VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
January 5, 2021– 7:00 PM
TEAMS Electronic Meeting

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."
3. **Introduction of Late Items**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for January 5, 2021 be approved.
5. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on December 15, 2020 be adopted.
6. **Petitions and Delegations**
7. **Correspondence**

   a) **2020 CEPF: Emergency Support Services (Sayward Modernization and ESS Communication Capacity Enhancement, UBCM, December 21, 2020)**

   Recommended Resolution:

   THAT the Community Emergency Preparedness Fund correspondence from UBCM dated December 21, 2020 be received.

   b) **Association of Vancouver Island and Coastal Communities 2021 Call for Resolutions – February 26, Deadline**.

   Recommended Resolution:

   THAT the Association of Vancouver Island and Coastal Communities 2021 Call for Resolutions be received.
8. **Council Reports**

a) **Councillor Cragg – Notice of three resolutions to Association of Vancouver Island and Coastal Communities (AVICC)**

- Resolution to amend the Freedom of Information and Protection of Privacy Act;
- Implementation of a BC Provincial Licensing and Certification Program for Municipal and Provincial Politicians;
- Implementation of a BC Licensing and Certification Program for Municipal CAO's

9. Reports of Committees - none

10. Mayor's Report - none

11. Unfinished Business – none

12. Staff Reports

a) **Staff Report: Salmon and White River Flood Hazard Mapping** **{pg 22}**

Recommended Resolutions:

THAT Council receive the Salmon and White River Flood Hazard Mapping report, and;

THAT Council enter a contract with McElhanney to complete the Salmon and White River Flood Hazard Mapping for a sum of $157,479.00 in accordance with the proposal submitted to the Village of Sayward dated November 26, 2020.

b) **Staff Report: Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream - Grant application and proposed investments** **{pg 24}**

Recommended Resolutions:

THAT Council receive the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream - Grant application and proposed investments report, and;

THAT the Village of Sayward apply to the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream Grant by January 11, 2020, and;

FINALLY THAT the Village of Sayward approve procurement of Hazmat gear and dock reconstruction if funding under the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream is approved.

c) **Staff Report: National Disaster Mitigation Program – Proposed investments** **{pg 27}**

Recommended Resolutions:

THAT Council receive the National Disaster Mitigation Program - Grant application and proposed investments report, and;

THAT the Village of Sayward approve application for funding under the National Mitigation Disaster Fund that closes January 11, 2021 and;

FINALLY THAT $158,513 be returned to General Surplus and $50,000 be returned to Water Surplus upon receipt of funds obtained by way of an approved grant application.

2

d) **Staff Report: Northwest Hydraulic Change Orders 1-10 Newcastle Dam Deconstruction** **{pg 28}**

Recommended Resolutions:

THAT Council receive the Northwest Hydraulic Consultants Change Orders 1-10 and Dam Deconstruction Weir Construction Schedule report, and;

THAT Council approve the ten change orders dated October 31, 2020 from Northwest Hydraulic regarding the Newcastle Creek Raw Water Supply Contract 3003082.

e) **Staff Report: COVID-19 Safe Restart Grants for Local Governments** **{pg 31}**

Recommended Resolutions:

THAT Council receives the COVID -19 Safe Restart Grants for Local Governments– Proposed expenditures report, and;

THAT Council approve the attached planned expenditures for the funding provided to the Village of Sayward from the Covid-19 Safe Restart Grant.

13. Bylaws - None

14. New Business

15. 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." Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

16. In-Camera

Prepare to go In-Camera

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 Section 90 (1) (c) of the Community Charter to discuss labour relations; (e) of the Community Charter to address the acquisition, disposition, or expropriation of land or improvements; and (k) discussion respecting the proposed provision of a municipal service that is in a preliminary stage.

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for January 5, 2021 be adjourned.

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
DECEMBER 15, 2020
TEAMS Electronic Meeting

Present: Mayor Mark Baker
Councillor Norm Kirschner
Councillor Wes Cragg
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Ann MacDonald, CAO
Lisa Clark, CFO

1. Call to Order

Meeting was called to order at 7:15 PM.

2. Public Input

MOTION R20/148
MOVED AND SECONDED

THAT the Public Input section be moved to the end of the meeting after Public Question Period.

CARRIED

3. Introduction of Late Items

4. Approval of Agenda

MOTION R20/149
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 15, 2020 be approved.

CARRIED

5. Minutes of Previous Meetings

MOTION R20/150
MOVED AND SECONDED

THAT the minutes from the Inaugural Council meeting held on December 1, 2020 be adopted.

THAT the minutes from the Regular Council meeting held on December 1, 2020 be adopted.

CARRIED

6. Petitions and Delegations – None

7. Correspondence

MOTION R20/151
MOVED AND SECONDED

a) THAT Council receive the application to amend the Village of Sayward Zoning Bylaw No 309, 2000 (application dated June 15, 2020).

b) THAT Council receive the December 8, 2020 SRD Staff Report, Rezoning Application to Facilitate a Tourist Commercial/Residential Subdivision at 18 Sayward Road, Kelsey Bay, BC.

CARRIED

8. Council Reports

Councillor Poulsen provided a verbal report on a recent Comox Strathcona Waste Management Committee meeting attendance and on updates from the Strathcona Regional Hospital Board.

MOTION R20/152
MOVED AND SECONDED

THAT the verbal report from Councillor Poulsen be received.

CARRIED

9. Reports of Committees - None

10. Mayor's Report

Mayor Baker provided a verbal report.

MOTION R20/153
MOVED AND SECONDED

THAT the verbal report from Mayor Baker be received.

CARRIED

11. Unfinished Business - None

12. Staff Reports

a) **Staff Report: Financial Statements/Variances November 2020**

MOTION R20/154
MOVED AND SECONDED

THAT Council receive the Financial Statements/Variances to Nov 30, 2020 report for information and discussion.

CARRIED

b) **Staff Report: 2021-2025 Financial Plan Timetable**

MOTION R20/155
MOVED AND SECONDED

THAT Council receive the Financial Plan Timetable report for information and discussion, and;

THAT Council approve the financial plan timetable proposed by Staff.

CARRIED

c) **Staff Report (Verbal): COVID-19 Safe Restart Grants for Local Governments**

MOTION R20/156
MOVED AND SECONDED

THAT this matter be referred to the January 5, 2021 Regular Council meeting with a detailed plan and budget.

CARRIED

d) **Staff Report (Verbal): Fire Chiefs Association of BC (FCABC) Road Rescue Grant Program**

MOTION R20/157
MOVED AND SECONDED

THAT a letter be sent, if required, to add the Village of Sayward to the list of communities eligible for road rescue funding following their administrative error rendering the Village ineligible to apply for the grant and;

THAT Staff return to Council with planned expenditures in 2021 if approved.

CARRIED

e) **Staff Report: CAO Report and Project Update**

MOTION R20/158
MOVED AND SECONDED

THAT the CAO report be received for information and discussion, and;
THAT Staff return to Council in January with further information on the application to amend the Village of Sayward Zoning Bylaw No. 309, 2000, portion of Lot 304 and;

FINALLY THAT Staff arrange for a presentation by the developer and his agent at the January 26, 2021 Committee of the Whole meeting.

CARRIED

13. **Bylaws - None**
14. **New Business – None**
15. **Public Input and Question Period - None**
16. **Adjournment**

MOTION R20/159
MOVED AND SECONDED

THAT the Regular Meeting of Council for December 15, 2020 be adjourned.

CARRIED

The meeting was adjourned 8:13 PM.

_____
Mayor

_____
Corporate Officer

UBCM Union of BC Municipalities

December 21, 2020 *Sent via email/PDF*

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

RE: 2020 CEPF: Emergency Support Services (Sayward Modernization and ESS Communication Capacity Enhancement)

Dear Mayor Baker and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of $5,423.11. Based on this, a payment in the amount of $5,400.00 will follow shortly by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure to a maximum of the approved grant of $5,400.00.

I would like to congratulate the Village of Sayward for undertaking this project and responding to the opportunity to develop ESS capacity to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,

Rebecca Bishop
CEPF Program Officer

cc: Lisa Clark, CFO
Ann MacDonald, CAO

The Asset Management Planning program is funded by the Province of BC

2021 Call for Resolutions – February 26 Deadline

What's New (https://avicc.ca/category/updates/) / 2021 Call for Resolutions – February 26 Deadline

The AVICC Executive is calling for resolutions to be considered at the 2021 virtual convention. The Executive is considering options for the 2021 convention's format and timing. The usual resolutions procedures followed at the convention may need to be adapted with the move to a virtual format. Pending finalization of the procedures, members are now asked to submit resolutions with the requirements outlined in the Call for Resolutions document available at the link below.

All resolutions must be received in the AVICC office by: Friday, February 26, 2021

It is uncertain whether late resolutions or off-the-floor resolutions can be accommodated at the virtual convention. Members are strongly encouraged to submit resolutions by the deadline so they may be considered. Resolutions that emerge after Friday, February 26th may need to be submitted directly to UBCM.

2021 Call for Resolutions (https://avicc.ca/wp-content/uploads/2020/12/2021-AVICC-Call-for-Resolutions-

2021 VIRTUAL AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2021 virtual convention. The Executive is considering options for the 2021 convention's format and timing. The usual resolutions procedures followed at the convention may need to be adapted with the move to a virtual format. Pending finalization of the procedures, members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Friday, February 26, 2021**

It is uncertain whether late resolutions or off-the-floor resolutions can be accommodated at the virtual convention. Members are strongly encouraged to submit resolutions by the deadline so they may be considered. Resolutions that emerge after Friday, February 26th may need to be submitted directly to UBCM.

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to: AVICC, 525 Government Street, Victoria, BC V8V 0A8

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Contact AVICC & UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

AVICC GOLD STAR RESOLUTIONS

The AVICC Executive will recognize members who submit the best resolutions with an award for Gold Star or Honourable Mention status. The goal of the awards is to encourage excellence in resolutions drafting. Resolutions should provide clear policy direction so that AVICC and UBCM can advocate effectively on the policy priorities of our members with the provincial and federal governments.

To be recognized for an award, a resolution must meet the standards of excellence established in the Gold Star Resolutions Criteria:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:
All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** *and* the enactment clause outlines ***the action*** *being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

a) **What is the problem?**
b) **What is causing the problem?**
c) **What is the best way to solve the problem?**

Preamble:
The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:
The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.
Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.
The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.
Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

December 28, 2020

Notice of Resolution to forward to the AVICC

Resolution to amend and the FOIPPA (Freedom of Information and Privacy Protection Act) and to establish a BC Municipal server, overseen by the Office of the Information and Privacy Commissioner or a new Ministry responsible for Information and Privacy.

WHEREAS, the FOIPPA is the Act, which governs the Freedom of Information and Privacy Protection across British Columbia and which every municipality across BC must adhere to in its own Bylaw's.

WHEREAS, the public oversight body for audit and compliance is OIPC (Office of the Information and Privacy Commissioner).

WHEREAS, each Municipality has their own unique server and e-mail address's for their elected officials and public administration.

WHEREAS, according to an in-depth investigation by Glacier Syndicated, which ran in the Tri-Cities News on September 10, 2019 entitled, "Municipalities not consistent in adhering to information access laws." The editors and reporters asked 24 municipalities each, for 5 recent records to see if the officials could or would comply within the Provinces FOI laws.

WHEREAS, according to the same investigation, "What was readily apparent from the audit results was a lack of standardization in record keeping and disclosure. That hampers people's ability to access government information."

WHEREAS, the same article states that OIPC written position Freedom of Information is clear according to a 2016 report quoting a Supreme Court of Canada ruling, "The overarching purpose of access to information legislation, then, is to facilitate democracy. It does so in two related ways. It helps to ensure, first, that citizens have the information required to participate meaningfully in the democratic process, and secondly, that politicians and bureaucrats remain accountable to the citizenry."

WHEREAS, the Glacier Media's in-depth investigation revealed a severe flaw in how municipalities calculate and charge for service over and above the first 3 hours free of charge. There were also irregularities in the over-redaction of public records and a haphazard understanding of what could or should be released.

WHEREAS, the results were very clear in that British Columbia needs a standardized system of information that is adhered to equally and universally without exception for the proper functioning of democracy.

THEREFORE BE IT RESOLVED THAT, like ICBC's broker portal, the BC Provincial Government create a Municipal server across BC **@mun.bc.ca** to go alongside with the Provincial server **@gov.bc.ca** and all BC municipally elected officials and public administration will route all of their public correspondence through the BC Provincial government server.

THEREFORE BE IT FURTHER RESOLVED THAT, a self populated "cc" is automatically inserted with the address of the OIPC (Office of the Information and Privacy Commissioner) or the BC Ministry responsible for Information and Privacy and that address is unable to be deleted, erased or removed. All communication will therefore be copied to the OIPC servers.

THEREFORE BE IT FURTHER RESOLVED THAT, when a citizen wishes to conduct an FOI request, and are unsatisfied with the contents of their request, they can request additional files and content from the "cc" duplicates contained by the OIPC or the BC Ministry responsible for Information and Privacy.

THEREFORE BE IT FURTHER RESOLVED THAT, when a claim has been submitted to the OIPC or the BC Ministry responsible for Information and Privacy, the Municipality can request and provide in writing a justification for a redaction of portions of the e-mail records, which will be wholly considered by the OIPC before such requests are sent out to the citizen or corporate body making the request.

THEREFORE BE IT FURTHER RESOLVED THAT, if a redacted item is under dispute, the OIPC can request an unredacted version along with justification of redaction by the Municipality to determine if any or all of the material violates the FOIPPA legislation and provide the citizen or corporate body with an unredacted or partially redacted version of the requested materials.

THEREFORE BE IT FURTHER RESOLVED THAT, an amendment to the FOIPPA legislation be made under Part 6, Sec. 76 under Subsection c, to include a calculation of fees charged after the first 3 hours, utilizing a standard and universal time sheet model stating minimum and maximum fees chargeable for all 4 items listed under the FOIPPA legislation, Part 6, Sec. 75, regardless of the amount of time it takes to process the request.

Sincerely,

Wesley Cragg
Councillor,
Village of Sayward

November 11, 2020

Notice of Resolution to forward to the AVICC

Implementation of a BC Provincial Licensing and Certification Program for Municipal and Provincial Politicians.

WHEREAS, Section1, Part 3 under the Canadian Charter of Rights and Freedoms explicitly states: "Every citizen of Canada has the right to vote in an election of members of the House of Commons or of a legislative assembly and to be qualified for membership therein".

WHEREAS, the definition of "qualified" under the Charter has been subject to various interpretations and challenges over the years as prisoners incarcerated for a crime were formally excluded from the right to vote and run for political office until a ruling by the Supreme Court of Canada: Sauvé v. Canada 2002 gave prisoners the right to vote but not to run for political office, as they remained specifically excluded and unqualified for membership therein.

WHEREAS, the Canada Election Act under Part 6, Sec. 89 – Prohibition - has deemed that, "No person shall sign a nomination paper consenting to be a candidate knowing that he or she is not eligible to be a candidate."

WHEREAS, according to Richard and Susan Tindal, as documented in their book, "Local Government in Canada, Seventh Edition" there have been several cases of judicial investigations of corrupt politicians including but not limited to; the Mayors of Montreal and Toronto and judicial disqualification for Mayor William Hawrelak of Edmonton, who was TWICE disqualified by the judiciary for a) Gross Misconduct 1959 and b) Conflict of Interest 1965.

WHEREAS, the adage that the "Court of Public Opinion" is the ultimate decider on who is to be "qualified for membership therein" is fallible and contrary to good governance in that, after his first judicial expulsion from office for Gross Misconduct in 1959, William Hawrelak was reelected to the Mayor's office in 1964. Once again, after his second expulsion from office for Conflict of Interest in 1965, he was reelected to the Mayor's office in 1974. According to the above mentioned book, "Local Government in Canada" in his last term, Mayor Hawrelak appointed a disbarred lawyer to advise him on ethics!

WHEREAS, the subject of who is to be "qualified for membership, therein" is open to broad interpretation and if possible, revision, giving reflection to individuals with a developmental disability, a cognitive disability, a mental disorder like dementia or Alzheimer's or a criminal psychiatric disorder like pedophilia or criminal matter occurring during a term in office or a judicial disqualification from office.

WHEREAS, a licensing and regulatory system would more properly and adequately define the term "qualified for membership therein" by setting forth a qualification standard of good and responsible governance.

WHEREAS most professional associations; Doctors, Dentists, Lawyers, Accountants, Engineers, Insurance Brokers, Teachers, Chiropractors, Nurses, Notaries, Mortgage Brokers, Real estate Agents and even Used Car Salesmen across British Columbia and most of North America have a governing body that holds a licensing jurisdiction over their profession.

WHEREAS, as demonstrated by the case of Mayor Hawrelak, although municipalities have the option of implementing codes of conduct and/or conflict of interest rules for elected politicians, if those are broken, aside from a very costly and time consuming judicial disqualification from office in Provincial Supreme Court, there is very little and/or very ineffective recourses available to Municipalities in addressing problematic politicians.

WHEREAS, small and rural communities are at an extreme financial disadvantage to take the appropriate steps for remediation in the BC Supreme Court compared to larger, urban cities with deeper pockets of revenue.

WHEREAS, the cost of most professional license designations is under $250 per year, which, when compared to a costly Supreme Court process is extremely affordable, even for small and rural Municipalities.

WHEREAS, political candidates are not even currently required to submit a criminal records check as a bare minimum requisite to run in an election.

WHEREAS, the Director of Governance and Structure Branch of the Ministry of Municipal Affairs has advised that the Ministry, in partnership with the Union of British Columbia Municipalities (UBCM) and the Local Government Management Association (LGMA) is actively working on enhancing the accountability of elected officials, by forming a, "Working Group on Responsible Conduct" and are engaged on developing a, "Moral Code of Conduct" and are continuing to work on other tools to further standards of behavior of our elected officials. This Resolution is simply a further extension of the current progressive general direction of accountability, ethics and morality of elected officials.

WHEREAS, a properly functional democratic system must have unique checks and balances in place, which must include a proper deterrent of regulatory enforcement and accountability to ensure proper ethical, moral, principled, transparent, fair and equitable governance.

The Law Society of BC, The Insurance Council of BC, College of Physicians and Surgeons, FICOM (Financial Institutions Commission) , Office of the Superintendant of Professional Governance, BC Teacher Regulation Branch, The Motor Vehicle Sales Authority of BC, etc…All exist to provide the general public with the security of knowledge that the professionals you are dealing with are; a) Trained in their profession for knowledge and competence; b) Regulated in their profession for morals, ethics, transparency, best practices and if necessary, accountability for wrongdoings.

WHEREAS, every regulated professional association must have basic educational requirements as well as continuing educational requirements (CE Credits), to continue to function in their professional capacity.

WHEREAS, although there is a multitude of education, seminars like the newly elected seminar and courses available for self-learning, such as those offered by the Bloom Centre for Municipal Education, there is no actual "mandatory" requirement to learn the proper rules, regulations, procedures and required legislation which is incumbent upon their chosen profession.

WHEREAS, it is generally agreed that the business of local government is best achieved when all parties have a general respect for each other and for the proper process of local governance. It is also generally agreed that when that process breaks down due to dysfunction or corruption of the process, the toxic effects to a Municipal Council and to the community they represent can be devastating.

WHEREAS, British Columbia has had its share of negative press with articles like the NY Times by Dan Levin on Jan 13, 2017, entitled, 'British Columbia: The 'Wild West' of Canadian Political Cash and more recently on Sept 23, 2020 by Randy Shore, entitled, 'B.C. Election 2020: Social media voter targeting still a Wild West for campaigning'. Although these articles do not associate with municipal politicians, the general theme is British Columbia needs a tighter regulatory process to improve its overall political image both domestically and internationally.

WHEREAS, a BC Provincial Licensing and Certification Program for Municipal and Provincial Politicians would be a groundbreaking event, not only for British Columbia but for all of North America and beyond. To the best of my research, I have found no other jurisdiction anywhere in the world that holds their elected politicians to a licensing body with a uniform standard of education, transparency, ethics, morals and governance. Where once British Columbia was seen as "The Wild West" of politics, British Columbia can now be the world leader in the future of ethical politics and politicians with this Resolution.

WHEREAS, a political licensing program alongside a CAO licensing program would form the cornerstones of the standardization of rules, methodology, By-Laws and political best practices in Municipal governance.

THEREFORE BE IT RESOLVED THAT, the BC Provincial Government amends the Community Charter to set forth special licensing protocols for locally elected officials.

THEREFORE BE IT FURTHER RESOLVED THAT, the BC Provincial Government set up a regulatory body to oversee the educational, administrative and licensing certification of elected officials.

Sincerely,

Wesley Cragg
Councillor,
Village of Sayward

December 28, 2020

Notice of Resolution to forward to the AVICC

Implementation of a BC Provincial Licensing and Certification Program for Municipal CAO's (Chief Administration Officers).

WHEREAS, with the exception of Vancouver, which is a Charter City, BC Municipalities are known as "Creatures of the Provincial Government", and should adopt a singular formal, unified structure of governance and administration.

WHEREAS, the position of Chief Administrative Officer (CAO) although not specifically listed as a Statutory Position is listed as an Officer position under Div 5, Sec. 147 in the BC Community Charter (SBC 2003).

WHEREAS most professional associations; Doctors, Dentists, Lawyers, Accountants, Engineers, Insurance Brokers, Teachers, Chiropractors, Nurses, Notaries, Mortgage Brokers, Real Estate Agents and even Used Car Salesmen across British Columbia and most of North America have a governing body that holds a licensing jurisdiction over their profession.

WHEREAS, UBC (University of British Columbia), SFU (Simon Fraser University), UVIC (University of Victoria), UNBC (University of Northern British Columbia), Capilano University, TRU (Thompson Rivers University) and many more accredited Canadian Universities in other Provinces across Canada offer accredited B.A. and M.A. diplomas in Public Administration, Local Government Management, Local Government Administration, Public Sector Management and/or First Nations Public Administration.

WHEREAS, the LGMA (Local Government Management Association) has published a 74 page guidebook, prepared by Robert Buchan, B.A., M.A., R.E.I.B.C., M.C.I.P. entitled, "Guide for New Chief Administrative Officers" which was prepared with the assistance of the following Chief Administrative Officers; Geoff Pearce - City of Langford, Tom MacDonald – LGMA, Joe Calenda - City of Colwood, Elsie Lemke - Town of Osoyoos, Tom Dall - Village of Lytton, Mark Johnson - Formerly with Township of Esquimalt Mark Brown - Town of Qualicum Beach, Ron Poole - City of Terrace, Jim Chute - City of Dawson Creek and Helen Koning - Village of Hazelton.

WHEREAS, the LGMA has a Board of Examiners Certification Program, which was established under the Local Government Act. The 3 member Board is appointed by Cabinet with a nominee from the LGMA, the UBCM and the Ministry for Municipal Affairs and Housing. The Board's program of certification is entirely voluntary.

WHEREAS, the above mentioned LGMA guide and Certification Program as well as the above mentioned University course materials should compromise the licensing and regulatory standard for all CAO's across BC, with the goal to develop an equal, consistent and unified approach to the professional management of all of the municipalities across BC.

WHEREAS, although there is a multitude of education available, like the 74 page guide published by the LGMA, for self-learning by CAO's, who voluntarily and willingly take it upon

themselves to learn the proper rules, regulations, procedures and required legislation which is incumbent upon their chosen profession, there currently is no actual "mandatory" requirement to do so.

WHEREAS, British Columbia has a statistically well documented history of being a "Revolving Door" for CAO appointments, especially after By-Elections or Municipal General Elections, with eager politicians to get a new CAO to do things, "their way". This "Revolving Door" mantra tremendously hinders consistency of proper governance and administration across British Columbia.

WHEREAS, under a licensing and regulation system, the onus of loyalty gets automatically transferred from the wishes of a Mayor and Council to the "Structure of Good Governance", due to the threat of an accreditation disqualification. No longer will a CAO feel like they are being pressured into a course of action, when that course of action may violate their license conditions. This protection is virtually non-existent anywhere in the BC political landscape and is a primary reason why BC is a "Revolving Door" of CAO's, when the wishes of Council clash with the duty of good governance.

WHEREAS, the Director of Governance and Structure Branch of the Ministry of Municipal Affairs has advised that the Ministry, in partnership with the Union of British Columbia Municipalities (UBCM) and the Local Government Management Association (LGMA) is actively working on enhancing the accountability of elected officials, by forming a, "Working Group on Responsible Conduct" and are engaged on developing a, "Moral Code of Conduct" and are continuing to work on other tools to further standards of behavior of our elected officials. This Resolution is simply a further extension of the current progressive general direction of accountability, ethics and morality of elected officials and local government in general, with CAO's who are licensed to deal with Council conduct issues.

WHEREAS, a properly functional democratic system must have unique checks and balances in place, which must include a proper deterrent of regulatory enforcement and accountability to ensure proper ethical, moral, principled, transparent, fair and equitable governance.

The Law Society of BC, The Insurance Council of BC, College of Physicians and Surgeons, FICOM (Financial Institutions Commission), Office of the Superintendant of Professional Governance, BC Teacher Regulation Branch, The Motor Vehicle Sales Authority of BC, etc…All exist to provide the general public with the security of knowledge that the professionals you are dealing with are; a) Trained in their profession for knowledge and competence; b) Regulated in their profession for morals, ethics, transparency, best practices and if necessary, accountability for wrongdoings.

WHEREAS, every regulated professional association must have basic educational requirements as well as continuing educational requirements (CE Credits), to continue to function in their professional capacity.

WHEREAS, aside from criminal wrongdoings, the only recognized method to remove a sub-par CAO from their duties is with a 75 Percent vote of council, which equates to 4 Council votes out of a 5 member quorum or 6 Council votes out of a 7 member quorum.

WHEREAS, if a CAO has ingratiated themselves to a minimum of 2 select Council members, even if they are deserving of a termination, without a proper licensing and regulatory system in place, there is very little a Municipality can do terminate the relationship, other than buy them out

of their contract with severe penalties or wait out their contract, which can cause financial hardships on the Municipality.

WHEREAS, with a proper licensing system in place, a Council with less than a 75 percent majority can ask the governing body to investigate a matter and to bring forth a remedy of that matter, as a matter of jurisdiction, regardless of any relationships that may exist with other members of Council.

WHEREAS, the cost of most professional license designations is under $250 per year.

WHEREAS, British Columbia has had its share of negative press with articles like the NY Times by Dan Levin on Jan 13, 2017, entitled, 'British Columbia: The 'Wild West' of Canadian Political Cash and more recently on Sept 23, 2020 by Randy Shore, entitled, 'B.C. Election 2020: Social media voter targeting still a Wild West for campaigning'. Although these articles do not associate with municipal politicians, the general theme is British Columbia needs a tighter regulatory process to improve its overall political image both domestically and internationally.

WHEREAS, a BC Provincial Licensing and Certification Program for Municipal CAO's would be a groundbreaking event, not only for British Columbia but for all of North America and beyond. To the best of my research, I have found no other jurisdiction anywhere in the world that holds their Municipal CAO's to a licensing body with uniform standard of education, transparency, ethics, morals and governance. Where once British Columbia was seen as "The Wild West" of politics, British Columbia can now be the world leader in the future of ethical politics and politicians with this Resolution.

WHEREAS, a Municipal CAO licensing program alongside of a Political licensing program, would form both of the cornerstones of the standardization of rules, methodology, By-Laws and political best practices in Municipal governance.

THEREFORE BE IT RESOLVED THAT, the BC Provincial Government amends the Community Charter to set forth special licensing protocols for Chief Administrative Officer as listed under Div 5, Sec. 147 in the BC Community Charter (SBC 2003).

THEREFORE BE IT FURTHER RESOLVED THAT, the BC Provincial Government revise the BC Community Charter (SBC 2003) to include the CAO as a Statutory position in every BC Municipality, as classified under the Local Government Act (RSBC 2015) Div 2, Sec. 10.

THEREFORE BE IT FURTHER RESOLVED THAT, the BC Provincial Government set up a regulatory body to oversee the educational, administrative and licensing certification of Chief Administrative Officers.

Sincerely,

Wesley Cragg
Councillor,
Village of Sayward

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: Salmon and White River Flood Hazard Mapping
Meeting date: January 5, 2021

BACKGROUND

The Village of Sayward issued a Request for Proposals (RFP) on October 22, 2020 to complete Flood Hazard Mapping for the Salmon and White Rivers. The Village obtained $150,000 in grant funding from the UBCM Community Emergency Preparedness Fund. Four proposals were received. The current floodplain mapping was completed in 1980 and the maps are outdated and do not consider modern mapping criteria, technology, regional climate change and sea level rise, all important attributes when evaluating risks and planning for mitigation strategies. All firms proposed a similar state of the art approach and methodology: data collection and review, bathymetric field work, analysis and modelling, mapping and reporting.

DISCUSSION

A team including the CAO, SRD Protection Services Coordinator and the Village Emergency Program Coordinator reviewed proposals from Ebbwater Consulting, McElhanney, Northwest Hydraulic Consultants Ltd and Hemmera Envirochem Inc using the following criteria:

1. Team and relevant project experience (25 points)
2. Demonstrated ability to provide the Services within the proposed project budget (20 points)
3. Demonstrated ability to provide the Services within the proposed project schedule (15 points)
4. Methodology for collection and management of Project related data (20 points)
5. Value added items (public education, documents, presentation (20 points)

TOTAL 100 points

McElhanney was selected as the firm offering the best service and price to the Village of Sayward and staff recommend that this project be awarded to McElhanney.

RECOMMENDATIONS

THAT Council receive the Salmon and White River Flood Hazard Mapping report, and;

THAT Council enter a contract with McElhanney to complete the Salmon and White River Flood Hazard Mapping for a sum of $157,479.00 in accordance with the proposal submitted to the Village of Sayward dated November 26, 2020.

Respectfully prepared,

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Ann MacDonald
CAO

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream - Grant application and proposed investments
Meeting date: January 5, 2021

BACKGROUND

- Retrofits, repairs and upgrades
- Physical distancing measures
- Active Transportation
- Disaster Mitigation and Adaptation (non-flood)

DISCUSSION

Application deadline January 11, 2021

The Village of Sayward operates a primary treatment sewage lagoon. This facility is designed to serve a maximum of 500 people based on the current two cell configuration, with a total volume of 12,240 cubic metres. The average total retention time is 30 days with the minimum residence time of 1 day in the aeration cell, and closer to two full days for actual residence time. The sewage in the lagoon is circulated by one 5 horsepower aerator.

Frequently, almost monthly, and at least 8-10 times per year, Public Works staff are required to enter the lagoon by way of a rowboat to remove debris that ropes its way around the rotary shaft of the aerator, ceasing proper operation and risking pump failure. As well, these occasions introduce multiple opportunity for risks for injury and contamination to staff. The access to the lagoon is an unconstructed sloping bank which is wet and slippery in rain and can also be muddy and icy with a significant risk to staff of falling. In addition to the presence of the COVID-19 virus being detected in municipal sewage there are a wide and dangerous range of other viruses and bacteria that could infect staff in the event of a mishap.

Staff are recommending purchase of proper Hazmat gear including gloves, boots, full overalls and head covering to wear when entering the pond, and the construction of a proper dock to launch

the boat and significantly reduce the risk of falling. Currently, without proper Personal Protection Equipment (PPE) the Village of Sayward is operating outside of the Worksafe BC OHS Regulations, Part 5 that required employers to control exposure and to mitigate the risks. The Village already has in its supply two face respirators and spare gloves. The proposed purchase of Hazmat gear will be reusable and hosed down and washed after each use. If properly cared for these supplies can support Village operations for many years. Worksafe BC OHS Regulations require that staff be provided with full body suits, (neoprene overalls), respirators, eye protection, gloves and boots and wear a personal flotation device (PFD) which the Village has previously made available to staff for their safety when carrying out this work.

Proposed expenditures are as follows in Table 1.

TABLE 1– Village of Sayward Sewage Lagoon

Proposed Expenditure	Amounts	Details	Comment/Other	Totals
Hazmat suits	$800 x 2 = $1,600	Polycarbonate hood window with excellent visible light transmission, hood with window, reusable, light weight and durable	Full hazmat suit that is easily put on and off and allows for easy movements in a boat on the sewer lagoon. (Face shield already in PW stock)	**$1,600**
Boots	$200 x 2 = $400	Rubber Boot. Waterproof with thermal insulation and a steel protective insert and solid footing for use in boat and in and around sewer lagoon.		**$400**
Gloves	$200 x 2 = $400			**$400**
Construction of proper boat dock for access and egress from the settlement pond.	Construction of 10x4 ft dock with stairs to install in the aeration cell for staff to access the sewer lagoon regularly 8-10/year. Other building supplies			**$10,000**
				$12,400

RECOMMENDATIONS

THAT Council receive the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream - Grant application and proposed investments report, and;

THAT the Village of Sayward apply to the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream Grant by January 11, 2020, and;

FINALLY THAT the Village of Sayward approve procurement of Hazmat gear and dock reconstruction if funding under the Canada-British Columbia Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream is approved.

Respectfully prepared,

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Ann MacDonald
CAO

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: National Disaster Mitigation Program - Grant application and proposed investments
Meeting date: January 5, 2021

BACKGROUND

The Newcastle Dam Rehab project, as approved by the Village of Sayward, included replacing the 70 plus year old dam with construction of an upstream weir and demolition of the dam, assessed as Very High Risk by the province. Council approved a budget of $986,213 in June 2019 but a series of delays pushed the project into 2020 and costs up to $1,162,896, a budget increase of $176,783 over 2019. Essentially, the application seeks to recover $208,513 in reserve funds that the Village transferred from its reserves to cover the cost overruns on the Newcastle Dam Rehab project.

DISCUSSION

At its regular December 1, 2020 Council meeting council approved a resolution to access $158,513 from General surplus funds and $50,000 from Water surplus funds to cover cost overruns. This application is being made to Stream 4b, Non-Structural Mitigation Works National Disaster Mitigation Program (NDMP).

RECOMMENDATIONS

THAT Council receive the National Disaster Mitigation Program - Grant application and proposed investments report, and;

THAT the Village of Sayward approve application for funding under the National Mitigation Disaster Fund that closes January 11, 2021 and;

FINALLY, THAT $158,513 be returned to General Surplus and $50,000 be returned to Water Surplus upon receipt of funds obtained by way of an approved grant application.

Respectfully prepared,

Ann MacDonald
CAO

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: Northwest Hydraulic Consultants Change Orders 1-10 and Dam Deconstruction Weir Construction Schedule
Meeting date: January 5, 2021

BACKGROUND

Council has previously approved funding for the deconstruction of the Newcastle Dam and construction of a replacement weir. A series of weather and other delays led to a cost overrun of $208,513.28. Table 1 provides an overview of detailed costs that are listed in the ten Change Orders.

Mayor and Council passed a resolution at its December 1, 2020 Regular Council meeting to cover these additional costs through a transfer of $158,513.28 from General Surplus and $50,000 from Water surplus funds.

Northwest Hydraulic (NWH) the engineering firm carrying out the design and overseeing construction, has forwarded a series of 10 Change Orders, per their internal protocols, to cover the additional costs. Staff are seeking grant funding to recover these additional costs and return the funds to reserves.

Following Council's approval of the Change Orders NWH indicates the following general schedule will be followed:

Week 1: Mobilization, establish Water bypass, and drain the reservoir.
Week 2: Weir formwork construction, sediment removal & scaling of bedrock for the pipeline.
Week 3: Weir anchor & rebar install, concrete pour, pipeline hangar installation, dam removal.
Week 4: Sediment removal completion.
Week 5: Dam removal completion, stripping formwork.
Week 6: Riprap install.
Week 7: Pipeline and appurtenances install.
Week 8: Removal of bypass and commissioning of the new weir, demobilization

Note this is a general overview, with the project expected to take approximately 8-9 weeks. There is some uncertainty regarding the condition of the membrane cut-off wall which may impose some additional time in the event the cut-off wall is not intact.

Table 1 Summary of Change Orders

Number	Change Description	Cost	Tender Price	New Cost (2020)	Net Change to Cost	Description
CO1	Reservoir Sediment Disposal	$167,750.00	$244,000.00	$212,750.00	($31,250.00)	Replaces tender item 4 when combined with CO5. Silt, sand and gravel reservoir sediment hauled to Sayward Rd. and Frenchman's Rd. Volume is 5,500 m^3 and unit rate is $30.50
		$45,000.00				Replaces tender item 4 when combined with CO1. Silt, sand and organic reservoir sediment hauled to stockpile location on the water treatment facility site. Volume is 2,500 m^3 and unit rate is $18.00/$m^3$
CO2	Concrete Weir Redesign	$151,452.00	$128,131.00	$154,986.00	$26,855.00	Replaces tender items 10 and 11. Construction costs for the redesigned weir. The cost is based on negotiation with the contractor, and is reasonable in context of the original tendered costs
CO3	Construction Shutdown	$19,399.25	-	$19,399.25	$19,399.25	Additional item related to the 2019 flood issues. Includes: site cleanup, decommissioning water bypass, and demobilization of equipment. The cost is based on an estimate of time and materials
CO4	Construction Initiation	$24,462.80	-	$24,462.80	$24,462.80	Additional item related to the 2019 flood issues. Includes: recommissioning water bypass, cofferdam construction, and remobilization of equipment. The cost is based on an estimate of time and materials
CO5	Additional Rock Scaling	$10,000.00	$10,000.00	$20,000.00	$10,000.00	Additional cash allowance related to tender item 8. Additional rock scaling is required to accommodate the water line. The cost is based on an estimate of the time and equipment
CO6	Wood waste relocate	$5,250.00	$12,500.00	$17,750.00	$5,250.00	Additional work related to tender item 2. The original plan required stockpiling tree debris on the water treatment plant site. The windstorm on Dec 20, 2018 caused extensive tree blow-down. This material needs to be hauled off-site. Cost is based on 15 loads of wood debris x $350/load. The tipping fee is estimated to be $0
CO7	Rock Armour	$15,600.00	$49,400.00	$65,000.00	$15,600.00	Additional work related to tender item 6. A rock armour quantity increase of 150 m^3 is required due to the concrete weir redesign. The cost is an extension of the tendered unit cost.
CO8	Pump Rental Cost	$23,211.26	-	$18,784.23	$18,784.23	Two of the three bypass pumps were unable to be retrieved when the contractor demobilized in September 2019. Both pumps were buried in sediment due to the flood flows and required an excavator for removal. Flows in the creek exceeded the low-level outlets' ability to dewater the reservoir preventing excavator access. Until the removal of the pump in August 2020, the contractor was paying rental fees. Contractor recognizes they could have been removed in July and offers a cost saving of $4,426.93
CO9	Project Delay Costs	$9,412.00	-	$9,412.00	$9,412.00	Costs incurred by Barry and Vale with project shutdown and delay. Cost is to cover mobilizng equipment and replacing the expired epoxy used in ancoring brackets to the rock face.
CO10	Contingency	$50,000.00	-	$50,000.00	$50,000.00	Addition of a contingency to offset any potential costs that may occur and prevent the need to seek further funding
NHC C01	Project Mgmnt and Engineering	$45,000.00	$169,000.00	$229,000.00	$60,000.00	Additional work to included additional project management, engineering and permitting support costs related to the 2019 flood issues and project extension to 2020.
	Environmental Monitoring	$15,000.00				Additional work to included additional permitting support and environmental monitoring related to the 2019 flood issues and project extension to 2020.

RECOMMENDATIONS

THAT Council receive the Northwest Hydraulic Consultants Change Orders 1-10 and Dam Deconstruction Weir Construction Schedule report, and;

THAT Council approve the ten change orders dated October 31, 2020 from Northwest Hydraulic regarding the Newcastle Creek Raw Water Supply Contract 3003082.

Respectfully prepared,

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Ann MacDonald
CAO

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: COVID -19 Safe Restart Grants for Local Governments– Proposed expenditures
Meeting date: January 5, 2021

BACKGROUND

November 2, 2020 correspondence from the province announced *COVID-19 Safe Restart Grants for Local Governments* and provided $268,000 in grant funding to the Village of Sayward.

Criteria for this funding is very broad and provides for the following eligible costs:

- Addressing revenue shortfalls
- Facility reopening and operating costs
- Emergency planning and response costs
- Bylaw enforcement and protective services like fire protection and police
- Computer and other electronic technology to improve interconnectivity
- Services for vulnerable persons
- Other related costs

At its regular Council meeting on December 15, 2020 Council passed the following resolution:

> **MOTION R20/156**
> **MOVED AND SECONDED**
>
> THAT this matter be referred to the January 5, 2021 Regular Council meeting with a detailed plan and budget. **CARRIED**

Staff have completed a proposed budget at shown here for Council consideration and approval.

DISCUSSION

The following are proposed expenditures/investments for the $268,000 that was granted to the community in late November.

Proposed Expenditure	Proposed Amount	Details	Comments/Other	
Laptops for remote Council meetings	$1,100 x 5 =$5,500 set up fees/support $500	To enable virtual meetings and provide documents to elected officials	15.6 lap top computer with Microsoft acct.	$6,000
Keyless entry systems for Village office and Kelsey Rec Centre doors		Locksafe keyless lock ($500.00) with keyless entry fobs		$2,000
Minor renovations to provide separate access and egress to residents using the Kelsey Rec Centre	$15,000	Plexiglass installation, better marking, physical separations? Dar? Tony?	To allow for social distancing when patrons are arriving and leaving	$15,000
Public Address Sound Systems for Mayor and Council and public use	To be added	Option 1. in pending estimate included 7 desk mounted mic systems, (5 council and 2 staff) and one stand up mic for citizens participating so 8 mic stations with speaker and charging stations, fixed Option 2. Portable system that can be relocated to gymnasium 3. audio video live feed that allows for active participation.	Mayor and Council, CAO, CFO, 1 for the public; covid safe and supports aging citizens with hearing loss	To be added
Grocery Delivery to vulnerable residents	$6,000	Driver and gas for van for weekly pick up and deliver groceries that residents have ordered online		$6,000
Community Celebration Picnic/Party	$15,000 (Donations to be sought as well.) IH had some community wellness	Community gathering to celebrate end of pandemic restrictions (Food trucks, music, tents if outdoors, crafts, games, etc. Softball tournament? Outdoor NFB	Staff to return with details of date, and planned layout of the event. Letters of invite to be sent to K'omox First	$15,000

	funds. They may contribute a dinner.	Film screening of old NFB films of Sayward, Volunteers?	Nation, WFP, MOWI	
Village Website Redesign	$8,000	The village has already received a $10,000 grant from Rural Dividends BC to redesign the website in conjunction with the Tourism Committee and Sayward Futures Society. The two latter parties did not appear to be ready to go in March 2020 when this was last discussed so given the importance of the Village website for day-to-day business staff recommend with design for the $8K received and putting an additional $10K aside for use to add two additional portals for Tourism Committee and SFS when those groups are ready.	New website for the Village would contain separate portals in order for Mayor and Council to access correspondence other related council work. It would include some training for staff to take over updates and regular postings. It needs to be modernized. Total cost for the three parties one year ago was $15,000 so given some inflation a budget of $8 may provide for the initial work for the village and also provide for the added portals later.	$8,000
Workstation for public use	$5,000	Dedicated workstation for use by vulnerable citizens i.e. residents who do not have a computer internet access, printing documents for cost recovery, with some restrictions. As an example, a provincial restructuring of the Home Owner Grant program means a 2021 centralized application process through the Province – Home Owner Grant applications will no longer be accepted at the		$5,000

		municipality and residents will need to apply online.		
Tax Relief to Residents (0% increase in 2021 to municipal portion of taxes and user fees)	$25,000	2021 increase for an average home is expected to be approximately $85/household for municipal taxes and user fees		$25,000
Transfer remainder to reserves	To be determined through regular reporting.	Funding may be transferred to reserves for any of the very broad uses provided for in the criteria and with annual reporting.	This can allow for any unforeseen needs to strengthen the Village of Sayward and citizens in COVID -19 recovery.	To be determined through regular reporting.

RECOMMENDATIONS

THAT Council receives the COVID -19 Safe Restart Grants for Local Governments– Proposed expenditures report, and;

THAT Council approve the attached planned expenditures for the funding provided to the Village of Sayward from the Covid-19 Safe Restart Grant.

Respectfully,

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Ann MacDonald
CAO