



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
August 17, 2011 – 7:00 PM  
Kelsey Recreation Centre,  
652a H'Kusam Way**

**Present:** Mayor John MacDonald  
Deputy Mayor Debbie Coates  
Councillor Norm Kirchner  
Councillor Rosemary Croteau  
Colum Mc Cready, CAO/CFO  
Councillor Al Braybrook

**Clerk:** Colum Mc Cready

- 1. Call to Order.**
- 2. Public Input (maximum 30 minutes).**

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 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; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

Norbert Fetting, 611 Macmillan Drive: Asked about the Public Works yard and why his letter concerning Public Works was not answered. The CAO apologized for the delayed reply but said that he was in the process of negotiating with Comox Valley RDC concerning updating the Village Zoning map and would reply when the updated map was received.

Susanne Braybrook: 471 Macmillan Drive: Would like to see the return of "welcome packages" for a new residents.

Robert J. Sevenhuysen. 431 Macmillan Drive: said that he submitted a letter to Council concerning the need for tree trimming to trees adjacent to the pond.

Deputy Mayor Coates said that this issue had been looked into many times over the past few years and it had been decided by Council to allow volunteers to trim the trees under the direction of Mike Coates. This way there would be minimal cost to residents. Mayor Macdonald suggested that Mr. Sevenhuysen should contact the CAO and have his name registered as a volunteer.

3. **Introduction of Late Items.** Add to New Business the purchase of a Village truck.

4. **Approval of Agenda.**

**Motion: 11/862**

**Proposed and Seconded:**

**Therefore be it resolved that** the Agenda for the Regular Council Meeting of Council as amended for August 17, 2011, be approved.

**Carried.**

5. **Minutes of Previous Meetings.**

**Motion: 11/683**

**Proposed and Seconded**

**Therefore be it resolved that** Council receives the Minutes of the Council Meetings held on July 20, July 27 and July 29, 2011

**Carried.**

**Motion: 11/684**

**Proposed and Seconded:**

**Therefore be it resolved that** Council adopts the Minutes of the Council Meetings held on July 20, July 27 and July 29, 2011.

**Carried.**

6. **Petitions and Delegations. Nil**

7. **Correspondence.**

**Motion: 11/685**

**Proposed and Seconded**

**Therefore be it resolved that** all correspondence be received for review.

**Carried.**

- Certificate of Appreciation from Sayward Futures
- Certificate of Appreciation from Sayward RCMP
- Circular 886231 from Michael de Jong, QC regarding *Creating an Age-friendly Business in BC*
- Tourism BC: Campground Park Advisor Report (July 14, 2011)
- Email from Hon. John Duncan, MP regarding 2012 pre-budget consultations
- Letter from Resident Robert Sevenhuysen regarding tree-trimming
- Vancouver Island Library Board: Copy of 2010 Annual Report (available from Village Office)
- Letter from Hon Christie Clark, Premier regarding upcoming UBCM Convention.
- UBCM: Findings from February 2011 Public Health Survey
- UBCM: Strategic Wildfire Protection Initiative, June 14, 2011
- Letter from Tom Dooley, Mayor of City of Nelson on Wildfire Protection, July 5, 2011.
- UBCM: Executive Release, August 4, 2011
- UBCM: RCMP Contract Negotiations, August 5, 2011
- Fisheries and Oceans: Draft on Marine Protected Area Network Strategy (Booklet available in Village Office)

**Discussion: None**

**Motion: 11/866**  
**Proposed and Seconded**  
**Therefore be it resolved that** Correspondence is Adopted

## **8. Committee and Staff Reports.**

### **8.1: General Committee Reports**

**Motion: 11/867**  
**Proposed and Seconded:**  
**Therefore be it resolved that** all Committee Reports are received.

*Carried.*

**Motion: 11/868**  
**Proposed and Seconded;**  
**Therefore be it resolved that** all Committee Reports are accepted.

*Carried.*

### **8.2: Mayor's Report.**

**Motion: 11/869**  
**Proposed and Seconded**  
**Therefore be it resolved that** the Mayor's Report is received.

*Carried.*

**Motion: 11/870**  
**Proposed and Seconded**  
**Therefore be it resolved that** the Mayor's Report is accepted.

*Carried.*

**Motion: 11/871**  
**Proposed and Seconded**  
Therefore be it resolved that the CAO should write a letter to Ida Chong Minister of Community, Sport and Cultural Development the Honourable Christy Clark, Premier of BC, regarding the need for a Towns for a Tomorrow grant for 2012 for the installation of a reservoir and a water treatment system for the Village.

*Carried.*

### **8.3: Staff Reports**

**Motion: 11/872**  
**Proposed and Seconded**  
**Therefore be it resolved that** the CAO's report, the Public Work's Foreman's Report, the Fire Chief's Report, the Kelsey Recreation Centre Coordinator's Report and the Emergency Measures Coordinator's Report, and the Emergency Social Services Coordinator's Report be received.

*Carried.*

**Motion: 11/873**  
**Proposed and Seconded**  
**Therefore be it resolved that** the CAO's report, the Public Work's Foreman's Report, the Fire Chief's Report, the Kelsey Recreation Centre Coordinator's Report and the Emergency Measures Coordinator's Report, and the Emergency Social Services Coordinator's Report be adopted.

*Carried.*

**8.7: Requests for Decisions (RFD).**

**RFD 8.7.A: Financial Information for Approval.**

**Motion: 11/874**

**Proposed and Seconded**

**Therefore be it resolved that** Council receives the monthly Financial Reports.

**Carried.**

**Motion: 11/875**

**Proposed and Seconded**

**Therefore be it resolved that** Council adopts the Financial Reports presented by the CAO.

**Carried.**

**RFD : 8.7.B: Request from School District 72 for grant for water and sewer rates for Sayward Elementary and Junior School.**

**Motion: 11/876**

**Proposed and Seconded**

**Therefore be it resolved that** RFD 8.7.B be received for review.

**Carried.**

**Discussion:** Councillor Coates declared conflict of interest and left the room at 7:20 p.m. and was called back at 7: 25 pm

**Motion: 11/877**

**Proposed and Seconded**

**Therefore be it resolved that** the CAO is to write to Administration at District #72 and inform them that the rates for 2011 will remain unchanged as the 2011 budget did not allow for a grant or refund of water and sewer tax payments

**Carried.**

**RFD: 8.7.C Appointment of Deputy Elections Officer.**

**Motion: 11/878**

**Proposed and Seconded**

**Therefore be it resolved that** RFD 8.7.C is received for review.

**Carried.**

**Motion: 11/879**

**Proposed and Seconded**

**Therefore be it resolved that** Anne Marrs is appointed Deputy Elections Officer for the Village of Sayward for the upcoming municipal elections in November 19, 2011.

**Carried.**

**RFD: 8.7.D: Review of Sewage Lagoon Tender Award.**

**Motion: 11/880**

**Proposed and Seconded**

**Therefore be it resolved that** RFD 8.7.D is received for review.

**Carried.**

**Motion: 11/881**

**Proposed and Seconded**

**Therefore be it resolved that** Council approves the Tender for the Sewage Upgrade at the Village Lagoon to Wacor Holdings Ltd. for the sum of \$53,150.00 which includes a contingency of \$5,000.00 and the CAO is to inform Highland Engineering of the result of the tender.

**Carried.**

**9. UNFINISHED BUSINESS.** See Attached.

**Motion: 11/882**

**Proposed and Seconded**

**Therefore be it resolved that** the Village of Sayward will not be committed to spending any money towards the Kelly's Bridge Project but does approve of the CAO researching for available grants to pay for the 50% portion required under the ICET grant application guidelines.

**Carried.**

**10. NEW BUSINESS.**

**Purchase of another Village Truck for Public Works.**

**Motion: 11/883**

**Proposed and Seconded**

**Therefore be it resolved that** Council receives a verbal report on the purchase of the Village truck by the CAO concerning authorization for approval of funds.

**Carried.**

**Motion: 11/884**

**Proposed and Seconded**

**Recommended Motion:** Therefore be it resolved that the CAO contacts the mayor to call a special meeting of Council to review details of any proposed truck purchase prior to Public Works finalizing the purchase price. This will ensure compliance with Procurement Policy # 08/03: (C.1.D) for Goods and Services from \$5,000.00 to \$50,000.00

**Carried.**

**11. BYLAWS:**

**RFD: A: Review of Bylaw 391: Maintenance of Access to Water and Sewer Services**

**Motion: 11/885**

**Proposed and Seconded**

**Therefore be it resolved that** Bylaw 391 is received for review and amendment.

**Carried.**

**Motion: 11/886**

**Proposed and Seconded**

**Therefore be it resolved that** Bylaw 391 is given a Third and Final Reading with amendments as follows:

**Carried.**

Section 14.11 is to read "*the employees of the Village shall have free access to all lands where the shut-off valve is located but shall have no access to the homes of residents without prior permission*"

Section 14.12 is to read: "*When a leak occurs on a water supply pipe the Village will make available its electronic equipment for locating underground pipes at no charge to the resident. When it has been established that the leak is within private property, the property owner must arrange, within three (3) working days to have the leak repaired at their own expense. Public Works may assist in the location of underground pipes but excavation and repair is the responsibility of the property owner.*"

Section 14.13 is to read: *Municipal water cannot be sold or distributed to a third party without the approval of the Village.*

Section 15.4 (b) is to be deleted

Section 19. Right of Entry is to be deleted and all other sections decrease by one digit: former section 20 (Contravention and Penalties) becomes section 19.

Schedule A containing water rate charges is attached.

**Motion: 11/886**

**Proposed and Seconded**

**Therefore be it resolved that** Council adopts Bylaw 391 which is to take immediate effect.

**Carried.**

## **12. PUBLIC QUESTION PERIOD (maximum 15 minutes).**

Mayor: "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address."

Susanne Braybrook, 421 Macmillan Drive: why is there no money allocated for Kelly's Bridge

Mayor: the Village was originally informed that Ducks Unlimited and Nature Trust would provide funding for the bridge which is on their property

Norman Fetting: Dust Control continues to be an issue at the Log Sort.

Councillor Kirchner: observed that some municipalities used spruce juice as a binding agent to control dust. The CAO said that he would be in touch with Western Forest Products to discuss dust control.

## **13. Preparing to go in-camera:**

**Motion: 11/888**

**Proposed and Seconded**

**Therefore be it resolved that** in accordance with section 92 of the *Community Charter*, this Council Meeting will now be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90.1.subsection "a" of the Community Charter. This will be a Restricted In-Camera Meeting.

**Carried.**

## **14. Adjournment:**

**Motion: 11/889**

**Proposed and Seconded**

**Therefore be it resolved that** the Regular Council Meeting of August 17, 2011 be adjourned.

The meeting adjourned at 8:30 pm

SIGNED AND SEALED:

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John Macdonald, Mayor

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Colum Mc Cready, CAO