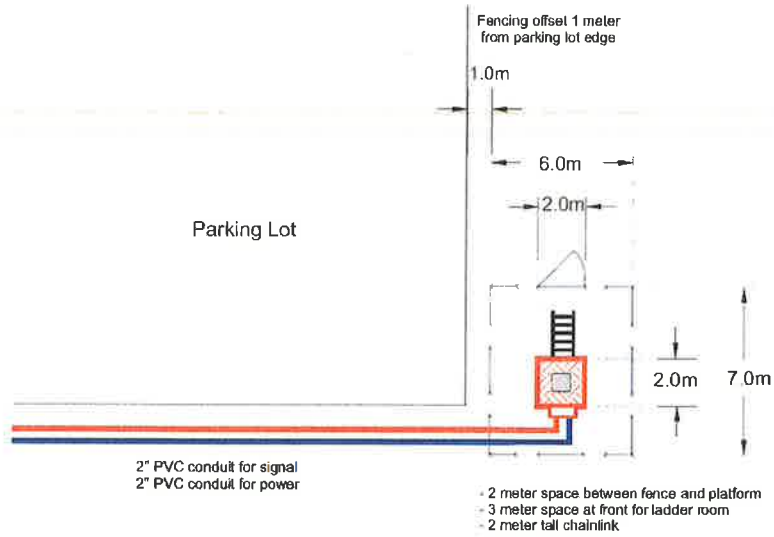
**Geographical Coordinates:**

N 50 deg 22' 40" and W 125 deg 57' 32", elevation 14m MSL in Sayward British Columbia

Canadian Lightning Detection Network  
LS7000 Sensor Installation  
Sayward, BC



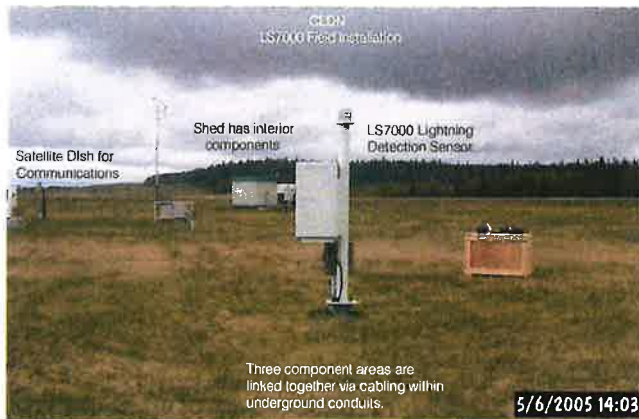
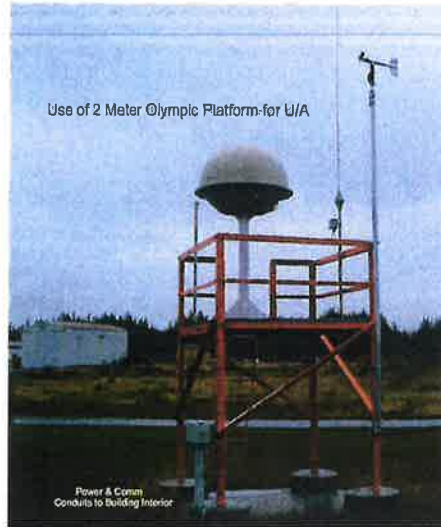
Canadian Lightning Detection Network  
LS7000 Sensor Installation  
Sayward, BC



**SCHEDULE B**

**TYPICAL INSTALLATION**

Installation includes a platform and fencing along with the LS7000 Lightning Detection Sensor and its associated VSAT Satellite Dish and Electronic Data Equipment for the collection of meteorological data.





## STAFF REPORT

For: Mayor and Council  
Prepared by: Lisa Clark, CFO  
Subject: **Grant Applications – Approved Funding**  
Meeting date: September 5, 2023

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### BACKGROUND

In the spring of 2023 Council approved the 2023-2027 Financial Plan. Since that time several grant applications made by the Village of Sayward, and/or regional applications made by the Strathcona Regional District for Village projects, have been successful and grant funding has been approved. In order to incorporate this grant funding and the associated project costs into the financial plan a resolution by Council is required.

### DISCUSSION

#### ***Regional UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) Program Grant Application***

On December 6, 2022 Council passed the following resolution:

#### **MOTION R22/223**

#### **MOVED AND SECONDED**

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

**CARRIED**

On March 1, 2023 the Regional District was notified that this regional application was successful.

The Sayward project that is part of this regional application is as follows:

Item	Budget
Second ESS Seacan with mass care supplies	<b>\$20,000</b>

A Council resolution to incorporate this funding and the associated project costs into the Financial Plan (FP) is required.

**Regional UBCM CEPF Emergency Operation Centre (EOC) Program Grant Application**

On January 24, 2023 Council passed the following resolution:

**MOTION R23/30  
MOVED AND SECONDED**

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward’s ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

**CARRIED**

On April 30, 2023 the Regional District was notified that this regional grant application was successful.

The Sayward projects that are part of this regional application are as follows:

Item	Budget
Generator for Firehall #1*	\$25,000
Advanced Drone Pilot Training for 4 people	\$5,000
<b>Total</b>	<b>\$30,000</b>

\* Generator for Firehall #1

Firehall #1 has 2 panels in the building, which will both need back up power supply in the event of a power outage. Staff have contacted suppliers with the required specifications and the most cost-effective route is to install 2 propane generators, 1 for each panel. The generators will have automatic transfer switches like the Kelsey Centre building and Water Treatment Plant generators. A concrete pad will be needed as well as the installation of a propane tank, leased from Superior Propane. Staff have obtained 2 quotes for the generators with the lowest quote being \$30,061.57 plus GST. It is recommended that Council authorize additional funds for the concrete pad and any other miscellaneous installation costs, for a total project cost of \$35,000 (excluding GST). Regional grant funding from UBCM of \$25,000 will go towards this project and the remaining \$10,000 will need to be sourced from Village funds. *Staff recommend that the Growing Communities Fund monies be used for this project.* A Council resolution to incorporate the grant funding, additional funding from the Village, and the associated project costs into the FP is required.

**Island Coastal Economic Trust (ICET) Rural Advisory Program Grant Application**

On February 21, 2023 Council passed the following resolution:

**MOTION R23/60  
MOVED AND SECONDED**

THAT Council directs Staff to complete and submit a grant application to Island Coastal Economic Trust’s Rural Advisory Program for the purpose of funding a Community-based Advisor for a one-year term.

**CARRIED**

The funding from this grant is for the following Village project:

Item	Budget
Economic Development Coordinator 1 year term position	\$70,000

On April 4, 2023 the Village was notified that this grant application was successful. A Council resolution to incorporate this funding and the associated project costs into the FP is required.

**UBCM Community Resiliency Investment (CRI) FireSmart Community Funding Program Grant Application**

On January 3, 2023 Council passed the following resolution:

**MOTION R23/13  
MOVED AND SECONDED**

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward’s ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2023 FireSmart Community and Fundings Supports grant be authorized for submission to the UBCM; and,

THAT the Village of Sayward agrees to commit to overall grant management if the application is successful.

**CARRIED**

The funding from this grant is for the following Village projects:

Item	Budget
Phase 1 FireSmart Structure Protection Equipment	\$45,000
FireSmart Renovation: Replace Firehall #1 exterior staircase with non-combustible (metal) materials.	\$28,000
ICS-100 – Training for firefighters	\$3,680
S-100 & S-185 – Training for firefighters	\$8,160
Residential Curbside Wood Debris Chipping	\$5,000
FireSmart Critical Infrastructure Assessments for Village Infrastructure	\$8,700
FireSmart Swag (public giveaways)	\$820
<b>Total</b>	<b>\$99,360</b>

On August 24, 2023 the Village was notified that this grant application was successful. A Council resolution to incorporate this funding and the associated project costs into the FP is required.

***BC Healthy Communities Plan H Community Connectedness Grant Application***

In May of 2023 the Recreation Manager applied for a Community Connectedness grant of \$5,000 through Plan H for funding towards seniors programming at the Kelsey Centre. Programming proposed in the application includes aquatic classes, walking groups, and learning workshops such as crafting and other recreational activities. On June 30, 2023 the Village was notified that this grant application was successful. A Council resolution to incorporate this funding and the associated project costs is required.

**RECOMMENDATIONS**

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

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; and

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

Respectfully submitted,



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Lisa Clark, CFO





## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO  
**Subject:** **Budget Variance Report to July 31, 2023**  
**Meeting date:** September 5, 2023

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### BACKGROUND

Staff provide a Budget Variance Report (Report) for Council's review approximately every three months. This Report summarizes the approved budget, actual expenditures, and the variance between the two. It also shows comparisons to the previous year. As well, the Report shows progress on the Council approved 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 July 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 highlighted revenue sources and departmental expenditures are included below with additional information.

**Note:** the department budgets not highlighted in the figure below are on target with the budget.

<b>Summary</b>	<b>2022 Budget</b>	<b>2022 Actual to Jul 31, 2022</b>	<b>2023 Budget</b>	<b>2023 Actual to Jul 31, 2023</b>	<b>Y/Y Variance \$</b>
<b>OPERATING REVENUE</b>					
Taxation - General Municipal Purpose	377,266	377,270	414,993	414,993	37,723
Other taxes	11,725	12,860	14,600	13,510	650
Federal Community Works Fund Grant	71,562	0	71,568	0	0
Provincial Govt Grants	463,000	463,000	360,000	343,000	(120,000)
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	8,716	9,000	9,246	530
Unrealized Gain (Loss)	0	0	0	0	0
General Investment Income	7,500	4,940	13,500	19,269	14,329
Other Revenue	13,400	8,162	8,400	7,030	(1,132)
Licences, Permits & Fines	8,700	4,134	10,900	6,042	1,908
General Operating Grants	95,065	20,897	69,160	34,536	13,639
Sale of Service - Recreation Centre	14,550	7,647	21,250	25,441	17,794
Sale of Service - Other	17,750	8,206	22,500	13,428	5,221
RCMP Rent	24,000	14,000	24,000	14,000	0
RCMP Maintenance	9,748	5,686	9,748	5,686	0
Sewer Revenue	83,771	84,562	98,132	97,600	13,039
Water Revenue	144,608	145,716	159,661	164,140	18,424
Solid Waste Revenue	43,523	40,650	49,465	47,096	6,446
<b>Total Operating Revenue</b>	<b>1,436,251</b>	<b>1,206,447</b>	<b>2,050,458</b>	<b>1,837,017</b>	
<b>OPERATING EXPENDITURES</b>					
Legislative Services	74,960	32,024	68,700	52,572	20,548
Administration	514,351	261,783	444,537	293,123	31,340
Election	7,100	1,262	0	0	(1,262)
Recreation Centre	293,463	140,960	298,986	181,168	40,208
Parks	63,393	14,671	37,283	25,647	10,976
Public Works	98,018	59,003	107,234	60,226	1,223
Roads	65,472	43,558	51,561	18,481	(25,077)
Drainage	6,789	852	40,102	701	(151)
Planning	24,000	7,249	23,450	15,648	8,399
Police	12,619	1,887	11,040	1,248	(639)
Fire	43,022	21,692	44,232	18,637	(3,055)
Emergency	13,100	2,025	9,032	10,781	8,756
Health Clinic	1,000	1,222	1,000	479	(743)
Solid Waste	53,806	40,035	49,000	35,644	(4,391)
Sewer Operations	115,019	41,039	101,400	45,688	4,649
Water Operations	177,405	93,931	148,523	67,063	(26,869)
<b>Total Departmental Expenditures</b>	<b>1,566,518</b>	<b>763,194</b>	<b>1,436,080</b>	<b>827,106</b>	
<b>Surplus/(Deficit) Before Amortization</b>	<b>(130,267)</b>	<b>443,253</b>	<b>614,378</b>	<b>1,009,912</b>	

## REVENUES

**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 July 31, 2023, approximately \$105k remains receivable (\$87k for same period in 2022), which represents taxes that are in current (with penalty), delinquent and arrears status. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.

**General Investment Income:** Revenue is trending higher than 2022 due to cash being invested at a much higher interest rates.

**Licenses, Permits and Fines:** Revenue is trending higher than 2022, due to additional business licenses being issued for 2023.

**Sale of Service – Recreation Centre:** Trending much higher in 2023 due to expanded programming and hours for the period January – July 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

**Legislative:** Total overall department expenses to the end of July are currently under budget but are trending higher than 2022 due to additional Council training that has occurred. Staff note that expenditures for Governance Training that took place on June 2 and 3, 2023 were not originally budgeted for and will need to be added to the Financial Plan as an amendment to ensure funds are still available in this department for UBCM expenses. **Staff recommend adding \$3,000 to this department and that this addition be funded from operating surplus.**

**Administration:** Total overall department expenses to the end of July are currently under budget but are trending higher than 2022 due to a WorkSafeBC investigation, and consulting and legal costs. In order to ensure these additional costs are included in the Financial Plan an amendment will be required. As some of these matters have not been concluded, staff suggest waiting until the next variance report before recommending the amount of the amendment and source of funds.

**Fire:** Several expenditures are planned for 2023 with some being covered by the Volunteer Fire Fighting Equipment grant received from UBCM. This includes structural turn out gear, turn out boots, helmets, and brush firefighting coveralls. As a result of a WorkSafe BC inspection, the Village received Orders from WorkSafeBC to correct several non-compliant health and safety deficiencies. All the Orders have been resolved and there are no outstanding Orders. As outlined in a staff report included on the April 4, 2023 council meeting agenda (WorkSafeBC Inspection – Sayward Volunteer Fire Department Hall #1 – Keir Gervais, CAO) these items will incur additional costs for this department.

*Costs due to WorkSafeBC inspection:*

Exhaust filtering/CO/NO2 Gas Detector	\$3,250
FIT Testing and related equipment	\$2,500
WHMIS training for workers	\$ 425
Annual hearing tests	\$ 700
<b>Total</b>	<b>\$6,875</b>

60% of these costs will be borne by the Strathcona Regional District (\$4,125), with 40% being the responsibility of the Village (\$2,750). **Staff recommend an additional \$2,750 be added to this department budget and that this addition be funded from operating surplus.**

**Projects and Grant Applications:** Staff have provided information on project status and grant applications for 2023 in the chart below.

## 2023 Operating & Capital Projects

### Strategic Plan Projects

Project Name/Description	Category	Budget	Comments
Official Community Plan (OCP)	Economic Development	125,000	Nearing completion, first reading of bylaw May 16, 2023
Asset Management Update	Asset Management	50,000	Project started late 2022, in progress
Water Master Plan	Asset Management	25,000	Presented to Council June 6, 2023
Sewage Capacity Study	Asset Management	10,000	Presented to Council June 6, 2023
Revise and update Zoning Bylaw	Economic Development	124,000	Grant applied for - awaiting decision
Create and staff Public Works on call back up position (Sep- Dec 2023)	Village Operations	25,000	In progress

### Other Projects

Item	Category	Budget	Comments
New server for Admin office	Admin	10,000	Complete and installed June 2023
Plan H project - Senior Connection	Kelsey Centre	5,000	Grant funded, start up Fall 2023
Volunteer Fire Fighting Equipment	Fire	43,500	Shared costs with SRD. Boots, SCBA, helmets, turn out gear etc. In progress, partially grant funded
Generator for Fire Hall #1	Fire	40,000	Partially grant funded
Advanced Drone Training	Emergency	5,000	Grant funded, in progress
Emergency Program Seacan	Emergency	20,000	Grant funded, in progress

### 2022 Budgeted Items Carried Forward to 2023

Item	Category	Budget	Comments
Cleaning and painting Village buildings and structures, ORV signage	Tourism Development	12,500	Kelsey Centre, Fire Hall #1, RCMP building, Summer 2023
Transfer switches for PW building and sewer lagoon (for generator)	Public Works and Sewer	9,682	Project complete Jan 2023
Commercial grade VHF antenna install	Emergency	5,000	Project complete March 2023

## 2023 Grant Applications and Status

Grant funder/program	Project Name	Total Project Budget	Comments
Investing in Canada Infrastructure Program	Drainage Improvements Project	1,743,000	Awaiting decision, Village contribution \$465k
Disaster Risk Reduction - Climate Adaptation	Kelsey Recreation Centre - Emergency Cooling Enhancement Project	72,000	Approved
Strategic Priorities Fund	Water System Supply and Conservation Improvements	3,053,280	Not selected for funding
BC Destination Development Fund	Sayward Campground and First Nation Visitor Centre	1,173,000	Not selected for funding
Rural Economic Diversification and Infrastructure Program (REDIP)	Sayward Campground and First Nation Visitor Centre	1,173,000	Not selected for funding
ICET	Sayward Campground and First Nation Visitor Centre	1,173,000	20% approved - campground project
Community Emergency Preparedness Fund	Village of Sayward - Wildfire Fighting Equipment	29,910	Approved
Volunteer & Composite Fire Departments Equipment & Training			
Green and Inclusive Community Building	Kelsey Centre	2,652,071	Awaiting decision, application submitted February 28, 2023
Prov of BC/ICET	Economic Development Coordinator	70,000	Approved, in progress

### STAFF RECOMMENDATIONS

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

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

Respectfully submitted,




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Lisa Clark, CFO



## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO/CO  
**Subject:** Grant in Aid Request - Sayward Tour de Rock Committee  
**Meeting date:** September 5, 2023

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### 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 Sayward Tour de Rock Committee (attached). The Committee is requesting an in-kind donation for the following items:

- use of the Kelsey Centre gym on the evening of September 25, 2023
- use of the cots for the riders and support staff to sleep on
- and use of the swimming pool and hot tub
- use of the tables on the morning of September 26, 2023 for breakfast at the School, which will be returned to the Kelsey Centre after the event.

This annual event raises funds for pediatric cancer and Camp Goodtimes. Village of Sayward Council has previously supported these in-kind donation requests.

### STAFF RECOMMENDATIONS

THAT Council receives the Grant in Aid Request - Sayward Tour de Rock Committee staff report for information and discussion.

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

Respectfully submitted,



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Lisa Clark, CFO/CO

**Attachments:**

- ***Grant in Aid Application from Sayward Tour de Rock Committee***





Appendix A – Application for Grant in Aid



Village of  
Sayward

Name of Organization	SAYWARD TOUR de ROCK COMMITTEE
Address of Organization	PO Box 27 - 701 KELSEY WAY, SAYWARD, BC.
Full Mailing Address	PO Box SAYWARD, BC V0P 1R0
Telephone Number & Email	250-282-3863 joyce.ellis222@gmail.com
Contact Person/Title	JOYCE ELLIS Secretary/Treasurer

Primary purpose of organization: Fund raise for the Tour de Rock Ride, provide a place for them overnight and feed them. Raise money for Pediatric Cancer Event or reason for request: The Tour de Rock Riders need accommodation to sleep and be provided a Dinner and Breakfast before continuing their ride down island. We raise money for Cancer Research and Camp Good Times

Date of event: September 25<sup>th</sup> + 26<sup>th</sup>.

Amount of grant requested (or items requested if in-kind): The use of Kelsey Centre - gym, swimming pool, showers, sauna, cots and mats for riders and support crew. We need all Kelsey Centre tables for Potluck Dinner & Breakfast at the School.

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

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

Applicant's signature: Joyce E. Ellis Date: August 24 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



## **SAYWARD TOUR DE ROCK 2023**

August 20, 2023

Village of Sayward  
Kelsey Centre  
652 H'Kusam Way  
Sayward, BC V0P 1R0

On behalf of the Sayward Tour de Rock Committee, we wish to request your in kind donation of the use of the Kelsey Centre gymnasium as sleeping accommodations for the Riders and support staff September 25, 2023. We would also like the use of the cots, the swimming pool and hot tub to soothe the aching bodies of the Tour de Rock Riders if they are available, as you have so generously done in the past. We would also like the use of all of the Kelsey Centre tables to be taken to the School for the Pot Luck Dinner and Breakfast. They will be cleaned and returned the morning of September 26<sup>th</sup>.

The Village has supported this event for many years and we hope that you will again this year. The Tour de Rock raises money for Paediatric Cancer and Camp Goodtimes.

Should you have any questions, please call Joyce Ellis at 250-282-3863.

Thank you

Joyce Ellis  
Sayward Tour de Rock Secretary/Treasurer



## STAFF REPORT

For: Mayor and Council  
Prepared by: Keir Gervais, CAO  
Subject: **Response to Request for Feedback into OCP Update**  
Meeting date: September 5, 2023

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### BACKGROUND

On August 9, 2023 letters inviting input into the update of the Village's Official Community Plan (OCP) were sent to We Wai Kai First Nation, Wei Wai Kum First Nation, K'ómoks First Nation and School District 72.

On August 15, 2023 We Wai Kai First Nation and Wei Wai Kum First Nation responded in a joint letter (attached) requesting an extension to the 30 day time frame to provide feedback as stated in the Village's letter.

### DISCUSSION

Staff have sought advice from Urban Systems who is overseeing the update to the OCP. Urban Systems staff have outlined the following options for staff and Council's consideration:

1. Grant an extension for comments under the premise that only minor revisions will be made to the OCP at this point, in preparation for 2<sup>nd</sup> reading. This would allow the OCP adoption timeframe to largely remain on track, with limited budget implications.
2. Similar to option 1, grant an extension for comments under the premise that only minor revisions will be made to the OCP at this point in preparation for 2<sup>nd</sup> reading, but with the caveat that the Village will only move forward with this process if the Nations are open to engaging in meaningful discussions after OCP adoption to discuss the matters identified in their letter. Any action deriving from those meetings could inform any potentially necessary amendments to the OCP to be made at a later time. This would allow the Village more time to engage in meaningful discussion with the Nations to fully understand their concerns and would provide an opportunity to strengthen the relationships between all parties. In addition, this would not impact the OCP timeframe for adoption and associated budget, as this engagement would occur outside the original scope of work.
3. Pause the adoption process for the OCP so that the Village may engage in meaningful discussion with the Nations to ensure all matters at hand are sufficiently addressed in the OCP prior to its adoption. This would delay adoption of the OCP and would impact the project budget.

On a separate but somewhat related topic, staff is pleased to inform Council that he and colleagues from both We Wai Kai First Nation and Wei Wai Kum First Nation have been working together towards the submission of a 2023/24 UBCM C2C Pilot Program application, which was submitted August 31, 2023. Our application outlines three separate Forums.

Forum #1 is Chief's & Council's and staff from We Wai Kai First Nation and Wei Wai Kum First Nation will host Village of Sayward Mayor & Council and senior staff for a Ligwítḁax̄ Ethnohistory Presentation by Dr. Deidre Cullon. We Wai Kai and Wei Wai Kum are part of the broader Ligwítḁax̄ people. The Ethnohistory presentation focuses on the building understanding of Ligwítḁax̄ rights and title, building understanding of rights and title in the Sayward area/Salmon River Valley. This will be a presentation with much time and space for questions and dialogue both during and after the presentation. This presentation is being planned to occur in early October.

Forum #2 will focus on Ligwítḁax̄ composition, culture, laws, etc. to build a broader understanding of the Ligwítḁax̄ people and culture generally. This will be a workshop style event with time and space for questions and dialogue. The Facilitators for this workshop will be Dr. Deidre Cullon and Chief Negotiators. This workshop will likely occur in late spring 2024.

Forum #3 is "treaty 101". Treaty is a complex issue that will alter the relationship between Indigenous people and the Crown. This presentation will review the various forms of negotiations that are taking place or could take place over the Sayward/Salmon River region. This includes building a broader understanding of Comprehensive Claims ("Treaty") and Specific Claims. This will be a workshop style event with time and space for questions and dialogue. This workshop will likely occur in late spring 2024.

As Council can see detect from both the letter to the Village as well as the Forum summaries above, We Wai Kai First Nation and Wei Wai Kum First Nation are particularly interested in building relations with Sayward Mayor & Council, including providing what they believe is key history about the Ligwítḁax̄ people and their rights in relation to land use in the Sayward area/Salmon River Valley.

## **CONCLUSION**

In consideration of the options Urban Systems staff have provided, as well as the lengthy update process the OCP has been going through, staff recommend Council select option 2. This option provides the following benefits:

1. Provides the Village the opportunity and time to engage in meaningful discussion with We Wai Kai First Nation and Wei Wai Kum First Nation to fully understand their concerns and provide an opportunity to strengthen the relationships between all parties.
2. Information learned during the Forum(s) could inform any potentially necessary amendments to be made to the OCP later.

3. The OCP timeframe for adoption and associated budget would not be impacted.

### **RECOMMENDATIONS**

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

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.

Respectfully submitted,



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Keir Gervais, CAO

Attachments:

- a) ***August 11, 2023 Letter from Chris Roberts & Ronnie Chickite, Chief Councillors, Wei Wai Kum First Nation RE: Extension request for review of the Village of Sayward Official Community Plan (OCP)***



We Wai Kai Nation  
690 Headstart  
Crescent  
Campbell River, BC  
V9H 1P9



Wei Wai Kum Nation  
1650 Old Spit Rd.,  
Campbell River, BC  
V9W 3E8

August 11, 2023

Keir Gervais, Chief Administrative Officer  
Village of Sayward, 652 H'Kusam Way, PO Box 29  
Sayward, BC V0P 1R0,, 250-282-5512 Ext. 2 (office)  
cao@saywardvalley.ca

**Re: Extension Request -- Village of Sayward draft Official Community Plan**

Thank you for providing a copy of the Village of Sayward's draft Official Community Plan (OCP). Wei Wai Kum and We Wai Kai seek an extension to comment on the draft OCP, and assurance that it will not be adopted in its current form. The Village of Sayward is located within the territory of the Wei Wai Kum and We Wai Kai Nations. We are members of the broader Ligw'ildax™ Nation. We have very strong evidence of aboriginal rights and title and historic use and occupation. As holders of Aboriginal Title to these territories, we maintain the right to make decisions concerning the use and protection of all lands, waters and resources within our territories. Accordingly, there is content within the plan that plainly needs correction and areas where we will also be proposing wording such as notification of proposed developments and coordination on archaeological assessments.

It is imperative that the Village of Sayward Leadership and Staff understand the Ligw'ildax™ history which can then inform the OCP revisions and in doing so foster a stronger intergovernmental and economic relationships. We hope to further these discussions and relationship building so that the Village Administration and OCP fully recognize the Ligw'ildax™ peoples, rights, title and history in the area.

Can you please confirm if the timeline can be extended? We will work with you to schedule a detailed ethnohistory presentation in the near future which will help explain our history and rights and title in the area. We look forward to working with you and moving forward in a good way for everyone.

Sincerely,

Chief Councillor Chris Roberts  
Wei Wai Kum

Chief Councillor Ronnie Chickite  
We Wai Kai





## STAFF REPORT

**For:** CAO/CFO, Mayor & Council  
**Prepared by:** Michelle Davis, Recreation Manager  
**Subject:** Recreation Centre - August 2023  
**Meeting date:** September 5, 2023

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This report summarizes the various upcoming activities of the Recreation Centre for September 2023.

### Special Events:

- Kelsey Centre Opens September 11
- Folk Music Concert September 10
- Tour De Rock September 25 Campout at the Centre

### Meetings:

- Recreation Inservice Training **ALL** staff September 6 & 7

### Grants:

An application for a Plan H Grant of \$5,000 was successful.

### Project Overview & Plan

#### **Seniors Water Walk & Stretch Aquafit Class**

This class is for all fitness levels to work on coordination, balance, and range of motion. This class will run once a week for 45 minutes. Seniors will become stronger in their everyday tasks, feeling of accomplishment, and working together as a group to build friendships and a sense of belonging. Grant will cover cost of Admission.

#### **Crafting Corner (Seniors & Community Members)**

Seniors and Community members gather once a month to show off their crafting talents. Sewing, woodwork/carving, painting, soap making talents etc. Community members will be invited to the centre to get an up-close look at the skills and talent our seniors hold.

Rental space, refreshments and any supplies needed will be covered by the grant.

#### **Seniors Social Group**

Tea/coffee and a light snack will be provided. Seniors can meet once a week at the centre, play cards, craft, and socialize as a group.

Admission is covered by the grant.

#### **Monthly New Recreational Activity**

Once a month free of charge seniors are welcome to come to the centre and try a new to the centre recreational activity. Pickle Ball, Ping Pong, Bocce, Dancing, Intro to Weights, Yoga, Pottery, Murder Mystery Night or Themed Evening Events. Having a variety of activities to spike all interests and all levels of abilities.

This program is built on building connections amongst seniors but also inclusion of all community members to participate in Crafting Corner. All programs will accept all seniors' abilities, gender, income status, education level, cultural background, and ethnicity.

**Outcome:**

Seniors become more active in the community and the Kelsey Centre, hoping to see seniors come together and build a seniors committee.

**Donations:**

- Will continue to work with community partners towards donations for various programs at the centre.

**Pool:**

- Opening Date October 2
- Swim lessons start October 4
- Pool Rental Comox Valley Ocean Fix Dive School Sept 18 & 20 6-9pm

**After School Program:**

- Monday, Wednesday, Friday

**Teen Night:**

- Teen Night Friday's starting September 15