



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING**

**June 20, 2011 – 7:00 PM**

**Note: June 15 Meeting Postponed due to Stanley Cup final playoff**

**Kelsey Recreation Centre,  
652 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:** Joan Elford

- 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."

**Janet Hoare – 161 Balsam:** Inquired about the dust issue. Mayor MacDonald and CAO gave assurance that WFP is addressing the situation have stated that it will be resolved quickly.

**Ernie West – 451 MacMillan Drive:** Inquired about the mess at the wharf left by the Woods Contract. CAO responded that it is his understanding the job is not complete and it will be cleaned up upon finalization of the contract.

**Diane Mason – 501 MacMillan Drive:** Reported that while the Village and parks look good and well tended, the Triangle has not been tended. CAO will advise Public Works to address situation.

**Janet Hoare – 161 Balsam:** Inquired as to the costs involved in renovations and moving the Village Office and if a report will be made available to the public. CAO responded that the

report has been published, was distributed to Council a week ago and is now available at the village Office..

**3. Introduction of Late Items:** Mayor: “a report to be presented to Council on the application for a Towns for Tomorrow grant for a new reservoir for Newcastle Creek and an update on Sayward Primary Medical Healthcare Clinic.”

**4. Approval of Agenda.**

**Motion: 11/792**

**Proposed and Seconded**

**Therefore be it resolved that** the Agenda for the Regular Meeting of Council for June 20, 2011 be approved as amended: (1) Change Council meeting date from June 15, 2011 to June 20, 2011; (2) approving use of K’Husam Park and Campgrounds for use during Oscar Daze, to be dealt with under New Business. **Carried**

**5. Minutes of Previous Meetings.**

**Motion: 11/793**

**Proposed and Seconded**

**Therefore be it resolved that** the minutes of the Regular Meeting of Council held on June 1, and the minutes of the Committee of the Whole Meeting of Council held on June 6 be received. **Carried**

**Motion: 11/794**

**Proposed and Seconded**

**Therefore be it resolved that** the minutes of the Regular Meeting of Council held on June 1, and the minutes of the Committee of the Whole Meeting of Council held on June 6 be adopted. **Carried**

**6. Petitions and Delegations. Nil**

**7. Correspondence.**

**Motion: 11/795**

**Proposed and Seconded**

**Therefore be it resolved that** all correspondence be received. **Carried**

**7.1 –Letters, emails etc.**

1. Email correspondence with to Kevin Brewster regarding the proposed Sayward Primary Healthcare Clinic from Mayor Macdonald
2. Circular from Ministry of Finance on Amendment to Home Owner Grant Act.
3. Email correspondence with Colleen Dane and Ian Roberts of Marine Harvest Canada regarding their donation to the newly formed Friends of the Kelsey Centre Society.
4. Letter of support for the proposed Kelly’s Bridge replacement project from the Honourable John Duncan, MP
5. Letter from Canada Post regarding potential strike action.

6. Emailed attachment from VIHA regarding monitoring the water supply at Newcastle Creek Dam.
7. Letter from Cindy Fife, Western Forest Products, regarding dust control at the Log Sort.
8. Circular from UBCM regarding the Federal Budget
9. Email from Brian Reardon regarding CAO Meeting at SRD on June 24
10. Information and links from AVICC

**Motion: 11/796**  
**Proposed and Seconded**

**Therefore be it resolved that** all correspondence be received. **Carried**

## **8. Reports.**

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

**Motion: 11/797**  
**Proposed and Seconded**

**Therefore be it resolved that** all Committee Reports are received. **Carried**

**Motion: 11/798**  
**Proposed and Seconded**

**Therefore be it resolved that** all Committee Reports are accepted. **Carried**

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

**Motion: 11/799**  
**Proposed and Seconded**

**Therefore be it resolved that** the Mayor's Report is received. **Carried**

**Motion: 11/800**  
**Proposed and Seconded**

**Therefore be it resolved that** the Mayor's Report is accepted. **Carried**

### **8.3: Staff Reports**

**Motion: 11/801**  
**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: 11/802**  
**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*

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

**RFD: 9.A: Re-allocation of Operating Reserves to Specific Reserve Funds**

**Motion: 11/803**  
**Proposed and Seconded**

**Therefore be it resolved that** RFD 9.A is received for review. *Carried*

**Motion: 11/804**  
**Proposed and Seconded**

**Therefore be it resolved that** Council approves the transfer of \$743,144.00 from the 2010 Operating Surplus as identified in the 2010 approved Audit as follows:

- \$5,000.00 to an Administration Reserve an account which is to be established for the first time
  - \$5,000.00 for the Recreation Equipment Reserve;
  - \$20,000.00 for the Fire Protection Equipment Reserve;
  - \$268,144.00 for a Roads Reserve an account which is to be established for the first time;
  - \$30,000.00 for a Drainage Reserve, an account which is to be established for the first time;
  - \$111,000 for a Water Reserve, an account which is to be established for the first time;
  - \$80,000.00 for the Sewer Reserve;
  - \$40,000.00 for the Capital Works (Public Works) Reserve;
  - \$75,000.00 for a Depreciation Reserve, an account which is to be established for the first time;
  - \$100,000.00 for a Contingency Reserve, an account which is to be established for the first time;
- Carried*

**Motion: 11/805**  
**Proposed and Seconded**

**Be it also resolved that** Council directs Village Administration to prepare journal entry vouchers to make the transfers to each departmental reserve account effective. *Carried*

**Motion: 11/806**  
**Proposed and Seconded**

**Finally, be it resolved that** all Reserve accounts are to be reviewed and updated annually and presented in the Annual Report. *Carried*

**RFD: 9.B: 2010 Annual Report**

**Motion: 11/807**

**Proposed and Seconded**

**Therefore be it resolved that** RFD 9.B be received for review.

**Carried**

**Motion: 11/808**

**Proposed and Seconded**

**Whereas**, under Sections 98 of the Community Charter, Council must prepare an Annual Report;

**Whereas** this Report must be made available to the public at least fourteen days before an annual report meeting is held thereby allowing submissions and questions from the public at that meeting;

**Whereas** there the report must be approved before June 30, 2011

**Whereas** the last regular Council Meeting is on June 15;

**Therefore be it resolved that** Council proposes to pre-approve the Report on Wednesday June the 15<sup>th</sup> subject to public inspection of the Report on June 22<sup>nd</sup> at 3:15 p.m. in Council Chambers in the Kelsey Recreation Centre.

**Carried**

**RFD: C: Financial Information for Approval.**

**Motion: 11/809**

**Proposed and Seconded**

**Therefore be it resolved that** Council receives the monthly financial reports.

**Carried**

**Motion: 11/810**

**Proposed and Seconded**

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

**Carried**

**9. UNFINISHED BUSINESS.**

**Motion: 11/811**

**Proposed and Seconded**

**Therefore be it resolved that** Council receives the Unfinished Business Report dated May 18, from the CAO.

**Carried**

**Motion: 11/812**

**Proposed and Seconded**

**Therefore be it resolved that** the Unfinished Business Report dated May 18<sup>th</sup> to be adopted.

**Carried**

## 10. NEW BUSINESS.

**Motion: 11/813**

**Proposed and Seconded**

**Therefore let it be resolved that** Council receives new business.

**Carried**

**10.1:** Report presented to Council on the application for a Towns for Tomorrow grant for a new reservoir for Newcastle Creek. CEO reported that the grant application was not successful due to specific criteria required by funders; it is possible that other grant applications may be more successful.

**Motion: 11/814**

**Proposed and Seconded**

**Therefore let it be resolved that** Council direct CEO to carry forward in researching and writing grant applications.

**Carried**

**10.2** Sayward Primary Medical Healthcare Clinic update.

**Motion: 11/815**

**Proposed and Seconded**

**Therefore let it be resolved that** Council accept report on Sayward Primary Medical Healthcare Clinic and direct CAO to set up appointments with the Minister Brewster, Claire Trevino and John Duncan.

**Carried**

**10.3** Approve the use of K'Husam Park and Campgrounds for use during Oscar Daze July 29<sup>th</sup> – August 1<sup>st</sup>, 2011. Proceeds to Fire and Rescue Society.

**Motion: 11/816**

**Proposed and Seconded**

**Therefore let it be resolved that** Council agrees to the use of K'Husam Park and Campgrounds for use during Oscar Daze, July 29<sup>th</sup>-August 1<sup>st</sup>. 2011

**Carried**

## 11. BYLAWS

**Motion: 11/817**

**Proposed and Seconded**

**Therefore let it be resolved that** Council direct CAO to write a water bylaw to be known as Water Regulation Bylaw No. 391.

**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."

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

**Motion: 11/818**

**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 (Council only): **Carried**

**14. Adjournment:**

**Motion: 11/819**

**Proposed and Seconded:**

**Therefore be it resolved that** the Regular Council Meeting of May 18, 2011 be adjourned.

**Carried**

The meeting adjourned at 8:02 pm

**SIGNED AND SEALED**

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Mayor: John Macdonald

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CAO: Colum Mc Cready, CAO & CFO