



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
DECEMBER 15, 2010 7:00 P.M.  
VILLAGE OFFICE  
601 KELSEY WAY**

**PRESENT:** Mayor John MacDonald  
Deputy Mayor Debbie Coates  
Councillor Rosemary Croteau  
Councillor Norm Kirschner  
Councillor Al Braybrook

**IN ATTENDANCE:** Colum Mc Cready, CAO  
Michael Atchison, Fire Chief

**1. CALL TO ORDER.**

Mayor John MacDonald called the meeting to order at 7:00 p.m.

**2. PUBLIC INPUT.**

**No public input**

**3. INTRODUCTION OF LATE ITEMS.**

**4. APPROVAL OF AGENDA.**

**MOTION R10/355**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held December 15, 2010 be approved.

**CARRIED**

**5. MINUTES OF PREVIOUS REGULAR MEETING.**

**5.1 - Minutes of the Regular Meeting of Council held December 1, 2010**

**MOTION R10/356**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Minutes of the Regular Meeting of Council held on December 1, 2010, be received and adopted.

**CARRIED**

**6. PETITIONS AND DELEGATIONS.**

Nil

**7. CORRESPONDENCE.**

**7.1 –Letters of Support for proposed Clinic from Comox Strathcona Regional Hospital District as follows:**

**A: Kevin Falcon, Minister of Health.**

**B: Gerald Whalley, Regional Director, Strathcona Regional District.**

**C: Charlie Cornfield, Mayor, City of Campbell River.**

**7.2 – Letter from UBCM: Extension of Stimulus Fund Deadlines**

**7.3 – Letter from UBCM: Strategic Wildfire Prevention Initiative**

**MOTION R10/357**

**MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** all correspondence be received for information.

**CARRIED**

**8. COMMITTEE REPORTS AND STAFF REPORTS.**

**8.1 MIFLAG – Croteau/Kirschner**

**8.2 Harbour Authority – Kirschner/Croteau**

Councillor Kirschner said that the next meeting of the Harbour Authority would not be held until January 3, 2011.

**MOTION R10/358**

**MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Harbour Authority report be received for information.

**CARRIED**

**8.3 Sayward Futures Society – Councillor Croteau**

Councillor Croteau said that the there was no report to present at this time and there would be no meeting for the month of December; the next meeting would be held on January 3, 2011.

**8.4 Vancouver Island Regional Library – Deputy Mayor; Coates/Braybrook**

Deputy Mayor Coates said that there was no report to present at this time.

## **8.5 Regional District – Mayor MacDonald; Councillor Coates**

Mayor Macdonald read his Mayor's Report and Strathcona Regional District Report which are attached

### **8.6 Mayor's Report**

**MOTION R10/359**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Mayor's report for December 15, 2010 be received for information.

**CARRIED**

### **8.7 Staff Reports - Colum McCready, CAO – CAO Report for December 15, 2010**

**MOTION R10/360**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the CAO's report for December 15, 2010 be received for information.

**CARRIED**

#### **8.7.1: Requests for Decisions (RFD).**

- a. **RFD:** Approval of a Contemplated Change Order for an Infrastructure Stimulus Fund Project at the Kelsey Recreation Centre.

**MOTION R10/361**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** RFD 8.7.1.a. be received for discussion.

**CARRIED**

**MOTION R10/362**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Council approves a Contemplated Change Order for an Infrastructure Stimulus Fund Project at the Kelsey Recreation Centre to install an air-to-air device in the Heating, Ventilating and Air Conditioning (HVAC) system that would capture waste heat, which is escaping through the exhaust system, and redirect it back inside to heat the building and also to add heat to the water in the swimming pool. There will be no extra cost to ratepayers by submitting the Change Order.

**CARRIED**

- b. **RFD:** Approval of an application for a grant to renovate the Kelsey Recreation Centre for the purposes of establishing a primary care medical clinic facility.

**MOTION R10/363**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** RFD 8.7.1.b. be received for discussion.

**CARRIED**

**MOTION R10/364**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** Council approves the CAO applying for Towns for Tomorrow Funding to pay for the renovation of the basement of the Kelsey Centre to construct a primary healthcare clinic.

**DEFEATED**

- c. **RFD:** Proposal to publish the Sayward News online

**MOTION R10/365**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** RFD 8.7.1.c. be received for discussion.

**CARRIED**

**MOTION R10/366**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** Council approves to continue to publishing and distributing printed copies of the Sayward News and maintain it online in the Village's website.

**CARRIED**

- d. **RFD: Review and Approval of Joint Fire Service Shared Budget for 2011**

**MOTION R10/367**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** Council receives RFD 8.7.1.d. for discussion.

**CARRIED**

**MOTION R10/368**  
**MOVED and SECONDED**  
**THEREFORE, BE IT RESOLVED THAT** Council approves the Joint Sayward Village and SRD Fire Department Budget for the 2011 fiscal year provided that further changes made to it by the CAO results in the same total expenditure as the 2010 budget which was \$75,862.00.

**CARRIED**

- e. **RFD:** Canada Day Parade – Sayward Futures Society Request

**MOTION R10/369**  
**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Council receives RFD 8.7.1.e. for discussion.

**CARRIED**

**MOTION R10/370  
MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Council approves the following:

1. All day use of K'Husam Park
2. The use of power from the Public Works Yard
3. The use of the Kelsey Centre Gym, Kitchen, and Washroom facilities in case of inclement weather.
4. The use of the Kelsey Centre stage
5. The use of a few tables and chairs (to be used by the volunteers at the booths)
6. The use of the Fire Department BBQ
7. The Mayor to ride in the parade
8. That the Village of Sayward prepares a float for the parade.

**CARRIED**

- f. **RFD:** Use of the Kelsey Centre after hours.

**MOTION R10/371  
MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** RFD 8.7.1.f be received for discussion.

**CARRIED**

**MOTION R10/372  
MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** for insurance reasons Council approves the banning of individuals or groups using the Kelsey Recreation Centre outside of normal operating hours without Recreation Staff being present.

**CARRIED**

- g. **RFD:** Approval of Financial Information

**MOTION R10/373  
MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** RFD 8.7.1.g. be received for discussion.

**CARRIED**

**MOTION R10/374**

**MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Council approves and adopts the financial information as presented in RFD 8.7.1.g.

**CARRIED**

**8.7.2: Staff Reports**

**8.7.2.1: Fire Chief's Report**

**MOTION R10/375**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Fire Chief's Report for December 15, 2010 be received for information.

**CARRIED**

**8.7.2. Public Works Foreman's Report**

**MOTION R10/376**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Public Works Supervisor's Report for December 15, 2010 be received for information.

**CARRIED**

**8.7.2 Recreation and Culture Supervisor's Report**

This report was not available as the Recreation and Culture Supervisor has just recently began working in her position. A report will be presented at the next Regular Meeting on January 19, 2011.

**CARRIED**

**8.7.3 Emergency Measures Coordinator's Report.**

**MOTION R10/377**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Emergency Measures Coordinator's Report for December 15, 2010 be received for information.

**CARRIED**

**9. UNFINISHED BUSINESS.**

None

**10. NEW BUSINESS.**

None

## 11. BYLAWS.

### 11.1 – The Third Reading of Council Procedure Bylaw No. 386

#### **MOTION R10/378**

#### **MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Council Procedural Bylaw No. 386 be received for discussion.

**CARRIED**

#### **MOTION R10/379**

#### **MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Bylaw 386 PROPOSED MOTION:

THEREFORE BE IT RESOLVED THAT Bylaw 386 shall be given five amendments:

The **First Amendment** is to add a new Section 5 to the guidelines for the Agenda which is located on page six (6) of the Bylaw. The new Section 5 will now read: “Council shall be given adequate time to study lengthy documentation prior to the presentation of such material at meetings. Councillors may agree to exercise the option of tabling the presentation of such documents until the next regular meeting. “

The **Second Amendment** is to add October the fifth (5<sup>th</sup>) and October the nineteenth (19<sup>th</sup>) to the list of regular Council meetings in 2011. The Third Amendment is to add a new subsection 2 (iv) under part 46: Duties of Standing Committees, under Part 8: Committees. This subsection should read “that Reports must be made in writing and not verbally, and should be submitted in a timely manner as stated in Section 14.2 above. The Mayors report and reports of Committees will be made at the second regular meeting of every month.”

The **Fourth Amendment** is that: RCMP liaison should read Mayor John Macdonald and Deputy Mayor Coates as alternate.

The **Fifth Amendment** is that: Subsection “e” is to be added to Page 19 to read”: Small Craft Harbour with Councillor Kirschner and Councillor Croteau (alternate)”

**CARRIED**

#### **MOTION R10/380**

#### **MOVED AND SECONDED**

**THEREFORE, BE IT RESOLVED THAT** Bylaw 386 together with the five amendments listed above is read for the third time and be approved and adopted

**CARRIED**

**12. PUBLIC QUESTION PERIOD.**

There were no questions from the public

**There was an In Camera Meeting following the Regular Meeting.**

Re: Resolution in Accordance with Section 92 (a) and (b) of the *Community Charter*.

For: Closed Council – Restricted In Camera Committee Meeting on December 15, 2010, 2010.

**Recommended Resolution:**

**MOTION R10/381**

**MOVED AND SECONDED**

**THEREFORE BE IT RESOLVED THAT**, in accordance with section 92 (a) and (b) of the *Community Charter*, the Council Meeting be closed to the public at this time in order that the Committee may give consideration to the following matters that, in accordance with section 90. 1. a; c; d; e. of the Community Charter, may be considered by the Committee in a meeting closed to the public: Five (5) items are on the Agenda of the In Camera meeting which relate to the above subsections.

**CARRIED**

**13. ADJOURNMENT.**

**13.1 - Adjournment**

**MOTION R10/382**

**MOVED and SECONDED**

**THEREFORE, BE IT RESOLVED THAT** the Regular Meeting of Council of December 15, 2010 be adjourned.

**CARRIED**

The Regular Meeting of Council was adjourned at 8:15 pm.

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Mayor John MacDonald

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Colum Mc Cready, CAO