VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
MARCH 1, 2022 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

1. **Call to Order**
2. **Introduction of Late Items**
3. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for March 1, 2022 be approved.

4. **Minutes of Previous Meetings**

   Recommended Resolutions:

   THAT the minutes from the Regular Council meeting held on February 15, 2022, be adopted.

   THAT the minutes from the Committee of the Whole meeting held on February 22, 2022, be adopted.

5. **Petitions and Delegations**

   a) **Carol Skogan (Seniors User Rates-Kelsey Centre)**

6. **Correspondence**

   a) Village of Chase, Office of the Mayor, Feb 14, 2022, Re: BC Wildfires Petition-Letter of Support

   b) Darryl and Jackie Lyons, Feb 16, 2022, re: Article approved for Readers Digest and option to publish on Village Website and Newsletter.

   c) SVFD 2021 Annual Report

7. **Council Reports - None**
8. **Reports of Committees – None**

9. Mayor's Report

a) Support of Aquaculture - Salmon Farming

Recommended Resolutions:

WHEREAS salmon farming is an important part of the local economy British Columbia sustaining over 7000 jobs and supporting thousands of families;

WHEREAS local companies depend on work from the aquaculture sector;

WHEREAS the salmon farming industry is transitioning and adopting new technologies and procures in aquaculture;

WHEREAS the rights of indigenous communities and peoples are bolstered by salmon farming; and;

WHEREAS any action to reduce salmon farming harms the rights of indigenous communities and peoples' rights;

We the council of 4 are very concerned about the significant jobs losses and violation of the rights of indigenous peoples as a result of the decision by the government of Canada in relation Discovery Island in 2020,We (a) call on the Government of British Columbia to take actions to protect local jobs in [community] and defend local indigenous rights in keeping with UNDRIP; (b) strongly urge the Government of Canada to renew salmon farming licences for at least 10 years to ensure that this industry and our community not suffer any further job losses and so that the rights of indigenous peoples and communities are respected; and no further harm comes to these rights; and (c) encourage both the government of British Columbia and the Government of Canada to take concrete and clear steps to support the growth of the salmon farming industry in British Columbia by encouraging increased foreign direct investments and supporting the adoption of new technologies and practices.

10. Unfinished Business - None

11. Staff Reports

a) New Policy 100-XXX Council Social Media Use

Recommended Resolutions:

THAT the new Social Media Policy #100-XXX and Staff Report be received for information and discussion.

b) Amended Policy - Respectful Workplace Policy 200-03 (Red Line Edits)

Recommended Resolutions:

THAT the Respectful Workplace Policy #200-03 (amended) and Staff Report be received for information and discussion.

c) Grant Writing - Dedicated Funding

Recommended Resolutions:

THAT Council approve the sum of $400 per year (based on a 3-year contact) for grant alerts; and,

THAT Council approve the sum of $25,000 annually to be set aside for the expressed purpose of grant applications (based on 3-4 large grants per year).

d) Village of Sayward Audit Planning Report

Recommended Resolutions:

THAT Council receive the Village of Sayward Audit Planning Report for information and discussion.

e) Kelsey Centre Update (revisited)

Recommended Resolutions:

THAT Council again receive the Staff Report submitted February 15th by CAO for discussion (as requested by Councillor Poulson during the Committee of the Whole Meeting February 22, 2022).

f) Staff Report: Verbal - Appointment of Tom Tinsley, Emergency Program Coordinator (EPC)

Recommended Resolutions:

THAT Tom Tinsley be appointed to the Emergency Program Coordinator position and be awarded the $300.00 monthly stipend to carry out the duties of this position, effective March 1, 2022.

12. Bylaws - None

13. New Business

14. Public Question Period (maximum 15 minutes)

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

15. In-Camera-None

16. Adjournment

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 15, 2022 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Councillor Norm Kirschner
Councillor Sue Poulsen
Councillor Tom Tinsley

Regrets: Councillor Wes Cragg
Mayor Mark Baker

In Attendance: Jason Johnson, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:04PM

2. Introduction of Late Items

a) CAO requested that the subject of $250 spend for OCP be added to the agenda - added to 14. New Business

3. Approval of Agenda

MOTION R22/19
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for February 15, 2022, be approved as amended.

CARRIED

4. In Camera

MOTION R22/20
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in accordance with Section 90(1)(i) of the *Community Charter*

that Council may give consideration to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

5. **Minutes of Previous Meetings**

MOTION R22/21
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on February 1, 2022, be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 8, 2022, be adopted.

CARRIED

6. **Petitions and Delegations - None**

7. **Correspondence**

a) District of Stewart, Office of the Mayor, Jan 28, 2022, Re: BC Wildfires Petition - Letter of Support

b) UBCM, Rebecca Bishop, Feb 1, 2022, re: 2021/22 C2C Program - Payment Letter

MOTION R22/22
MOVED AND SECONDED

THAT the Village of Sayward seek future funding opportunities to allow for more C2C Forums with the K'omoks First Nation (KFN); and,

THAT where opportunity exists, The Village joins the Strathcona Regional District (SRD) with C2C Forums WHERE those forums are focused to meeting with KFN.

CARRIED

c) Sayward RCMP, Cpl. Chris McMillan, re: Sayward Policing Report for October 1, 2021-December 31, 2021

d) BC Epilepsy Society, Deirdre Syms, Interim Executive Director, Feb 4, 2022, re: Purple Day for Epilepsy Awareness - request for Proclamation from Mayor and Council designating March 26, 2022, as International Purple Day. Attached Draft Proclamation

MOTION R22/23
MOVED AND SECONDED

THAT the Village of Sayward accept and read the proclamation from BC Epilepsy Society and proclaim that March 26th annually be recognized as "Purple Day"; and,

THAT the Village through the newsletter, share that March 26th be recognized as Purple Day to increase the knowledge and understanding of epilepsy.

CARRIED

e) MIABC, Heidi Scribner, Administrator and Board Secretary Feb 8, 2022, re: Expressions of Interest to Serve on the MIABC's Board of Directors

8. **Council Reports - None**

9. **Reports of Committees - None**

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

11. **Unfinished Business - None**

12. **Staff Reports**

a) **Investing in Canada Infrastructure Grant Update**

MOTION R22/24
MOVED AND SECONDED

THAT staff submit an application for grant funding application for the Village of Sayward Stormwater Quality Infrastructure Improvements through the Investing in Canada Infrastructure Program –Environmental Quality; and

THAT Council supports the project and commits to its share of $464,880 of the project, a total that includes forecasted overrun contingencies of 15% for engineering and 25% for other costs.

CARRIED

b) **Regional Grant Opportunity - Emergency Operation Center**

MOTION R22/25
MOVED AND SECONDED

THAT as part of the Village of Sayward's ongoing work in relation to emergency radio communications, that an application for financial assistance under the Community Emergency Preparedness Fund 2022 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

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

CARRIED

c) **Regional Grant Opportunity – Emergency Support Services**

MOTION R22/26
MOVED AND SECONDED

THAT motion R21/280 be amended as follows:

THAT as part of the Village of Sayward's ongoing work in relation to emergency preparedness, that an application for financial assistance under the Community Emergency Preparedness Fund 2022 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

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

CARRIED

d) **Kelsey Centre Update**

MOTION R22/27
MOVED AND SECONDED

THAT Council receives this information as an update February 15, 2022.

CARRIED

e) **2021 COVID-19 Expenses**

MOTION R22/28
MOVED AND SECONDED

THAT a total of $19,730 be transferred from the COVID-19 Reserve fund to offset additional expenditures and lost revenues related to COVID-19 for the 2021 fiscal year.

CARRIED

f) **Co-op Community Spaces Grant**

MOTION R22/29
MOVED AND SECONDED

THAT Staff together with Sayward Futures Society submit an application for grant funding for the Kelsey Centre versus the community garden at the Village of Sayward through Sayward Futures Society for the Co-op Community Spaces Grant; and,

THAT the Climate Action Revenue Incentive Program reserve funds in whole or part be redirected to the community gardens project in light of deferral of the Solar Panel Project at the water treatment plant.

CARRIED

13. Bylaws

a) **Revenue Anticipation Bylaw No. 480, 2022**

MOTION R22/30
MOVED AND SECONDED

THAT Revenue Anticipation Bylaw No. 480, 2022 be given fourth and final reading.

CARRIED

14. New Business

MOTION R22/31
MOVED AND SECONDED

THAT Council approve $250.00 plus GST for final wording changes for the OCP as quoted by Urban Systems as a final step to the completion of the Draft Copy of the OCP.

CARRIED

15. Public Question Period - None

16. Adjournment

The meeting adjourned at 8:03 PM

_____

Mayor

_____

Corporate Officer

VILLAGE OF SAYWARD
MINUTES
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 22, 2022
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley
Councillor Norm Kirschner (Joined at 7:05)

Regrets: Councillor Wes Cragg

In Attendance: Lisa Clark, CFO
Jason Johnson, CAO
Melissa Coates, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:00 PM

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

3. **Approval of Agenda**

   MOTION C22/5
   MOVED AND SECONDED

   THAT the agenda for the Committee of the Whole Meeting of Council for February 22, 2022, be approved.

   CARRIED

4. **Minutes of Previous Meetings - None**

5. **Petitions and Delegations - None**

6. **Correspondence - None**

7. **Council Reports - None**

8. **Reports of Committees - None**

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

10. **Unfinished Business - None**

11. Staff Reports

a) Financial Plan 2022-2026 Version 3

MOTION C22/6
MOVED AND SECONDED

THAT the Committee of the Whole receive the Financial Plan 2022-2026 version 3 report for information and discussion.

CARRIED

12. Bylaws - None

13. New Business - None

14. Public Question Period - None

15. In-Camera

MOTION C22/7
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90(1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

16. Rise & Report

MOTION IC22/17
MOVED AND SECONDED

THAT the In Camera report titled Salaries/Wages & Benefits 2022 dated February 22, 2022 be made available to the public.

CARRIED

17. Adjournment

Meeting was Adjourned at 7:53 PM

_____

Mayor

_____

Corporate Officer

Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: **250.679-3238**
Fax: 250.679-3070
www.chasebc.ca

February 1, 2022

Via email: mel.arnold@parl.gc.ca

Mel Arnold, Member of Parliament
North Okanagan-Shuswap
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Mr. Arnold:

RE: BC Wildfires Petition-District of Lillooet

At their January 11, 2022 regular meeting, the Village of Chase Council considered correspondence from the District of Lillooet regarding the increasing risk and occurrences of wildfires, landslides and flooding in British Columbia.

In support of the 'Call to Action' petition and the District of Lillooet's motion, the following resolution was passed by Chase Council:

> ***"THAT the Village of Chase send a letter to our Member of Parliament, Mel Arnold and copy our Member of the Legislative Assembly, Todd Stone, the Minister of Forests, Lands, Natural Resources Operations and Rural Development, the Minister of Public Safety and Solicitor General, the Premier of British Columbia (with copies to the District of Lillooet and all UBCM member local governments) requesting that our Provincial and Federal Governments provide better forest management and wildfire protection practices in British Columbia by reviewing and assessing the current policies and guidelines and inviting feedback from a wide variety of stakeholders, with the sincere intent to make meaningful changes to the forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods."***

As we are all aware, the wildfires, landslides and floods that have ravaged so much of British Columbia over the past years will only continue to damage valuable forests, businesses, homes and take the lives of humans and animals, if no action is taken to lessen the effects of climate change in BC with particular attention to forest management and wildfire protection practices.

We respectfully request that you share this correspondence with the House of Commons, and that the Call to Action will be answered as quickly as possible.

Sincerely,
VILLAGE OF CHASE

Rod S. Crowe

Rod Crowe, Mayor

Cc: Todd Stone, MLA, Kamloops-South Thompson
District of Lillooet
All UBCM Member Local Governments

Lisa Clark

Subject: FW: Published story in Readers Digest.Our Canada Magazine
Attachments: Preview attachment OC220445-My Hometown.pdfOC220445-My Hometown.pdf141 KB.webloc

---------- Forwarded message ---------
From: **Darryl and Jackie Lyons**
Date: Wed, 16 Feb 2022 at 12:27
Subject: Published story in Readers Digest.Our Canada Magazine
To: <cao@saywardvillage.ca>, Village of Sayward <village@saywardvalley.ca>, Mark Baker <mark.baker@saywardvalley.ca>, <sue.poulsen@saywardvalley.ca>, <norm.kirschner@saywardvalley.ca>, <tom.tinsley@saywardvalley.ca>, <cfo@saywardvalley.ca>, Wes Cragg <wes.cragg@saywardvalley.ca>, Darryl and Jackie Lyons

Good day to all,
Please find below an attachment of a story I wrote back in the fall and just recently received notification that it will be published in the April /May issue of Reader's Digest-Our Canada Magazine.I am very proud of this and the article itself and of course the story behind it all.
I thought you all might be interested in reading it, also you may want to publish it on the Sayward village web site. You could also print it in the upcoming March monthly newsletter, I am sure it would fit on the center pages.I think it would be an interesting read for the locals and a little different for the newsletter. I have also written much poetry of around here and had them published in different magazines.
The story will also be published next month in the WFP magazine and was forwarded to their head office.
I will also be sending this to the Chief, Nicole Rempel of the Komok,s First Nations people.
Thanking you all in advance and I hope you enjoy the read.
I have gotten permission from the Editor-in Chief, Mr Gary George of the RD, to forward this story onward.
Regards,
Jackie Lyons
291 Ambleside Drive

MY HOMETOWN

On the Shores of Kelsey Bay

Where the good things in life are plentiful...and the Boom Boat Ballet captivates one and all!

by Jackie Lyons, *Sayward, B.C.*



PHOTOS: JANET GILMORE BAKER

My husband Darryl has been retired from Air Canada for over 30 years. We lived on a small Gulf Coast Island off the B.C. mainland for roughly 20 of those years, and then decided to move to the "Big Island," where we felt that Sayward would be perfect. A small village of about 350 people on the upper east coast of Vancouver Island, nestled in the mountains, Sayward is essentially a retirement village situated on the unceded territories of the K'omoks First Nation, the traditional keepers of this land.

We have resided here for nearly eight years now, and enjoy all the area has to offer. The most famous activity of all, which attracts visitors from around the world, is the annual Kusam Klimb, where participants take on a wild and rugged 23-kilometre loop that heads up and around the back of Mount H'Kusam, then downwards to the Stowe Creek watershed.

The wildlife roams freely throughout the village leaving us in awe of their beauty, remembering to be respectful of their wildness. Community events keep the locals in touch regularly—dinners, music, arts, picnics, fish fries, you name it! Hobby farms abound as do farmers' markets and artisans. A day will not go by where you want for something to do. Hiking, fishing whale-watching tours and more are moments away in Kelsey Bay. Or, you can just sit peacefully along the beach, taking in the shoreline and the skies above.

One of the most intriguing things to me is the Kelsey Bay "log sort." Situated on the water's edge, owned and operated by Western Forest Products, the log sort is where local workers do exactly that—sort the logs harvested from the surrounding areas and prepare them to be shipped.

When the loggers are done their jobs high in the mountains, the logs are loaded on to huge semis. From our village, you can watch the trucks make their way down the sheer cliff-sided roads, leaving plumes of dust in their wake. As they head into the Kelsey Bay land sort, they're met by a voice over a loudspeaker, "Inbound complete," a message that echoes down our valley far and wide.





Clockwise from above: The Kelsey Bay Boom Grounds with Johnstone Strait in the background; a wee Sidewinder at work; a huge Wagner 4WD Logstacker.

Humongous machinery, reminding children (of all ages) of those big yellow Tonka trucks so many have played with, can be seen at work at the log sort. Unloaders grasp the logs with open arms from the trucks and deposit them into piles. For me as I watch in awe, it all reminds me of a ballet. Driving, spinning, twirling, back and forth they go. Arms outstretched, as if dancing, and putting on a show. The children watching may see other amazing things in their imaginations, huge dragons and dinosaurs of old. More vehicles arrive and with crab-like arms they pick up piles of logs and place them near the water's edges in upright bundles, which are then coiled up tightly by a machine called the Bandit.

Witnessing the choreographed behemoths at work, you can't help but feel Lilliputian-like in comparison. Or possibly share the sentiments of forest gnomes watching with sadness as their homes are stripped and laid upon the ground.

The machines all hurry and scurry about as if continuing to dance, swaying to and fro to not step on each other's toes. Along the bay's edge, the booms are wrapped and made ready for a gentle nudge. Then off they go, splashing wildly into the bay below, causing huge waves that seem to go out to sea forever.

Within the bay, the booms sit harnessed together. Remaining logs are left to be put in place by the Sidewinder boats. Those tiny vessels are so fun to watch as they wobble from side to side but never tip over as they align all the booms in what the locals call the Boom Boat Ballet. Then along come the boom men to run atop, making sure all is secure. Pros at the job, I've yet to see one of them fall in.

Large tug boats await on moving day. One is positioned in front of the boom to pull, another at back to push. And thus they journey across the Straits to Vancouver, where the logs await their new buyer and final resting place. To me, the land sort is awe-inspiring, as are Kelsey Bay, our cozy village of Sayward and beautiful Sayward Valley embracing it all. ■

Sayward Volunteer Fire Department Annual Report

2021 has been a remarkable year for the Sayward Volunteer Fire Department (SVFD). The membership has stayed in the 14-15 person range regardless of what has been attempted to recruit new members. Due to Covid opinions and restrictions we lost two members.

The call volume was very high. A total of 11 fires were attended this year. Three chimney, two structure, five brush and one vehicle fire, a boat. The chimney fires were all minor. The first structure fire was a total loss, but the second structure was mostly saved. The boat fire was a total loss. No fire injuries or fatalities.

The first responder calls are proving to be challenging to our resources due to BCAS staffing issues. We are either waiting up to two hours for ambulances from either Campbell River or Port McNeill, or having to supply a driver due to only one Paramedic being available in Sayward. On the bright side we had eight EMA's available due to two new hires and six recertifications.

For the first time that I am aware of, the SVFD with the RCMP successfully completed two water rescues in the estuary, both due to people misjudging the tides.

The Strathcona Regional District (SRD) is pressing the Village of Sayward to change how the SVFD is operated. The membership has no interest in changing anything in the operation of the fire department. When viewing the statistics for the calls this year, as in other years, they reflect the operating ratio of the current contract of 60/40 % (SRD/Village) operating costs.

MAYOR'S REPORT

For: Mayor and Council
Prepared by: Mayor Mark Baker
Subject: **Support of Aquaculture-Salmon Farming**
Meeting date: March 1, 2022

BACKGROUND

Salmon Aquaculture in BC supports many jobs particularly for North Vancouver Island. With recent changes in policy both immediate and planned, North Vancouver Island Mayors are very concerned that these job losses will be devasting to the communities they serve. Further, local Mayors are also concerned about how these decisions can affect the livelihoods, communities, and rights of indigenous communities.

Mayors have been meeting to deal with the challenges surrounding aquaculture and action has now been planned to bring this issue to the forefront through council resolutions, and a 7-step program for awareness (as laid out in the discussion section of this document).

DISCUSSION

In a recent meeting with local Mayors and Naresh Raghubeer, managing Partner with Sandstone Group, Naresh is recommending that the following actions now take place in support of aquaculture and more specifically salmon farming. Naresh states that individual jurisdictions with separate letters and support are more powerful than a single letter with the support of 6-8 Mayors.

Actions recommended by Mr. Raghubeer are as follows:

1. Each Council/Municipality is encouraged to pass a Resolution in support of aquaculture, and specifically asking to that the resolution include a specific reference "requesting that the federal government renewal salmon farming licences for 10 years" to support jobs, economic development, and FN reconciliation. (Draft sent by Mr. Raghubeer is under recommendation)

2. Send a letter to the PM, Federal Ministers, BC Senators and BC MPs, and Provincial Ministers and MLA- saying we have adopted the following resolution {copy attached) - week of Feb 21

3. Send copy of resolution to local media and provincial media to make them aware - week of Feb 21. See link below.

https://dir.gov.bc.ca/gtds.cgi?show=Branch&organizationCode=LASS&organizationalUnitCode=LEG_PRESS

4. Meet with local media to explain why letter / resolution was passed - week of Feb 21

5. Meet with local/BC MPs and Ministers from all parties to explain the impact of salmon farming in your community and ask / urge them to renew licences for at least 10 years to ensure confidence in current and future investments, jobs creation, protection rights of FN, and etc - Week of Feb 21 {this is a break week and MPs are back in their constituencies]

6. Meeting in Victoria (various Ministers, Premier's Office, and MLAs) - last week of Feb 21/Feb 28 - specific ask - explain the impact of salmon farming in your community and ask / urge them to renew licences for at least 10 years to ensure confidence in current and future investments, jobs creation, protection rights of FN, etc.

7. Meetings in Ottawa (various Ministers and MPs and media) - week of Feb 28 - specific ask - explain the impact of salmon farming in your community and ask / urge them to renew licences for at least 10 years to ensure confidence in current and future investments, jobs creation, protection rights of FN, and etc. Week of March 21st.

RECOMMENDATION

WHERE AS salmon farming is an important part of the local economy British Columbia sustaining over 7000 jobs and supporting thousands of families;

WHERE AS local companies depend on work from the aquaculture sector;

WHERE AS the salmon farming industry is transitioning and adopting new technologies and procures in aquaculture;

WHERE AS the rights of indigenous communities and peoples are bolstered by salmon farming; and

WHERE any action to reduce salmon farming harms the rights of indigenous communities and peoples' rights;

We the council of 4 are very concerned about the significant jobs losses and violation of the rights of indigenous peoples as a result of the decision by the government of Canada in relation Discovery Island in 2020,We (a) call on the Government of British Columbia to take actions to protect local jobs in [community] and defend local indigenous rights in keeping with UNDRIP; (b) strongly urge the Government of Canada to renew salmon farming licences for at least 10 years to ensure that this industry and our community not suffer any further job losses and so that the rights of indigenous peoples and communities are respected; and no further harm comes to these rights; and (c) encourage both the government of British Columbia and the Government of Canada to take concrete and clear steps to

support the growth of the salmon farming industry in British Columbia by encouraging increased foreign direct investments and supporting the adoption of new technologies and practices.

_____

Mayor Mark Baker

STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson
Subject: **Proposed Policy- Council Social Media Policy #100-XXX for Receipt**
Meeting date: March 1, 2022

BACKGROUND

Almost of municipalities have policy in place to help Mayor and Council navigate the many aspects of social media. The Village of Sayward recognizes that the principles of open government and transparency rely on the engagement of constituents, including through the use of social media. The Village further recognizes that City Council members may wish to use social media to engage their constituents on matters relating to the Village or issues affecting the community-at-large.

New Policy 100-XXX Council Social Media Policy to be submitted to council for discussion and review.

DISCUSSION

The purpose of the Council Social Media Policy #100-XXX is:

1. To provide Council a framework for use of social media following the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment, and by adhering to relevant policies and legislation. This policy is not intended to discourage or unduly limit personal expression or online activities.

2. To help council understand the risks of social media use

3. To assist council in understanding the related policy and legislation around social media use

RECOMMENDATIONS

THAT Council Social Media Policy #100-XXX staff report be received for information, discussion, and consideration.

Jason Johnson
CAO

Attachments:

- ***Policy 100-XXX – Council Social Media Policy***

	Village of Sayward	
	Title: Council Social Media Policy	**Policy # 100-XX**
	Category: Administration and General Government	

1.0 POLICY STATEMENT

The Village of Sayward recognizes that the principles of open government and transparency rely on the engagement of constituents, including through the use of social media. The Village further recognizes that City Council members may wish to use social media to engage their constituents on matters relating to the Village or issues affecting the community-at-large.

2.0 PURPOSE

To provide Council a framework for use of social media following the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment, and by adhering to relevant policies and legislation. This policy is not intended to discourage or unduly limit personal expression or online activities.

3.0 SCOPE

This Policy applies to all members of Sayward Village Council.

4.0 POLICY

Definitions

Personal capacity refers to online identity, use, and posting as an individual or citizen, not necessarily in Council role with the Village of Sayward.

Personal information means information about an identifiable individual, including, but not limited to name; personal email address; username if it includes the individual's name, a portion of their name, or is a pseudonym that is attributable to an identifiable individual by using other readily available information; contact information; home address; appearance and image; educational and employment history; and personal opinions.

Post means any online content, including comments, links, documents, and images, which may include photographs, graphics, videos, and emoticons.

Professional capacity refers to online identity, use, or posting under a Council role with the Village of Sayward and as a representative of the Village

Social Media or Social Networking Sites (SNS) refers to the use of third-party hosted, web-based, and mobile technologies that allow the creation and exchange of user generated content to share opinions,

information, promote discussion and build relationships. These include, but are not limited to, blogging, digital applications (apps), document sharing, forums and discussion boards, photo sharing, social networking, and video sharing.

Social Media User means the people who use, view, and/or post comments or questions on social media sites.

Social Media Profile or ID refers to the username, profile name, ID or other title or name used by users to identify themselves on social media networking sites.

Terms of Service means rules which one must agree to abide by in order to use a service, such as a social networking site or service.

5.0 USE OF SOCIAL MEDIA

(a) The conduct of Village Council members engaging in social media discussions will be consistent with their obligations as an elected official, including any relevant legislation and Village policies.

(b) Village Council members are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media.

(c) Social media profiles representing members of Village Council do not act as official information or representation of the Village of Sayward. The Village's official social media accounts are managed by the Village Administration under the direction of the Chief Administrative Officer.

(d) Village Council members may use their social media profiles as a secondary information source once information has been officially released by the Village.

(e) If Village Council members publish content online relevant to Council business, they will use the following disclaimer: "All opinions and posts are my own and do not necessarily represent the opinions, views, or strategies of the Village's administration or other council members".

(f) All Village-related information posted to personal or elected official profiles will direct users to the Village's website or social media accounts for official information, where available.

(g) In commenting on matters pertaining to Village business, Village Council members must be particularly aware of their commentary surrounding issues currently before them in Council so as not to prejudice the public process.

(h) If Council members choose to create a politician/elected official social media profile or account, this role will be indicated in the username or profile description.
(i) Council Members may use Village logos or trademarks only if given the authority to do so. The Village of Sayward's name will not be used in any screen name or social media ID or profile name other than the official Village social media accounts and profiles.

(j) Council members will familiarize themselves with the 'Understanding Risks of Social Media Use' guidelines as provided in Appendix A.

6.0 RELATED POLICIES AND LEGISLATION

(a) BC Human Rights Code
(b) BC Freedom of Information and Protection of Privacy Act and Regulations
(c) Council Code of Conduct, BYLAW 442
(d) Respectful Workplace Policy 200-03
(f) Local Elections Campaign Financing Act

7.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

Signed by:

Mayor:	CAO:
Date:	Date:

APPENDIX A
Understanding Risks of Social Media Use

- Council members are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media. Council members are advised to be mindful that what they publish will be public for a long time and they should protect the privacy of Council members and Staff and take care to understand the Terms of Service for the social media sites they use.

- Council members are advised to be aware of their association with the Village in online social networks and should be aware that the public may still associate them with their professional role with the Village, even while posting in their personal capacity or on a personal social media profile.

- Council members should be aware that when using social media/networking sites online, there is no expectation of privacy and therefore should conduct themselves in such a manner. Anything posted online should also be deemed appropriate for public distribution via traditional media or otherwise, and content can exist online in perpetuity or in individual computers even if the original post is removed or edited.

- Council members have a legal duty to act in the best interests of the municipality and should always be alert to the fact that their comments and opinions might be used as evidence against themselves or the Village in legal proceedings. The legal risk is amplified in the case of social media, where an off-hand comment or opinion instantly becomes part of the permanent public record, and available for use against the local government.

- Council members should be aware that the Village retains ownership of all computer systems and data given to them to perform work as a Village representative. Social media usage on the Village's network, computers or electronic devices is neither private nor confidential and may be monitored or recorded without any further notice.

- The Village, through resolution of Council, reserves the right, at any time and without any further notice, to revoke, limit or alter a user's rights to access the internet, including the use of social media, on Village computers or electronic devices.

- Council members are accountable for on- and off-duty conduct on social media sites including any communication which exposes or creates legal or other liability for the Village. Council members may be individually liable if they act contrary to advice and engage in the disclosure of personal, confidential, or privileged information or advice.

STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson
Subject: **Amended Respectful Workplace Policy #200-03 for Receipt**
Meeting date: March 1, 2022

BACKGROUND

Ann McDonald submitted a staff report June 2021 for the creation of the Respectful Workplace Policy 200-03.

Revisions and updates to Policy 200-03 Respectful Workplace Policy to be submitted to council for discussion and review.

DISCUSSION

The Village of Sayward is responsible for providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, contractors, suppliers, and visitors act and treated with respect and dignity. The application of the Village's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

The purpose of the attached Respectful Workplace Policy #200-03 policy is:

1. to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
2. to provide procedures for handling and resolving complaints.

The current policy has been amended to:

- include Mayor, Council, elected officials, contractors, all volunteers, suppliers, and visitors
- expand areas where business takes place (Village premises, work assignments outside premises, conferences, training, work related travel and functions)
- expands coverage past bullying and general harassment and gives examples of each
- expands responsibility adding all people in the workplace and investigators

- expand and define confidentiality and adds repercussions to breach of confidentiality
- add a section on the filing of malicious reports
- add an informal resolution process
- add clarity and set timelines for investigation process
- streamline complaint, investigation and resolution process and includes flow chart
- add a grievance and appeal process

WorkSafeBC works to keep British Columbians free of workplace injury and harm, including bullying and harassment, which is identified by WorkSafeBC as an occupational health and safety issue. Unchecked, disrespectful workplaces can negatively affect the mental and physical health of employees, and this amended policy adds further clarity to the process and provides a framework for people to report and to investigate a Respectful Workplace complaint.

Under WorkSafeBC Occupational Health and Safety policies in place, all BC employers have a duty to stop and prevent disrespectful behavior in the workplace. The attached Respectful Workplace Policy 200-03 meets the standards of the WorkSafeBC best practices.

Once amendments are approved by Council, Policy 200-03 will apply to elected officials, employees, management as well as to those with whom the Village conducts business and at all sites where business activities are undertaken for the Village of Sayward. The policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.

RECOMMENDATIONS

THAT the Respectful Workplace Policy #200-03 staff report be received for information and discussion and consideration.

_____

Jason Johnson
CAO

Attachments:

- ***Policy 200-03 - Respectful Workplace Policy***

	Village of Sayward	
	Title: Respectful Workplace Policy	Policy # 200-03 WIP
	Category: Personnel	

1.0 POLICY STATEMENT

The Village of Sayward is committed to providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, suppliers, and visitors act and are treated with respect and dignity. The application of the Village's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

~~welcomes diversity and is committed to fostering a bullying-free and harassment-free workplace where all employees are treated with respect and dignity. Bullying and harassment at the Village is not acceptable and will not be tolerated. All incidents must be reported and investigated immediately. Employees who are found to have bullied or harassed another individual covered by this policy may be subject to disciplinary action up to and including dismissal. This includes any employee who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.~~

2.0 PURPOSE

The purpose of this policy is:

- to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
- to provide procedures for handling and resolving complaints.

~~To establish a clear anti-bullying and harassment policy and processes for reporting and investigating incidents of harassment and bullying in the workplace. This will assist in supporting a work environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to report harassment and bullying, should it arise, in the knowledge that their concerns will be addressed appropriately and fairly.~~

3.0 SCOPE

This policy applies to all employees, elected officials, management, as well as to those who the Village conducts business and at all sites where business activities are undertaken for the Village. It applies to all situations where activities are connected to work with the Village and could impact employment during and outside of regular business hours, at and away from the workplace and virtual meetings. This includes:

- activities on Village premises;
- work assignments outside Village premises;
- work-related conferences, training sessions and seminars;
- work-related travel;
- work-related social functions that are sponsored or organized by the Village.

This policy is not intended to constrain normal social interactions.

~~**2.1 Application:** This policy applies to all current employees of the Village and the Village of Sayward Volunteer Fire Department, including all full-time, part-time, casual, volunteer, contract, permanent and temporary employees.~~

~~This policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.~~

4.0 AUTHORITY TO ACT

This policy is developed in accordance with Sections 115, 116 and 117 of the Workers Compensation Act which sets out the general duties of employers, workers, and supervisors respectively, and Guideline G-D#-115(1)-3 Bullying and Harassment, of the *Workers Compensation Act*.

Members of the public, visitors to the Village facilities, or individuals conducting business with the Village are expected to adhere to this policy. This includes refraining from inappropriate behavior towards employees, elected officials, and persons acting on behalf of the Village of Sayward. If inappropriate behavior occurs, the Village will take appropriate action to ensure a respectful workplace. This could include barring the person from facilities or discontinuing business with contractors or suppliers.

5.0 POLICY

The responsibility for creating and maintaining a positive workplace rests with all persons sharing our workplace including all employees and elected officials. Bullying and harassment is not acceptable or tolerated in the workplace. The intent is also to promote public trust and confidence in Council, Village staff and the community.

All those subject to this policy share a vision of a safe, healthy, and rewarding work environment that is characterized by professionalism, collegiality, and cooperation.

We will foster a work environment that values and respects people's dignity, ideas, and beliefs. This policy prohibits conduct defined below as either discriminatory harassment or personal harassment, including discrimination or harassment prohibited by the Human Rights Code.

We will not tolerate behaviour which may undermine the respect, dignity, self-esteem, or productivity of any employee. Conduct contrary to this policy may result in disciplinary action, up to and including termination of employment. Complaints under the policy will be addressed in an impartial, timely and confidential manner.

Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy. For Council, see also Council Code of Conduct Bylaw.

This policy is not to be interpreted, administered, or applied in any way to detract from the rights and obligation of those in supervisory roles to manage and discipline employees. All complaints of harassment will be given due consideration and properly investigated.

There will be no retaliation or reprisals against anyone who in good faith reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern.

5.1 DEFINITIONS

The B.C Human Rights Code (the "Code") prohibits discrimination including harassment on the basis of prohibited ground as outlined in Section 13. The prohibited grounds include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary offence that is unrelated to the employment or the intended employment of that person.

Discrimination means act or instance of making an unfair or differential treatment or consideration of an individual or group, whether intentional or unintentional.

*Harassment is defined as o*ne or a series of incidents of objectionable conduct, comment, or act of tormenting by continued persistent attacks and criticism towards a group or individual. Harassment on prohibited grounds includes sexual harassment and personal harassment. In line with this policy, harassment also means any form of retaliation undertaken as a result of an individual having invoked, or in any way been involved with a complaint lodged pursuant to this policy where:

- such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- submission to such conduct is made either implicitly or explicitly a condition of employment;
- submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to matters of promotion, increases in salary, job security or benefits affecting the employee; or
- such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment means the making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, which may have detrimental effect on the work environment or lead to adverse job-related consequences for the victim of the harassment.

Sexual harassment may include but is not limited to:

- displaying inappropriate sexual images or posters in the workplace;
- sexual advances with actual or implied work related consequences;
- inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person;
- making inappropriate sexual gestures;
- sharing sexually inappropriate images or videos, such as pornography, with co-workers;
- sending suggestive letters, notes, or e-mails;
- telling lewd jokes, or sharing sexual anecdotes;
- staring in a sexually suggestive or offensive manner, or whistling;
- making sexual comments about appearance, clothing, or body parts;

- asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
- making offensive comments about someone's sexual orientation or gender identity.

Personal Harassment means a disruptive, work-related objectionable conduct towards a specific person which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment which threatens dignity, respect, and job performance. Personal harassment may include but is not limited to:

- bullying;
- threats;
- coercion;
- malicious or intimidating gestures or actions;
- verbal assault or ostracizing;
- taunting;
- threatened or actual physical assault;
- humiliation, insults, rudeness;
- gossip;
- Slander.

It is not disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- express opinions freely and courteously;
- respectfully engage in honest differences of opinion.

Bullying consists of treating abusively and affecting by means of force or coercion that could hurt or isolate a person in the workplace. Bullying can involve the use of negative physical contact or the use of superior strength or influence to intimidate someone, typically to force them to do something. It usually presents a pattern of behaviour that is intended to offend, degrade, or humiliate a person or group of people which has been described as the assertion of power through aggression.

Disrespectful Conduct means conduct or comment that is objectionable or unprofessional and serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or disrespectful work environment. Such conduct, which may be physical or psychological in nature, is prohibited by this policy and by the Code if it is based on one of the prohibited grounds.

Improper Activity or Behaviour includes:

- the attempted or actual exercise by a person towards another person of any physical force so as to cause injury and includes any threatening statement or behaviour which gives the person reasonable cause to believe he or she is at risk of injury; and
- horseplay, unwelcome practical jokes, unnecessary running or jumping or similar conduct.

Elected Official means those individuals elected to Council and includes the Mayor and Councillors of the Village of Sayward. See also Council Code of Conduct Bylaw.

Complainant means an individual who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint.

Respondent means an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegation(s) made in the complaint.

Manager means the Division head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator means the person assigned to investigate the complaint. The Investigator may be the CAO, Mayor or, or at the Mayor's or Councils discretion, an external third party.

Internal Investigator means an individual within the organization assigned or designated to investigate an incident.

External Investigator means an individual from outside the organization contracted to investigate an incident.

Mediation means a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Policy means the Respectful Workplace Policy.

Target means the person(s) who is the focus of bullying and harassment

Worker means a worker as defined under the *Workers Compensation Act* and includes a supervisor or other representative of the employer.

Workplace includes:

- Village offices, buildings, facilities, vehicles or worksites;
- locations visited by employees while traveling on City related business including conferences, meetings, vendor/supplier or costumer sites;
- internet communications;

- locations of work-related social gatherings or any other locations where the prohibited conduct may have a subsequent impact on the work relationship.

~~**2.2 Responsibility:**~~

~~The Village of Sayward is responsible for providing all employees a bullying-free and harassment-free workplace.~~

~~The CAO is responsible for:~~

- ~~Communicating this policy to all employees;~~
- ~~ensuring that this policy is applied in a timely, consistent and confidential manner;~~
- ~~the administration of this policy; and~~
- ~~not engaging in the bullying or harassment of Village employees.~~

~~Supervisors are responsible for:~~

- ~~familiarizing themselves with this policy;~~
- ~~fostering a bullying and harassment-free work environment and setting an example about appropriate workplace behaviour;~~
- ~~dealing with bullying and harassment situations immediately upon becoming aware of them, regardless of whether a complaint has been made;~~
- ~~not engaging in the bullying or harassment of Village employees; and~~
- ~~cooperating with an investigation and respecting the confidentiality related to any investigation process.~~

~~Employees are responsible for:~~

- ~~familiarizing themselves with this policy;~~
- ~~treating all other employees with respect in the workplace;~~
- ~~not engaging in the bullying and harassment of other Village employees;~~
- ~~reporting any bulling and harassment observed or experienced in the workplace; and~~
- ~~cooperating with an investigation and respecting the confidentiality related to any investigation process.~~

5.2 ROLES AND RESPONSIBILITIES

Mayor and Council Members are expected to:

- proactively maintain a workplace free from discrimination and personal harassment;
- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- exemplify respectful speech and behavior.

All Employees are expected to:

- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;

- speak out against unacceptable behaviours in the workplace in a skillful and sensitive manner;
- be knowledgeable of, and abide by, Policy Guidelines D3-116-1, (Workers Duties) of the *Workers Compensation Act*;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- attend scheduled training sessions designed to familiarize them with the policy.

Managers and Supervisors are expected to:

- ensure the principles of the Policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- model inclusive and professional behaviour and not participate in discriminatory or harassing behaviour;
- communicate and support this Policy by ensuring all workers under their supervision are provided with a copy of the Policy including knowledge of their rights and responsibilities;
- participate actively and take necessary action in the resolution and investigation of complaints and implement required remedial action;
- report incidents of harassment;
- be knowledgeable of, and abide by Sections 115 (1)(a), 115 (2)(e) and Policy Guidelines D3-115-2 and D3-117-2 (Supervisors Duties), of the *Workers Compensation Act*;

The Investigator is expected to:

- review investigation reports to determine the outcome of complaints;
- inform complainants and respondents, in writing, of the outcomes of investigations;
- impose discipline or take other action, such as providing education, to improve employees' understanding of respectful workplaces;
- ensure this Policy and related procedures are reviewed annually.

5.3 GUIDELINES

Each employee of the Village is responsible for conducting herself/himself within the spirit and intent of this policy as well as contributing towards a safe, welcoming, and inclusive work environment free from discrimination, sexual harassment, personal harassment and bullying.

5.4 CONFIDENTIALITY

All persons involved in a complaint under this policy shall ensure the matter is kept confidential in accordance with the Freedom of Information and Protection of Privacy legislation.
Any unwarranted breach of confidentiality may result in disciplinary action against those responsible.
The release of information will only be on a need-to-know basis during the investigation after due consultation with the Investigator.

5.5 MALICIOUS REPORTS

An investigation may determine that a complaint is not supported and that there is no breach of this policy. Such a finding does not necessarily mean that the complaint was malicious.

Malicious complaints are those where the complainant or others know there is no foundation to the complaint and where the complaint is filed for the purpose of bringing an adverse consequence to the respondent or another employee of the Village. Such complaints are a breach of this policy and any employee engaged in presentation or filing of such a complaint may be subject to discipline, up to and including dismissal.

Decisions made under this process are considered final. A decision made under this process does not affect the rights of an individual to seek recourse through other applicable means, or through the BC Human Rights Tribunal.

5.6 PROCEDURES

These procedures provide guidance and direction in responding to, and resolving, allegations/complaints under the Respectful Workplace Policy.

Objectives

The objectives of the procedures are as follows:

- Provide direction to all staff and elected officials in the implementation of the Respectful Workplace Policy.
- Provide a consistent time sensitive process that is efficient and fair in resolving complaints/allegations in relation to respectful workplace issues.
- Ensure that complaints are dealt with objectively and confidentially.

Complaint Handling

The flow diagram in Appendix A summarizes both the formal and informal approach to complaint resolution. Where appropriate, employees or elected officials involved in a complaint are encouraged to utilize the informal resolution process.

Step 1: Informal Complaint Resolution

Before a formal process becomes necessary, an employee or elected official who believes that he/she has been subject to discrimination, harassment or bullying is encouraged to:

- If comfortable, bring the matter to the attention of the individual responsible and advise them that the conduct is unwelcome and ask that the conduct cease. They may also consider seeking

assistance from their supervisor/manager. In the case of elected officials, seek assistance from the Mayor or in the absence of the Mayor, the Acting Mayor.

- If the conduct persists, or if the individual does not feel comfortable dealing with the person responsible for the conduct, the individual should submit their concern in writing to either their Manager or CAO and in case of elected officials, Mayor or designate who will review with the individual the options for resolution.
- The CAO or Mayor/Acting Mayor will meet with the parties (either separately or together) and attempt to mediate a resolution that is acceptable to both parties. If a solution is reached, the complaint will be deemed resolved.

Step 2: Formal Complaint

Should the employee/elected official feel the informal complaint resolution process was unsuccessful or not possible, the employee/elected official may proceed with filing a formal complaint. This should be done within ten (10) calendar days from the date of incident or date resolution was attempted.

The Respectful Workplace Complaint Form (Appendix B) should be forwarded to individual(s) designated for the management of formal complaints as follows:

- CAO for all complaints involving individuals of the level of Managers and below except for those employees;
- The Mayor/Acting Mayor for all complaints involving the CAO.

An external investigator will be appointed by the CAO for all complaints involving a staff member and/or member of the public with respect allegations against a member of Council (including the Mayor). When the allegation is made by a member of Council against another member of Council (including the Mayor), see Council Code of Conduct Bylaw.

The identity of the complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in disrespectful behaviour (the Respondent). The respondent shall be provided an opportunity to explain his/her behaviour and to have such explanations properly considered.

Upon receipt of the Harassment Complaint Form, the CAO or designated individual will review the complaint and have the discretion to either conduct an investigation, appoint a neutral third party to investigate within fifteen (15) calendar days or dismiss the complaint if it would not constitute a violation of this policy or the Human Rights Code.

If the complaint is dismissed, the CAO or designated individual will inform the complainant of the reasons in writing.

If an investigation is to be conducted, the procedures are outlined below under the section Investigative Process. Time limits provided in the Code prevail where an individual wishes to file a formal complaint with the BC Human Rights Tribunal.

Additional Points

Though a full record of events is not required to file a complaint, it will assist in establishing a case and helping you remember details as time passes.

Colleagues and witnesses are encouraged to bring incidents of harassment, bullying or discrimination that they observe to the attention of the CAO. However, no investigation under the Respectful Workplace Policy will occur without the receipt of a written complaint from the employee allegedly being affected, or an employee who witnessed the harassment.

Employees and elected officials have other options of filing a complaint of harassment, bullying or discrimination with the BC Human Rights Tribunal and the police, if circumstances warrant it.

Investigative Process

Most investigations will be conducted internally. Depending on the situation, the CAO or designate will conduct the investigation. In complex or sensitive situations, an external investigator will be appointed by the CAO or designate.

If the complaint is made against the Mayor or a Council Member, the parties involved will be provided notification from the CAO or designate, information about the nature of the complaint at a closed meeting. The Chief Administrative Officer (CAO) will appoint an external investigator to investigate the complaint. The external investigator shall be directed to make findings of fact and conclusion as to whether the facts constitute harassment. The Mayor will receive the report and make any decisions and direct as appropriate.

a. The CAO may assign investigators to the case. The investigators are to act as fact finder and will not be responsible for determining if there is a breach of the policy or any outcomes of the investigation. These investigators will be appropriately trained.

b. The investigation will be conducted as quickly as possible. The complainant will be contacted by an investigator within two working days of the complaint being accepted for investigation.

c. The respondent will be provided with the complainant's name and information on the particulars of the complaint and offered an opportunity to respond.

d. The complainant, the respondent, and any individuals who may be able to provide relevant information will be interviewed individually and their responses summarized on the Respectful Workplace Investigation Form (Appendix C). Each party has the right to be accompanied by, or represented by, a person of choice.

e. When the investigation is complete for employees or Mayor, the investigators will file a report with the CAO or Mayor (in case of elected officials) which will summarize the allegations, responses and finding. The report will not contain a recommendation on findings.

f. The CAO or Mayor may find one, the other, or both parties in contravention of this policy. Determining culpability and discipline will be the sole responsibility of the CAO or Mayor (in case of elected official). In the case of an allegation against the Mayor and/or one or more additional members of the Council, the balance of Council where a quorum exists will be the decision makers. If quorum is not maintained, then assistance from the Province will be sought to deal with the situation. CAO or Mayor (in case of elected official) will inform both the complainant and respondent in writing

(Respectful Workplace Complaint Resolution Form - Appendix D) of the decision. CAO will meet with the respondent, his or her Manager and any other parties deemed relevant to the proceedings to discuss the findings of the investigator's report, to review the policy, and to outline the actions to be taken to remedy the situation. The respondent will be invited to involve a support person.

g. The CAO will consider remedy or discipline options including but not limited to: individual or group education, job site or position transfer, training, mediation counselling, no contact for a period of time, temporary or permanent changes to reporting structures or work assignments, and discipline up to and including termination of appointment.

h. The approved decision by the CAO (and Mayor for elected officials) is considered final.

5.7 GRIEVANCE/APPEAL PROCESS

If a complaint or respondent is not satisfied with the final decision in respect to the complaint, the following avenue may be considered:

WorkSafe BC's role is to ensure that the employer in question has adequate policies and procedures in place to address bullying and harassment, and that the employer conducts investigations into bullying and harassment complaints. WorkSafe BC's role is not to resolve or mediate any specific disputes or conflicts.

5.8 DOCUMENTATION

a. the CAO, in case of elected officials, the office of the Mayor, will maintain all documentation pertaining to the complaint in a confidential manner.

b. When the allegations are not proven and there is no disciplinary action, there shall be no records of the complaint placed in the personnel files of the complainant, the witnesses or the respondent.

c. Where a complaint is substantiated, the incident will be recorded in the respondent's file.

5.9 TRAINING

Training for all staff and elected officials should include the following:

a. How to recognize bullying, harassment and discrimination;

b. How staff who experience or witness bullying and harassment should respond;

c. Procedures for reporting and how the employer follows up with incidents and complaints;
d. Documentation/forms review.

Training will occur as required and should be included at orientation.

5.10 ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired through the employee orientation process.

3.0 DEFINITIONS

3.1 Bullying and Harassment

1. Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated; but
2. Excludes any reasonable action by an employer or supervisor relating to the management and direction of employees or the place of employment.
3. Bulling and harassing behaviour *can include*:
    - verbal aggression, insults or threats
    - spreading malicious rumours
    - calling someone derogatory names
    - vandalizing personal belongings
    - isolation and/or exclusion from work-related activities

Bullying and harassment can also take the form of discrimination on the grounds of personal characteristics protected under the BC Human Rights Code:

- Age
- Ancestry
- Colour
- Criminal Conviction
- Sexual Orientation
- Race
- Political Belief
- Marital Status
- Physical or Mental Disability
- Religion
- Sex
- Place of Origin
- Gender Identity
- Gender Expression
- Family Status

These examples and lists are not exhaustive.

3.2 Sexual Harassment

Includes:

- Offensive or humiliating behaviour that is related to a person's sex;
- Behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment; or
- Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

3.3 For clarity, bullying and harassing behaviour does not include:

- Expressing differences in opinion
- Offering constructive feedback, guidance or advice about work-related behaviour
- Reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment (e.g. managing an employee's performance, taking reasonable disciplinary actions, and assigning work)

4.0 PROCEDURES

4.1 Reporting Procedures

How to Report: Employees at the Village can report incidents or complaints of workplace bulling and harassment verbally or in writing. When submitting a written complaint, please use the complaint form (Schedule A) attached to this policy. When reporting verbally, the reporting contact, along with the complainant, will fill out the attached complaint form.

When to Report: Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incidents to be investigated and addressed promptly.

Reporting Contact: Report any incidents or complaints to the CAO or, in his/her absence, the Mayor. In the event the incident or complaint pertains to the CAO, the report should be made to a member of Council who in turn, shall bring the matter forward to an in-camera meeting for a council decision on next steps.

What to Include in a Report: Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails or other social media evidence, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

4.2 Investigation Procedures

The process for investigating incidents and complaints of workplace bullying and harassment will be:

- undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- sensitive to the interests of all parties involved;
- confidential;
- focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
- incorporate, where appropriate, any need or request for assistance from the complainant or respondent for assistance during the investigation process.

Investigator Selection: Most investigations at the Village of Sayward will be conducted internally by the CAO. An external consultant may be hired in some cases (e.g. complex or sensitive situations). An employee from the Health and Safety committee may also be involved.

Incident Review: The investigator will review the completed Complaint Form and interview the person who made the complaint, the person the complaint was made against, and any witnesses that have been identified. All people who are interviewed have the right to review their statement, as recorded by the investigator, to ensure its accuracy. The incident review will be documented on the investigation form (Schedule B) attached.

Incident Report: The investigator will prepare a report that will include:

- A description of the allegations;
- The response of the person against whom the complaint was made
- A summary of information learned from witnesses (if applicable); and
- A decision about whether bullying or harassment occurred.

Both parties to the complaint will be given a copy of the report.

~~**Substantiated Complaint:** If a bullying or harassment complaint is substantiated, the CAO will decide what action is appropriate, including discipline. Corrective action for the employee found to have engaged in harassment may include: reprimand, suspension, transfer, demotion, or dismissal. Both parties to the complaint will be advised of the investigation findings.~~

~~**4.3 Privacy and Confidentiality**~~

~~All parties to a bullying or harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a complaint to those that need to know.~~

~~**4.4 Follow-up**~~

~~Following an investigation, the CAO will review and revise workplace procedures to reduce the likelihood of any future bullying and harassment incidents in the workplace. Appropriate corrective action will be taken within a reasonable timeframe. If considered appropriate, workers may be referred to an employee assistance program.~~

~~**5.0 REFERENCES /POLICY INTEGRATION**~~

- ~~*BC Human Rights Code*~~
- ~~*BC Workers Compensation Act*~~
- ~~WorkSafeBC (2013) *A Handbook on Preventing and Addressing Workplace Bullying and Harassment.*~~

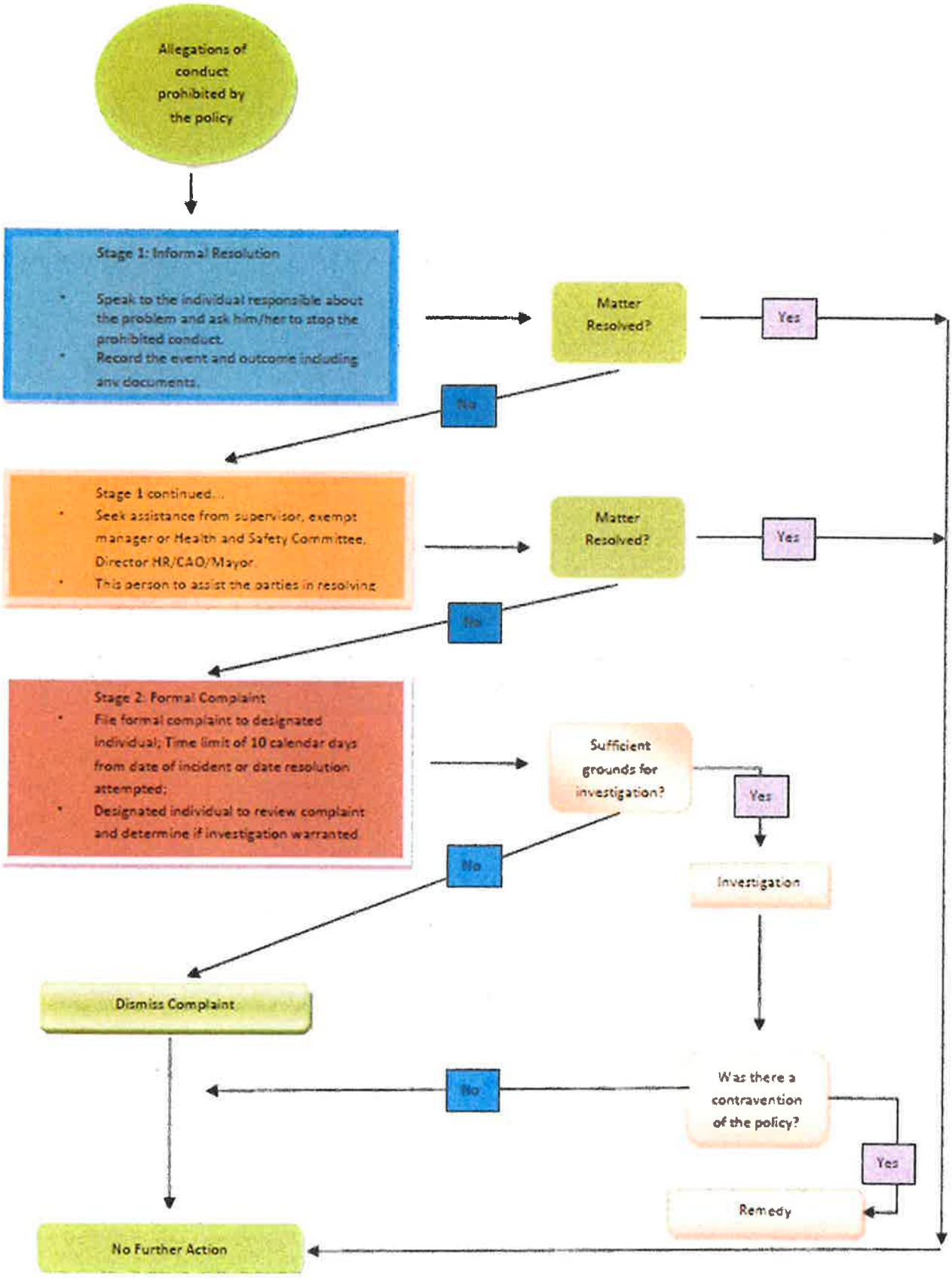
6.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO: R21/172**	**DATE:** June 15, 2021
REVISED BY: CAO	**APPROVED BY:** Mayor & Council		

Signed by:

Mayor	CAO:
Date:	Date:

Appendix A – Flow Diagram



Appendix B – Respectful Workplace ~~Bullying and Harassment~~ Complaint Form

RESPECTFUL WORKPLACE ~~BULLYING AND HARASSMENT~~ COMPLAINT FORM	
COMPLAINANT INFORMATION	
Name:	Position:
Dept:	Date:
RESPONDENT INFORMATION (Alleged Bully or Bully)	
Name(s):	Position:
Dept:	Date:
PERSONAL STATEMENT/COMPLAINT	
Please provide details of the bullying or harassment incident(s), including:	
-Names of all parties involved	*-Details about the incident(s) – behaviour and words used*
-Any witnesses to the incident(s)	
-Location, date and time of the incident(s)	*-All other relevant information*
Attach any supporting documents, such as emails or other social media evidence, notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.	
(OR attach additional pages with the above information included)	
Signature:	Date:
Received by:	Date:

Appendix C – Respectful Workplace ~~Bullying and Harassment~~ Investigation Form

RESPECTFUL WORKPLACE ~~BULLYING AND HARASSMENT~~ INVESTIGATION FORM (COMPLETED BY THE INVESTIGATOR) **(Or attach additional pages with the following information included)**	
INVESTIGATOR INFORMATION	
Name:	Position:
Dept:	Date:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence, etc.)	
INTERVIEWS	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
OUTCOMES	
Based on the investigation, did workplace bullying or harassment occur? (Y/N)	
Reasons for this conclusion:	
	Date

Appendix D - Respectful Workplace Investigation Resolution Form

RESPECTFUL WORKPLACE COMPLAINT RESOLUTION

Date: _____

Complainant Information

Name:

Department:

Date reported:

Nature of Complaint

Respondent Information

Name:

Department:

Other

Complaint received by:

Date received:

Investigators:

Complaint Resolution:

_____ _____

Name Title

_____

Signature

_____

Date of notification to both parties

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Grant Writing Services /dedicated funding in the FP**
Meeting date: February 15, 2022

BACKGROUND

The Village of Sayward has a small administrative team charged with many of the same responsibilities and functions of much larger centres the benefit from dedicated teams for each respective department.

Historically, The Village of Sayward staff has sought and applied for grants having some degree of success in doing so. In other circumstances, the Village has contracted third parties (such as Urban Systems) to apply for a grant, gathering all necessary information as a single scoped project. Single contracts can be more costly than having a contracted service.

Other municipalities have had a large degree of success in securing funding through grants by having a contracted grant writer. A good example of this would be the Village of Tahsis that has secured $10M in funding since 2019.

The Village of Sayward has identified several large-scale projects that are contingent upon securing grants and staff recommend securing professional services. This is to ensure available suitable grants are known about and presented to council in a timely manner, researched, that data needed for application is gathered in a timely way and that grants are written by a contracted company experienced in grant writing with proven success.

DISCUSSION

The following major projects were identified in the 2021 Strategic Plan and Draft OCP:

Drainage/Stormwater Project(s) (Strat Plan-Infrastructure), Water Master Plan (3.8.2.2 AND 3.8.3.3 OCP, Strat Plan Infrastructure), Sewage Capacity (3.8.2.2 AND 3.8.2.5 OCP, Strat Plan Infrastructure) and Asset Management/Risk Assessment, Master Parks Plan (3.5.2.1 OCP), Expand Sayward Trails Network (3.5.3.1 OCP), Housing Needs Assessment (3.7.2 OCP), Kelsey Centre Upgrades (3.8.2.9 OCP, Strat Plan-Infrastructure), Create a Clean Energy Plan (3.12.2.1 OCP) and all other Future initiatives in section 5.3 of the OCP (Emergency Communication Strategy, Marine Spill Response Plan, Boundary Expansion Study, Continued Asset Management Planning, Newcastle Creek Climate Change Vulnerability Study, Regional Growth Strategy).

PSD Citywide is one of a few island-based companies that have professional grant writing services available. Having a multi-disciplinary consulting team of finance, engineering, municipal practitioners and in house-software development group that specializes in building asset management programs, they have more than 450 enterprise asset management systems implemented across Canada. While services with PSD Citywide include asset Management consulting, Asset Management Plans, Financial Consulting, GIS consulting and Training, Village of Sayward staff contacted them specifically about Grant Services.

While other companies are also being researched and consultation is underway with other municipalities for who they use and best practices, the following rates were quoted for services by PSD Citywide for Council's consideration of for the incorporation of alert systems and grant writing into the financial plan:

NOTIFICATIONS OF GRANTS (as quoted by PSD Citywide)

Federal and Provincial Grant Notifications (electronic notifications sent to CAO about newly released grants for consideration):

1 year	$495
2 year	$891.00
3 year	$1 188.00

GRANT WRITING (as quoted by PSD Citywide)

For grant writing, subscribers to notifications with PSD City Wide receive a rate of $1,250.00 plus tax per day. Most large grants would require between 3 and 5 days of work and all work and time needed would be agreed upon in advance of the commencement of work.

Additionally, in the case of PSD Citywide offers 1 grant review per year at no charge meaning if we already had a grant completed, PSD would review 1 per year at no charge to the Village. PSD City Wide would provide a work order for any grants so that you can approve the level of effort prior to starting.

If the project we are working with PSD City Wide is one of their deliverables, PSD would write the grant at no charge. (Anything related to software or consulting options).

For the purposes of establishing the financial plan, staff recommend that Council add grant writing into the annual budget.

RECOMMENDATIONS

THAT Council approve the sum of $400 per year (based on a 3-year contact) for grant alerts; and,

THAT Council approve the sum of $25,000 annually to be set aside for the expressed purpose of grant applications (based on 3-4 large grants per year).

Sincerely,

_____

Jason Johnson, CAO

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Village of Sayward Audit Planning Report**
Meeting date: March 1, 2022

PURPOSE

To advise Council of the planned visit by the auditors on February 22-24, 2022 and to provide an overview of the planned scope and timing of the 2021 financial audit for the Village of Sayward, including the year-end field work on-site February 22-24, 2022.

The purpose of the audit is to provide an enhanced degree of confidence to Mayor and Council, staff, and the citizens that the financial statements of the Village of Sayward represent an accurate statement of the financial position, performance, and cash flow of the Village, in accordance with Public Sector Accounting Standards.

BACKGROUND

The Audit Planning Report, prepared by Chan Nowosad Boates, (CNB) attached, provides an overview of the planned audit for the village, to be done in accordance with Public Sector Accounting Standards and Canadian Audit Standards.

The significant financial reporting matters identified during the audit planning process that require special consideration are listed below. The CNB audit team audit will report on each of these items with a specific audit approach.

1. Risk of management override in financial reporting (journal entry testing)
2. Control environment
3. Revenue recognition
4. Operating expenses and capital additions
5. Deferred internet revenue

The CNB team will also bring forward recommendations for improvements in financial or operational processes or controls in the final report which will be delivered to Council in the form

of an Audit Findings Report at the completion of the audit. Draft financial statements are anticipated to be presented to Council at the April 5, 2022 regular council meeting.

STAFF RECOMMENDATIONS

THAT Council receive the Village of Sayward Audit Planning Report for information and discussion.

Respectfully prepared,

_____

Lisa Clark, CFO

Attachments:

- ***2021 Audit Planning Report, Chan Nowosad Boates***

CNB
CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

CHAN NOWOSAD BOATES

Village of Sayward

Audit Planning Report

For the year ending **December 31, 2021**

February 17, 2022
Chan Nowosad Boates Inc., Chartered Professional Accountants





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Audit Plan

We have prepared this audit plan to inform you of the planned scope and timing of the audit for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit of the financial statements.

What has Changed

We have set out below a summary of changes that have been taken into consideration in planning the audit for the current period:

Your Organization

- Staffing changes include:
  - The Village's CAO resigned in November.
  - A new recreation manager was hired in October.
- New capital projects include:
  - The Village purchased a plot of land for $48,000 in the year.
  - The Newcastle Dam project is estimated to be 75% complete. The Dam has been removed and the weir installed, progress was delayed during the year due to inclement weather.

Accounting Standards

- Please see the Appendices for the changes or upcoming changes and recent developments in Public Sector Accounting Standards



Annual Inquiries to the Those Charged with Governance

Professional standards require that we ask you the following questions:

- Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged fraud or non-compliance of laws and regulations, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets?

  If so, have the instances been appropriately addressed, and how have they been addressed?

- Are you aware of any significant fraud risks within the organization?

- Is there effective oversite of programs and controls to prevent, detect and deter fraud, including oversight of the internal controls management has established to mitigate fraud risks?

- Are you aware of the organization entering into any significant unusual transactions?

We ask that you consider the above inquiries and provide us your feedback. Should you have any questions or concerns about the above inquires, please do not hesitate to contact us directly to discuss them in further detail. If no response is provided, we will assume there are no concerns with respect to the above.



Scope of the Audit

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, financial performance, and cash flows of the Village in accordance with PSAS.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

Objectives of the Audit, Our Responsibilities, Management's Responsibilities

- The objectives of the audit, our responsibilities in carrying out our audit, and management's responsibilities, are set out in the engagement letter dated and signed February 5, 2020.



Scope of the Audit (continued)

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and the effects of any uncorrected misstatements on the financial statements.
- For the current period financial statements, a preliminary materiality of $46,600 (2020 - $32,000) has been determined, which is approximately 3% of projected gross revenues for 2021.
- We will reassess materiality at year-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial, being less than $2,330 (2020 - $1,600).



Significant Audit Matters

As part of our audit planning, we identify significant financial reporting matters that, by their nature, require special audit consideration. By focusing on these matters, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

Journal Entry Testing
Risk of Management Override in Financial Reporting
Canadian Auditing Standards require an auditor to perform procedures to test the risk of management override in financial reporting and the risk of fraud associated with that override.
Summary of Planned Audit Approach
• Review, update, and test processes and controls around financial reporting and journal entries. • Test a sample of journal entries from a population identified to have a higher risk of error or risk of management override. • Use computer assisted audit techniques / programs to identify unusual journal entries or trends in journal entries.



Significant Audit Matters (Continued)

Control Environment
Control Risk of Material Misstatement
Risk over controls failing to detect fraud and error, resulting in material misstatement of the financial statements.
Summary of Planned Audit Approach
• Update our understanding of the controls and processes implemented and evaluate their design and implementation of all identified controls. • Review prior year management letter points with management to determine if any action has been taken to correct or remediate any control deficiencies noted from last year's audit.

Significant Audit Matters (Continued)



Revenue Recognition
Inherent Risk of Material Misstatement
Presumed risk of fraud surrounding overstatement of revenue is rebutted due to the nature of revenue in that amounts can easily be substantiated through funding agreements and number of properties for taxation revenue.
Summary of Planned Audit Approach
• Obtain an understanding of design and implementation of controls around revenue. • Review all significant funding contracts and verify that approval from the funder has been obtained if the funds are deferred for subsequent fiscal periods, or that the control allows deferral. • Complete analytical procedures over revenue amounts reported to determine the reasonability of balances. • Perform recalculations for taxation revenues to assess the accuracy of reported amounts.



Significant Audit Matters (Continued)

Operating Expenses and Capital Additions
Summary of Planned Audit Approach
• Review and update processes and controls around the approval, input and payment of operating expenses. • Perform substantive testing over operating expenses reported for the fiscal year ending December 31, 2021 and major capital additions. • Discuss with management the status of significant projects, including the Newcastle Dam, and obtain and review agreements surrounding these projects to verify values and obligations.

Deferred Internet Revenue
Summary of Planned Audit Approach
• Discuss any updates with management surrounding the agreement formerly in place with Sayward Valley Communications and Comox Strathcona Regional District. • Obtain and review correspondence between involved parties regarding the breach of lease. • Determine if the amounts collected to date and recorded as deferred revenue are appropriately classified.



Fees and Assumptions

The fiscal 2021 fee is $15,300 + GST, which represents a 3% inflationary amount above the fiscal 2020 fee as quoted in our engagement letter dated February 5, 2020. This fee is based on the assumptions described in the engagement letter. Other changes that occur within the Village from the date of this plan to our audit report dates have not been considered.

Performance Improvement Observations

During the course of our audit, we may become aware of opportunities for improvements in financial or operational processes or controls.

We will discuss any such opportunities with management and provide our recommendations for performance improvement. We will also include a synopsis of these issues and our recommendations in our Audit Findings Report to be delivered to you at the completion of the audit.



Audit Timing

We have discussed the key audit deliverables with management and the expected dates indicated below have been agreed upon:

Key deliverables and expected dates	
Deliverables	**Expected dates**
Conduct on-site year-end audit field work	February 22 - 24, 2022
Provide draft financial statements to management	March 29, 2022
Submission of draft financial statements to Mayor and Council	April 5, 2022
Financial statements to be approved by Mayor and Council	April 5, 2022



Engagement Team

We value our relationship with the Village. We have strived to provide continuity and quality within our core service team, reflecting our commitment to ensure that professionals with the right experience remain focussed on your business.

Engagement Lead Partner	Derek Lamb, CPA, CA
Engagement Partner Quality Control Reviewer	Shelly Boates, CPA, CA
Audit Manager	Gaby Martin, CPA



APPENDICES

1) Draft Independent Auditors' Report
2) PSAS Updates and Developments



THANK YOU

Derek Lamb, CPA, CA

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CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the Village of Sayward

Opinion

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2021, the statement of operations and changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2021, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

DRAFT

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DRAFT

Chartered Professional Accountants
Campbell River, BC

DATE

PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) UPDATE

We have compiled a number of new Public Sector Accounting Standards (PSAS) that are expected to become applicable and be implement in the coming year(s). Please do not hesitate to contact us should you wish to discuss any of them in further detail.

PSAS 3280 Asset Retirement Obligations

Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted

Does this section apply to my organization?

This section will to apply to your organization if you have or believe you have an investment in older buildings that contain asbestos, landfills, water treatment plants, sewage lagoons, etc..., which will typically have an obligation to clean up or dispose of the assets at the end of their lives.

Even if you can postpone the removal and cleanup of the former asset, it does not relieve you of recognizing your obligation under this section.

If this Applies – What Does it Mean for my Organization?

If you believe this section will apply to your organization, you should begin to determine what it may cost the organization to clean up or remove the assets.

The biggest key to this standard will be that it is based on the best estimate of the amount required to meet the obligation, so there is no means to avoid the application of this standard. For example, if the cleanup of a derelict building is expected to be fully funded by a federal or provincial source, that does not preclude you from recognizing the related liability and expense in the period that this standard is applicable.

We recommend planning ahead and being prepared for this standards implementation by:

- Identifying potential buildings or assets which may have retirement obligations.
- Determine possible costs by obtaining estimates/quotes or creating projections based on experience if the work is expected to be done within the organization.

A few key things to remember when applying this standard.

- This standard covers not only items that are owned by the organization but also those that are controlled by the organization.
- The retirement obligation does not need to be associated with contamination, and it does not need to exceed the environmental standard for it to be required to be recognized.
- Consider the future costs when budgeting and whether you should be including additional expenses associated with any possible retirement obligation.

PSAS 3450 Financial Instruments

Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted

Does this section apply to my organization?

This section will apply to all types of financial instruments (receivables, payables and derivates) and will apply to all organizations reporting under PSAS.

If this applies – what does it mean for my organization?

If your organization has investments traded in an active market or derivatives you are required to record these items at their fair value. If you have other investments that are managed on a fair value basis like actively traded bond portfolios you have the option to record them at their fair value or at cost.

All other financial instruments are to be recorded at cost / amortized cost.

The standard may result in the introduction of a new statement within your financial statement titled the "Statement of Remeasurement Gains and Losses", which is further detailed in PS1202. The standard will also result in expanded disclosure around the financial instruments held by your organization and the risks associated with them to the organization.

This section is intended to simplify financial reporting for financial instruments.

PSAS 3041 Portfolio Investments

Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted

Does this section apply to my organization?

This section will apply to your organization if it holds investments in organization that are not part of the government reporting entity.

If this applies – what does it mean for my organization?

If your organization has investments in organizations not part of the government reporting entity, you are required to determine if these investments contain significant concessionary terms such that either the organization does not expect the return of its capital in the future or expects little to no return on its investment but expects the return of its capital.

PSAS 3041 Portfolio Investments (continued)

If significant concessionary terms exist, all or a portion of the investments must be accounted for as a grant in accordance with PSAS 3410 at the time the investment is made, and subsequently measured in accordance with PSAS 3450 above.

Portfolio investments that do not contain these concessionary items are measured in accordance with PSAS 3450 above.

PSAS 2601 Foreign Currency Translation

Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted

Does this section apply to my organization?

This section will apply to your organization if it borrows or lends funds denominated in a foreign currency or when it becomes a party to a contract involving foreign currencies.

If this applies – what does it mean for my organization?

If your organization has foreign currency transactions, these transactions must be translated into Canadian dollars on they date they occur. At each year end, monetary assets and liabilities, and financial instruments recorded at fair value must be adjusted to reflect the exchange rate on the year end date, with the gain or loss presented on the Statement of Remeasurement Gains and Losses.

PSAS 3400 Revenue

Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted.

Does this section apply to my organization?

This section will apply to your organization if you have general revenues outside of tax revenues, government transfers, financial instruments, revenue from government business enterprises or inflows from restricted economic resources.

The standard is intended to clarify the recognition criteria for revenue that is receipted and considered to have performance obligations associated with it.

If this applies – what does it mean for my organization?

If your organization has general revenues, those being revenues outside the above noted categories, the standard may clarify that the revenue be recorded when received or receivable unless you have a future obligation to satisfy that relates to the revenue.

PSAS 3400 Revenue (continued)

This means there may be an overall reduction in the deferral of revenue with respect to general revenues. Some examples of revenues which will no longer meet deferral criteria include drivers' license fees, traffic fines or business licenses.

It is not expected that this new standard will have a large impact on the current reporting of revenues for most entities as it further expands on the current standard without materially altering it.

PSG 8 Purchased Intangibles

Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted

Does this section apply to my organization?

If your organization has purchased an intangible asset, being an asset without physical substance including but not limited to a fishing license or woodlot license, this guideline will apply to your organization. This standard can be applied retrospectively (to previous years).

If this applies – what does it mean for my organization?

If this guideline applies you will now be able to recognize intangible assets like licenses as assets in your financial statements. It is important to note that the asset must be purchased from a third party to qualify and intercompany transfers do not qualify.

PSAS 3160 Public Private Partnerships

Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted

Does this section apply to my organization?

This section will apply to your organization if it procures infrastructure using a private sector partner who is obligated to **1)** design, build, acquire or better new or existing infrastructure; **2)** finance the transaction past the point where the infrastructure is ready for use and **3)** operate and/or maintain the infrastructure.

If this applies – what does it mean for my organization?

If this guideline applies to your organization, you will recognize the infrastructure asset in your financial statements when the organization controls **1)** the purpose and use of the infrastructure, **2)** access to the future economic benefits or exposure to the risks of the assets, and **3)** significant residual interest in the infrastructure at the end of the partnership's term. The infrastructure would be amortized over its useful life.

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Kelsey Centre Update**
Meeting date: February 15, 2022

BACKGROUND

The Kelsey Centre is an important community asset and business has been adversely affected by the pandemic and a variety of staffing issues. Currently, while the pool remains closed, there is a variety of limited programming. In 2021, the Kelsey Centre had an operating deficit of $186,943.

Focus now is to curb losses for the Kelsey Centre where possible, and to ensure that programming is in line with community needs and wants and that all options are explored to enhance revenues and curb expenses.

Weekly collaborative meetings have now been scheduled with the CAO and Kelsey Centre Management with the first meeting scheduled for February 14, 2022. An initial meeting took place on February 3, 2022, followed by a general staff meeting Thursday February 10, 2022 to start this process. The purpose of this report is to give a summary of initial findings for informational purposes only.

DISCUSSION

The Kelsey Centre Staff under direction of the Recreation Manager are charged with the following scope of work:

1. Pool Operations. The team will be contacting small municipality operators and inquire:

- If pools are open, what is offered for programming and hours under current restrictions. How are they coping with staffing shortages and what have they done to combat this.
- What have small municipality pools offered prior to restrictions and what do they feel they need to offer.
- What fees are charged for drop-in rates and other pricing structures (packaged, chid/adult/senior) currently and when under no restrictions.
- Explore expanded hours for holidays for this season.
- Priority is opening the pool, facilitating the immediate need to recruit Lifeguards as this is the biggest obstacle to opening. The CFO, CAO and Recreation Manager established a new rate for

Lifeguard, and this will be combined with review of position description to allow for immediate posting of the role.

- We spoke about staff training and requirements to coincide with pool opening and are planning for this to take place.

2. Gym and Multi-Purpose Room Hours Days and Hours

- The Recreation Manager will explore programming and scheduling to determine if consecutive days versus the current Monday, Wednesday, and Friday model will assist with staffing challenges while allowing rental of space and creation of community functions.
- The Recreation Manager will contact smaller municipalities and inquire on rates, packages, operating days, and hours both pre and post restrictions and what they are offering for space rentals (Gym, Multi-Purpose Room, Pool and Weight Room) and rates as comparisons.
- The Recreation Manager and CAO will have collaborative discussions on rental rate structures for all rental space identifying user groups that may be interested locally and how to attract outside community business coupled with build out of community events.

3. Fitness Instructor

- Recreation Manager, the CAO and CFO have agreed on a rate for this position. For future planned aquatic fitness, we will explore rate again if required once the pool is able to open.

4. Fees and charges Bylaw

- The Recreation Manager received the relevant portion of this bylaw from CAO for review of rates for review of current rates. The CAO will schedule subsequent discussions with the team once other comparable municipal data is received by the Kelsey Centre staff and reviewed.

5. Senior Programs

- The Recreation Manager has reported that there is some discourse currently with our historical senior user groups at Kelsey Centre. While attendance to Senior programming has been limited owing to restrictions/pandemic, there is now concern over application of user rates for drop in programming (which were historically offset by grants now long expired).
- Kelsey Centre Staff is exploring further grants and developing programming for seniors. This may look like working with a defined Senior's Working Group (if it exists or can be created) to help collaboration towards programming.

6. New Programming

- The team is exploring other programming to drive revenue without need of major start up costs, utilizing current assets.
- New Programming is intended to be a collaborative process with primary user groups.

7. Weight Room

- CAO, CFO and Recreation Manager agreed we would seek approval for a $6000 budget line for equipment replacement, enhancements, and flooring with goal to offset this by grant and/or donated items. Equipment is due for replacement and the weight room was recognized as an asset to the community.
- The Kelsey Centre team will explore user rates for drop-in as well as possible "punch card" promotions once work on refurbishment is completed.

8. Digital Board/ Signage Options

- CAO and Recreation Manager agreed that there is a need to update the pricing board in the Recreation Centre lobby. The team will investigate digital options and other best and associated costs and report to CAO. Updates to website information also being addressed.

RECOMMENDATIONS

THAT Council receives this information as an update February 15, 2022.

Sincerely,

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Jason Johnson
CAO