VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
MAY 17, 2022 - 7:00 PM
OPEN MEETING - IN PERSON
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded 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 May 17, 2022, be approved.

4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on May 3, 2022 be adopted.

5. **Petitions and Delegations - None**
6. **Correspondence**
   - **a)** Social Planning and Research Council of British Columbia (SPARC BC), accessibility@sparc.bc.ca May 4, 2022, Re: Please Join us in Celebrating Access Awareness Day on June 4, 2022
   - **b)** Mayor Christine Fraser, Township of Spallumcheen, Maureen, Office Clerk (250) 546-3013, May 5 2022, Letter of Support-District of Sicamous-Luxury Tax on Recreational Boats
   - **c)** Karen Tinsley, materuno@hotmail.com, May 3 2022, Re: Bylaw amendment to allow chickens
   - **d)** BC Truck Loggers Association, 604.684.4291 April 19 2022, Request for membership dues.

7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report - Verbal**
   - **a)** Setting COW Date for discussion of Committees, Representation and Portfolios

     Recommended Resolution:

     THAT Council set the date of _____, 2022, for a Committee of the Whole (COW) meeting to discuss committees, representation and portfolios as per resolution R22/89.

10. Unfinished Business - None

11. Staff Reports

a) SRD Board First Nations Relationship and Governance Training May 2-4

Recommended Resolution:

THAT the SRD Board First Nations Relationship and Governance Training May 2-4 Staff report be received for review and discussion.

b) Sayward Fire Department - New Fire Chief

Recommended Resolutions:

THAT the Sayward Fire Department - New Fire Chief Staff Report be received for review and discussion; and,

THAT Council appoint Frank Morgan to the position of Fire Chief for the Saward Volunteer Fire Department.

c) Transfer Switches - Lagoon and Public Works

Recommended Resolutions:

THAT the Transfer Switches - Lagoon and Public Works Staff report be received for review and discussion; and,

THAT $4,841 be transferred out of sewer surplus and operating surplus (total $9,682) to be used for the installation of 2 transfer switches, one at the lagoon, and other at the Public Works Yard; and,

FINALLY THAT the 2022-2026 Financial Plan be amended accordingly.

12. Bylaws

a) Fees & Charges Amendment Bylaw No. 485, 2022

Recommended Resolution:

THAT Fees & Charges Amendment Bylaw (Schedule D, E, F, J) No. 485, 2022 be given fourth and final reading.

b) Election and Assent Voting Bylaw No. 486, 2022

Recommended Resolution:

THAT Election and Assent Voting Bylaw No. 486, 2022 be given first, second, and third reading.

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**

3

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MAY 3, 2022
OPEN MEETING - IN PERSON
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

In Attendance: Jason Johnson, CAO
Lisa Clark, CFO
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 R22/84
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for May 3, 2022, be approved.

   CARRIED

4. **Minutes of Previous Meetings**

   MOTION R22/85
   MOVED AND SECONDED

   THAT the minutes from the Regular Council meeting held on April 19, 2022 be adopted.

   THAT the minutes from the Special Council meeting held on April 26, 2022 be adopted.

   CARRIED

5. **Petitions and Delegations**

   a) Serena Gill, 711 Kelsey Way RE: Development Proposal

   b) Shaun Bonnough, New Owner, Cable House RE: Presentation and ask for Letter of Support

Mayor Baker called for a recess to be taken 6:40-6:50PM

6. **Correspondence**

   a) Louann McCurdy, Chair, Status of Women and Human Rights Committee, Email April 26,2022; Invitation to participate In Person/Online February 6 International Day of Zero Tolerance for Female Genital Mutilation

7. **Council Reports - None**

8. **Reports of Committees - None**

9. **Mayor's Report**

   a) Review and Discussion of Policy 09-02 Council, Staff and Community Recognition and Gift Policy.

10. **Unfinished Business - None**

11. **Staff Reports**

   a) **711 Kelsey Way Development Proposal**

   MOTION R22/86
   MOVED AND SECONDED

   THAT Council repeal Feb 1, 2022, Motion R22/13 in its entirety; and,

   THAT Council support the setback variance as requested by the property owner for the subject property located at 711 Kelsey Way: Lot A, Plan VIP8359, Section 31, Township 3, Sayward Land District, 06571 RICKETTS Manufactured Home Park, MHP Roll # 06-571-00703.000 AND (no civic) Kelsey Way: Lot 2, Plan EPP5814, Section 31, Township 3, Sayward Land District) allowing staff to work with the SRD towards variance to setback and amalgamation of property; and,

   FINALY THAT Council direct staff to research zoning allowing short individual term rentals and what zoning would most appropriately accommodate this style of accommodation within our current Bylaw bringing recommendations back to Council for discussion and review.

   CARRIED

   b) **Election Bylaw**

   MOTION R22/87
   MOVED AND SECONDED

   THAT Council receive the Election Bylaw report for information and discussion; and,

   THAT Council direct staff to prepare a new election bylaw for the May 17th council meeting.

   CARRIED

   c) **Financial Statements/ Variances**

   MOTION R22/88
   MOVED AND SECONDED

   THAT Council receives the Financial Statements/Variances to Mar 31, 2022, staff report for information and discussion.

   CARRIED

d) Committees, Groups and Representation

MOTION R22/89
MOVED AND SECONDED

THAT Council review the current listing of committees, groups, and representation to determine if it meets the current needs of the Village; and,

THAT Council set time aside to review the listing and need for committees, groups and representation and to review historic community events for the Village and need for new or revised permits for events, Terms of Reference, Service Agreements, Letters of Support or other documents through a Committee of the Whole Meeting (COW) or Special Meeting advising staff proposed date(s) of COW or Special Meetings to do so.

CARRIED

Note that no date was discussed or finalized for a COW or Special Meeting for this review at time of Council Meeting.

e) Sayward Projects and Initiatives Template (SPIT)

MOTION R22/90
MOVED AND SECONDED

That Council receives the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

CARRIED

f) Fees and Charges - Proposed Changes 2022

MOTION R22/91
MOVED AND SECONDED

THAT the Fees and Charges - Proposed Changes 2022 Staff Report be received by Council for review and discussion; and,

THAT Council approve proposed changes to o Schedule A, B, C, G, H, I, and K (second amendment for Fees and Charges Bylaw, first being Schedule D, E, F and J on May 3, 2022, agenda); and,

THAT staff introduce an amendment bylaw during the June 14th Regular Council Meeting for first, second and third readings to reflect approved changes to o Schedule A, B, C, G, H, I, and K (second amendment to Fees and Charges Bylaw).

CARRIED

12. Bylaws

a) Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022

MOTION R22/92
MOVED AND SECONDED

THAT Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022 be fourth and final reading.

CARRIED

b) Five Year Financial Plan Bylaw No. 483, 2022

MOTION R22/93
MOVED AND SECONDED

THAT Five Year Financial Plan Bylaw No. 483, 2022 be given fourth and final reading.

CARRIED

c) Tax Rate Bylaw No. 484, 2022

MOTION R22/94
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 484, 2022 be given fourth and final reading.

CARRIED

d) Fees & Charges Amendment Bylaw No. 485, 2022

MOTION R22/95
MOVED AND SECONDED

THAT Fees & Charges Amendment Bylaw (Schedule D, E, F, J) No. 485, 2022 be given first, second and third reading.

CARRIED

13. New Business - None

14. Public Question Period - None

15. In-Camera

16. Adjournment

The meeting was adjourned at 8:56 PM

_____

Mayor

_____

Corporate Officer

sparc bc
social planning & research council of british columbia
4445 Norfolk Street, Burnaby, BC, V5G 0A7
T: 604-718-7733, 1-888-718-7794
www.sparc.bc.ca

May 04, 2022

Dear Mayor and Council;

RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year's Access Awareness Day is "Accessibility Is Inclusion". We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Enclosed is a copy of our Access Awareness Day poster for this year. We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of $500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality.

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!

Sincerely,

Lorraine Copas

Lorraine Copas
Executive Director, SPARC BC



SPARC BC acknowledges that our office is located on the ancestral and unceded homelands of the hən̓q̓əmin̓əm and Sḵwx̱wú7mesh speaking peoples. They have been custodians of this land for thousands of years and we would like to pay our respect to the Elders and Knowledge keepers both past and present. We are grateful for the opportunity to be on this shared territory.



Accessibility is INCLUSION
ACCESS AWARENESS DAY 2022



$500 AccessAbility Grants

These grants are provided through SPARC BC with funding support from the Federal government through the Accessible Canada Social Development Partnership Program as well as the Province of British Columbia through the Provincial Accessibility Secretariat. These grants are available to local government partners, local Accessibility Committees as well as local disability serving organizations.

About Your Organization

Please share a bit of information about your organization.

Your Name: _____

Your Organization: _____

Address: _____

Municipality: _____ Postal Code: _____

Phone: _____ Email: _____

Event Details

Name of the event: _____

Type of event: _____ Date of the event: _____

☐ The event will be held online

☐ The event will be held in person at the following location: _____

Canada

BRITISH COLUMBIA

sparc bc
people. planning. positive change.



Accessibility is INCLUSION
ACCESS AWARENESS DAY 2022



Key outcomes and highlights from your event

_____

_____

_____

_____

Number of participants:_____

Next steps

Please complete this grant application form and return it to accessibility@sparc.bc.ca with the subject line—Accessibility is Inclusion.

Sharing your story

On Access Awareness Day, SPARC BC would like to profile your event through social media. Please tag SPARC BC if you will be sharing your event online.

@SPARCBC @sparcbc @socialplanningresearchbc

Questions

Please do not hesitate to reach out:
Tanya Tejassvi
Manager, Accessibility Initiatives
Social Planning and Research Council of British Columbia (SPARC BC)
4445 Norfolk Street Burnaby, BC V5G 0A7
T: 604.718.7732 E: ttejassvi@sparc.bc.ca

Canada BRITISH COLUMBIA sparc bc people. planning. positive change.

ACCESS AWARENESS DAY

This year marks the 25th annual celebration of Access Awareness Day. The theme for this year's Access Awareness Day is ***"Accessibility Is Inclusion"***.

We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Please join us in celebrating Access Awareness Day on June 4, 2022. We know the difference that we can make together in building truly inclusive and accessible communities.



Canada | BRITISH COLUMBIA | sparc bc people. planning. positive change.

THE CORPORATION OF THE

TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013
FAX. (250) 546-8878
OUR FILE NO.

4144 Spallumcheen Way
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

www.spallumcheentwp.bc.ca

OFFICE OF THE MAYOR

May 3, 2022

File: 0375-01
sent via email

Department of Finance Canada
Tax Policy Branch

fin.luxury-luxe.fin@fin.gc.ca

Re: Luxury Tax on Recreational Boats

The Township of Spallumcheen prides itself on ensuring that farming, business and tourism can cohesively exist together, with each industry complementing the other. The proposed 10% luxury tax on the sale of boats valued at more than $250,000 is sure to be detrimental to the livelihood of many who live and work in the Okanagan.

Certain niche markets, like the one in the District of Sicamous, known as the Houseboat Capital of Canada, will be severely affected by this tax. Sicamous is famous for its amazing scenery, hospitality and, of course, houseboating.

The local houseboat manufacturers and rental businesses are instrumental in the success of the community, as they provide employment for residents, in both manufacturing and tourism industries. Introducing this luxury tax will have devastating effects on the District of Sicamous, essentially crippling a large portion of their industry.

In support of the District of Sicamous, the Township of Spallumcheen Council wishes to respectfully request the federal government reconsider this luxury tax and consider the impact it will have on local small business in the Sicamous area and the community.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Christine Fraser
Mayor

cc: Member Municipalities



Karen Virginia Tinsley
BA, Bed, MEd
531 Macmillan Drive, Sayward, BC, V0P 1R0
materuno@hotmail.com. 250-897-5273



March 15th, 2022

To The Sayward Village Council:

Dear Councillors,

I am writing to inquire about the possibility of amending the Village Bylaws to permit homeowners to have a small (ie maximum 6 chickens) chicken coop on their property. My motivation is to provide an extended opportunity for individual family food security, not to compete with farmers, so that I envision a prohibition on selling eggs (and chickens) being one of the conditions. Having chickens also provides homeowners with excellent compost for their organic gardens.

Around the country, both urban and suburban towns and cities, large and small,(including Victoria and Vancouver) have had successful experiences with allowing people to do this. Provided conditions are clearly laid out (licensing required, no roosters, no selling, proper enclosure and maintenance, for example), there seems to me to be no reason why it couldn't work here. A few chickens can make a big difference in the nutritional standard of a family, and have the potential to particularly benefit children and the elderly, both of whom suffer when money is tight.

Please advise me as to the proper procedure for formally requesting such a change.

Thank you.

Yours truly,
Karen Tinsley

From: The Truck Loggers Association <lisa@tla.ca>
Date: April 14, 2022 at 2:02:56 AM PDT
To: Jason Johnson <cao@saywardvalley.ca>
Subject: Membership Renewal Invoice From The Truck Loggers Association
Reply-To: lisa@tla.ca

Dear Ann,

Your TLA membership renewal invoice is ready for payment for Village of Sayward and is **due May 31**. Please click on the link below to view:

View Invoice #65948 https://beeid.org/13459f380152

Included in your e-bill is the option to pay online by credit card (Visa, MasterCard). If you prefer to mail in your payment, please include the invoice number on your cheque. Our address is:

The Truck Loggers Association
725-815 West Hastings St.
Vancouver, BC V6C 1B4

If you have any questions regarding your membership invoice, please do not hesitate to contact our office at 604.684.4291.

We thank you for your continued support of the TLA and look forward to continuing to represent you as one of our valued member companies.

Sincerely,
The Truck Loggers Association

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **SRD Board First Nations Relationship and Governance Training May 2-4**
Meeting date: May 17, 2022

BACKGROUND

On April 5, 2022, Council made the following resolution:

MOTION R22/74
MOVED AND SECONDED

THAT Council approves Councillor Sue Poulsen and CAO Jason Johnson to attend the SRD Board First Nations Relationships and Governance Session May 2 to 4th 2022 inclusive.

CARRIED

DISCUSSION

Both Councillor Poulsen and the CAO attended these seminars over the two and half days at the SRD offices in Campbell River with both travelling separately on day one, then together for the remaining days.

List of Presenters:

1. Ayla Brown, Heiltsuk and Nuu-chah-nulth nations. Ayla.brown@heiltsuk.ca
2. Merle Alexander, Principle Indigenous Law Group
3. Leah George-Wilson, Lawyer, Indigenous Law Group
4. Russel Dyson, CAO, Comox Valley Regional District
5. Ashely Wright, Community Planning and Project Management Specialist, K'o'moks First Nation
6. Cynthia Blackstone, CAO KCFN
7. Ken Price (was not able to present)
8. Pamela Shaw, Director, Master of Community Planning Program, Vancouver Island University
9. Naz Laurialt, 50th Parallel Public Relations

Day 1

This day started at noon and comprised of an overview of the session, a welcome and introduction, cedar brushing and then the first presentation.

The first presentation was facilitated by Merle Alexander and Leah George-Wilson. It was focused on Truth and Reconciliation Commission (TRC), United Nations Declaration on the Rights of Indigenous People (UNDRIP), Declaration on the Rights of Indigenous Peoples Act (DRIPA) and the DRIPA Action Plan.

British Columbia is the first province to release an action plan dedicated to implementing the United Nations Declaration on the Rights of Indigenous Peoples in Canada. This is likely a first for any government. We learned that humility is part of the process and that to work through the process with the bureaucratic systems and mindsets that have not worked in the past requires rethink. Further, not all Nations agree on process and there are overlapping territory disputes that will need to be settled by Indigenous Legal Orders. Nations also want consent-based decision making to better level the playing field (larger Nations have more resources and therefore ability to better approach legal matters).

BC has opted to focus in on five of the ninety-four calls to action as identified in the Truth and Reconciliation Commission established in 2008 but issuing final report in 2015. These are calls to action 43, 47, 57, 75 and 77.

Take Aways from Day 1

- "Say nothing about us, without us."
- Nations have capacity issues just like municipalities.
- Nations are also facing consultation overload. Governments are encouraged to do some homework first, check websites and other information before reaching out.
- SRD and other larger centres have formulated monthly meetings with respective Nation(s) to talk about major projects in the conceptual front before proceeding to understand what barriers or additional steps to approvals might be.
- Know the structure of the Nation with which you are dealing. There are many different and unique forms of governance that may be elected, hereditary or a blend of both. Understanding who speaks for the Nation is critical. Modern treaties (where they exist) add clarity. Who is not at the table and needs to be? This a question that needs to be asked as Band and Council may not be the only step required if there is a disagreement.
- Laws of General Application apply to all lands, reserve or not and differences where they exist, are spelled out in treaties.

DAY 2

Day 2 was a full day, 8:30AM-4:30PM. The morning started with a review of Day 1, then a presentation from Naz Laurialt with 50th Parallel Public Relations, Russel Dyson, Cynthia Blackstone and Ashley Wright and Pam Shaw.

Take aways from Day 2

Naz Laurialt

- Know that Nations have capacity issues as well so refer to their websites about acknowledgements and other researchable information. Come with questions Google cannot answer.
- Ask communities if they have an organization chart that can help navigate who to speak with. Ask next how people like to receive communication (many larger centres now have shared cloud-based platforms).

Russel Dyson

- Each nation is different and unique with separate cultures, experience, and governance. A one established approach method for all will not be successful.
- Russel helped craft a provincial guidebook to help municipalities navigate. See Municipal Affairs for a copy.
- The CVRD like other large centres, has established a set period of time every council meeting to review projects that impact KFN for Chief and Council review and have experienced some amazing results as a result. (Example: sewer line project).
- In some cases, Chief and Council digs into day-to-day operations whereas Mayor and Council do not. Staff to staff and elected official to elected official as historic approach does not always work.
- Municipalities can leverage relationships that already exist with other parties (like solid waste in the case of CVRD).

Ashley Wright

- K'o'moks First nation currently in stage 5-Negotiation to Finalize the Treaty. This involves ratification vote by membership.
- Economic Development can be different and unique to each nation.
- Each nation has development in line with vision and values, Comprehensive Community Plans (CCP) and Land Use Plans.
- All First Nations seem to have embraced the Harvard Model of development but took it too far, separation of governance and economic development.

Pam Shaw

- Gave a history during her talk about how there is transition from the Indian Act of 1876, white paper release by Pierre Trudeau and then Bill C31 that resulted from red paper. That reinstated some rights. Nations backed C31, not because it was good legislation but because it reinstated rights.
- Current Indian Act (1876) is largely unchanged from 1980s.
- Under treaty, the KFN will become the largest title holder in BC with 12K acres then can develop, sell, lease or a blend thereof.
- Crown land is held for the use and benefit of the nations. Federal Government maintains jurisdictional authority unless Land Code is created.
- There are several different types of land:

1. Fee Simple-owned under land title

2. Certificate of Possession-Section 20 Indian Act-can be designated to specific individuals (generally 5-acre parcels that were given to returning First Nation veterans after the war but came out of reserve lands). Cannot be sold to non member and interest can be passed on.
3. Customary Allotments-Nation allots land internally.
4. Addition to Reserve(s)-Nation buys land and petitions to add it to reserve lands (complicated if land lies outside of territory)
5. Buckshee Agreement-28.1 of Indian Act. Lease or agreement to lease land by a member or band on reserve land-technically not legal.

Day 3

Day 3 was a blend of speakers but focus was on working groups

Take aways from Day 3

- Term "Indian" is recognized by the constitution and remains a legal expression that is largely deemed offensive by many Indigenous populations. Other legal terms are "Metis" and "Inuit."
- Up to 1985, Indigenous women lost "Indian Status" if they married someone without status.
- It was not until 1960 that Canadian Parliament enacted the *Canada Elections Act* which granted all "registered Indians" the right to vote.
- See: https://www.elections.ca/content.aspx?section=res&dir=rec/part/APRC/vot_rights&document=p4&lang=e
- One should endeavour to never assume what a people wish to be called, simply ask.
- City of Courtenay again noted as creating an exceptional collaborative OCP and should be used as an example of what right looks like for process and outcome.

For working groups, we were to establish what we believed to be a road to reconciliation in our local community. The CAO submitted the following for review at the end of the working group session:

1. **Build Relationships-Getting to Know each Other**
    - Get to know people first.
    - Learn how to communicate.
    - Learn how meetings are run.
    - Learn governance set up.
    - Understand each others capacity and limitations.
    - Do your homework first. Read CCP, Values and Vision

2. **Shared Priorities and Values/Vision-What do we share?**
    - Seek to understand then be understood.
    - Understanding Values and Vision and Comprehensive Community Plan
    - Set a time for future meetings

3. **Establish Crossover-What can we do together?**
    - By learning shared values, goals and vision-establish crossover and prioritize collaboratively.
    - What, who, when, where.

4. **Orientation Packages-Making progress last**
    - KFN Election is in January which corresponds well to municipal elections.
    - Orientation packages developed for mayor and council that have been co-created with KFN that outlines items in step 1-3

5. **Continue Feedback, Sharing Fearlessly-how we grow**
    - Protocols for communication, living document
    - Dealing with difficult discussions or projects-best practices
    - Sharing fearlessly to ensure continual learning and growth, committing to learning from mistakes with imperfect processes.

The Below was forwarded by Tina McLean, SRD, May 10, 2022:

***start of forwarded information

May 9, 2022

Work Groups Combined Action Items

Internal/Staff Level

1. Services conversation with KCFN (presentation)
2. Review CCPs
3. Incorporate First Nations in programming and courses (i.e., Lifeguard training) in recreation/cultural services – engage with First Nations to identify what they would like to see.
4. Include First Nations education in onboard process – learn about territorial acknowledgements
5. Develop engagement strategy for each First Nation (who to contact, when, and how)
6. Familiarize with hierarchy and prepare documents for Nations (?)
7. Initiate engagement with Nations for OCP updates
8. Understand each First Nation capacity
9. Allow space for difficult conversations
10. Create opportunity for staff-to-staff relationships
11. Explore ways to play together

Political Level

1. Creating connection (Council to Council)
2. Board be informed of key topics arising from First Nation meetings
3. Board will make First Nations Relations a priority
4. Review CCPs
5. Develop an introduction protocol for after elections and appointments
6. Allow space for difficult conversations

7. Explore ways to play together

Protocols, Agreements and Economic Development

1. Schedule regular re occurring meetings where SRD, CCR and FN reps set items on the agenda (working group)
2. What can we work on together?
    a. What will be done first
    b. Who will do it, when and where?
3. Make a protocol for communication
4. Develop a MOU for coordination of a Land Use Planning reviews
5. Align SRD, CCR economic objectives to support sustainability and self governance for First Nation partners.
6. Develop an archeological protocol above Ministry requirements, specific to the local First Nations.
7. Develop a mechanism for Directors and Board members to enter into agreements with First Nations
8. Develop an MOU or protocol agreement creating a shared vision and value statement

***end of forwarded information.

In all, very excellent sessions that were both enlightening and informational. Speakers were all very dynamic and knowledgeable and the sessions were incredibly beneficial and highly recommended to all council members and senior staff.

RECOMMENDATIONS

THAT the SRD Board First Nations Relationship and Governance Training May 2-4 Staff report be received for review and discussion.

Respectfully Submitted,

_____

Jason Johnson
CAO

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Sayward Fire Department - New Fire Chief**
Meeting date: May 17, 2022

BACKGROUND

John Hanson served with the Sayward Volunteer Fire Department for over 10 years and held the position of Chief for almost all this time. During his tenure, he was instrumental in shaping the department, providing training and resources to the team, involved in recruiting, and was incredibly involved with community engagement.

Having a long tenured Chief in a volunteer department is notable and his contributions will be long standing.

John has recently retired but will remain a part of the department. Owing to the retirement of John, an election for a new Fire Chief occurred on April 25th, 2022.

DISCUSSION

Information below provided by Jennifer McDonald, Administrative Support, SVFD

Members of the department that ran for Chief were as follows:

- Deputy Chief Steven Ralph
- Deputy Chief Stephen Houghton
- Firefighter Frank Morgan

Results of the first round of voting were as follows:

- DC Steven Ralph – 7 votes
- DC Stephen Houghton – 2 votes
- FF Frank Morgan – 7 votes

Deputy Houghton with the least number of votes was dropped from the running and the membership went on to a second round of voting between DC Ralph and FF Morgan. The second rounds results are as follows:

- DC Steven Ralph – 7 votes
- FF Frank Morgan – 9 votes

16 out of 17 members voted. 4 members sent in their votes by proxy to John Hanson. 12 members voted in person. Randall Lindsay did not vote by proxy or in person, reasons unknown.

The result of the Deputy appointments was as follows:

- Steven Ralph was asked to remain on as Deputy Chief
- Stephen Houghton was asked to remain on as Deputy Chief
- Both agreed to stay on as two Deputies and share the position/stipend equally

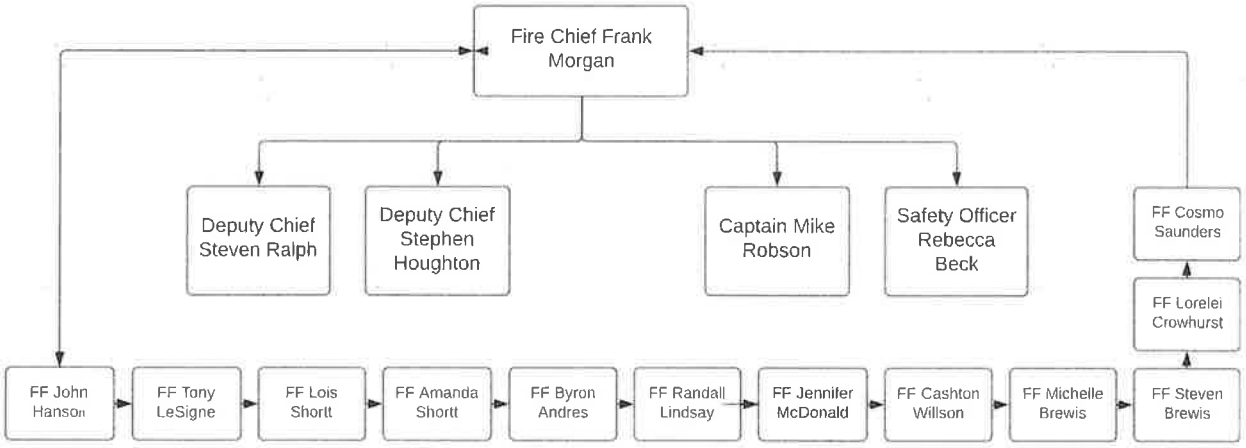
There were no changes to the current officers and will remain as follows:

- Captain Mike Robson
- Safety Officer Rebecca Beck

The flow chart attached may not be standard, but it shows that everyone on the department (deputies, captains, firefighters etc.) are under the direction of the Fire Chief. There are no specific supervisors for specific duties.

The full contact information for the Chief Elect is:

Frank Morgan
1546 Sayward Rd.
Sayward BC
Home/Business Phone #: 250-282-3204 Cell #: 250-951-6724



Updated Flow Chart Apr 2022

Notes from CAO

A meeting with John Hanson and the CAO took place last month as an orientation to the department. This involved a tour of both halls, discussion on equipment and resources a well as potential training and investment aimed at taking the department forward. At this meeting, the CAO learned that the position of Administrative Support was not yet in place despite approval by John Hanson and the former CAO, so this was immediately rectified as the position was in place

since the start of 2022 however not compensated as agreed. During this meeting, the following was noted:

2022 Budget Considerations

ADMIN

- Stipend for the Admin Role ($200 per month effective Jan 1) DONE
- Employee training, Firefighting 1 and 2 (Officers only)
- New set of Radios (FD to advise)
- Website update (or include in our Village site)

HALL 1

- New flooring (upstairs)
- Paint (upstairs)
- Redo bathroom (upstairs)
- Siding-wash, paint, and repair (Tony recently quoted this)
- Power wash and treat (paint or stain) wooden stairs
- Signage (ordered) to be secured at same time as paint project (lift use)
- Tech to update computer, printer and check over
- Better exhaust filtering in the garage. Options needed.
- Relocate lower radio room to upper floor and then convert radio room to bathrooms/ change room adding lockers and bench

CAPITAL

- Building or other plan to store the 'classic" fire truck. Tourism grant?
- Replace Rescue 33 (generator/transmission issue, underpowered, 2 wd, too large)

Note that FD has been asked to determine if this should be repaired and kept as a back up unit as there is exceptionally low miles on this unit and trade in value is minimal. Indoor storage an issue

- Add 3 phase Generator to Hall 1 (Collins Electric has quoted. Looking at approx. 85K to change building to 400-amp feed to supply the 2x200amp panels, add security and monitoring to the generator) OR about 65K for 200 amp to just power one of the feeds.
- Mapping all Valley water sources suitable for water drafting
- Consider WFP for tanker truck Service Agreement

ENGINE 4

- Repair (dash lighting)
- Replace -wet/dry valve
- Ladder and pumps check happening this year
- Maintenance Budget

HALL 2

- Potable water solution (bottled water machine)
- DETERMINE SCOPE-Fire Safe Grant SRD. Stairs, windows, leaf guards. SIDING? DONE
- Back storage room to be converted to change rooms/ bathroom
- Air line/ water lines for trucks as in Hall 1. (Any new truck will have air brakes)
- Exhaust ventilation solution
- Lower Floor Bathroom needs to be made functional with added shower

- Washer Dryer added to the storeroom along with power/ water
- 4 6-foot plastic rectangular tables
- White board
- Desk and office chair
- Provisions required for a designated medical area (FD to share what this looks like)
- Computer and Printer
- LCD Projector
- Replacement of the flat screen with wall mount
- Concrete pad for washing for the trucks.
- Generator?

The above assumes the continued use of this building as functional hall and area training centre. That said, the building is undersized for equipment (particularly new equipment), not equipped with air for trucks, older and in potentially in need of significant long-term investment. It may be wise to consider a new build in the future for consideration of Board and Council.

TRAILER

- Top repair
- Needs outfitted with equipment (FD to share what this looks like)
- Maintenance Budget

ENGINE 3

- Maintenance budget

RESCUE PU TRUCK

- Needs to be outfitted as a treatment centre (FD to share what this looks like)
- Additional equipment required (FD to share what this looks like)
- Maintenance Budget

A meeting with CAO and Chief-Elect Frank Morgan occurred April 29th, 2022. At the time of this meeting, Frank spoke to both short- and long-term planning, some short- and longer-term equipment needs and a general overview of the department both now and going forward from his perspective.

The CAO indicated that there would be need for regular meetings to discuss budgets and planning, resources and staffing and recommended not less than monthly. These meetings will take place once Frank Morgan has been appointed by Council and then an orientation will take place.

In this meeting we also spoke about the importance of communication flow to both Shaun Koopman and Director Whalley with the SRD, Area A. While we are still waiting SRD findings on Shared Services, communication to all stakeholders is a priority.

Further, we spoke about the potential of looping in Western Forest Products to a possible shared service agreement should this make sense to address the need for a water tanker.

RECOMMENDATIONS

THAT the Sayward Fire Department - New Fire Chief Staff Report be received for review and discussion; and,

THAT Council appoint Frank Morgan to the position of Fire Chief for the Saward Volunteer Fire Department.

Respectfully Submitted,

_____

Jason Johnson
CAO

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Transfer Switches - Lagoon and Public Works**
Meeting date: May 17, 2022

BACKGROUND

This year, Council approved the installation of four (4) generators at each of the sewage lift stations together with security to protect this investment and monitoring. These generators allow the lift stations to operate automatically during power outages without need for Public Works to be on site with the Village portable generator, manually operating the generator and usually during unscheduled time (overtime) to ensure operation of lift stations.

The portable generator is owned by the Village and deemed to be in good working order. Staff have identified a need for the generator at the lagoon as well as Public Works Yard.

DISCUSSION

To utilize the portable generator at each of the sites identified at time of power outage, transfer switches need to be installed. This is a relatively easy project quoted at $4,610 per location for a total expenditure of $9,220 plus GST or $9,682.

Having the Public Works building powered during an outage is important so the team can ensure that services can be continued, are not delayed, or hampered and that they can work safely in times of adverse weather conditions or times of emergency.

Funding for this project can be transferred out of sewer and operating surplus upon Council's approval.

RECOMMENDATIONS

THAT the Transfer Switches - Lagoon and Public Works Staff report be received for review and discussion; and,

THAT $4,841 be transferred out of sewer surplus and operating surplus (total $9,682) to be used for the installation of 2 transfer switches, one at the lagoon, and other at the Public Works Yard; and,

FINALLY THAT the 2022-2026 Financial Plan be amended accordingly.

Respectfully Submitted,

Jason Johnson, CAO

VILLAGE OF SAYWARD

BYLAW NO. 485

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 451, 2019

WHEREAS the Council for the Village of Sayward is authorized pursuant to section 194 of the *Community Charter* to impose fees and charges with respect to services provided by the Village of Sayward.

AND WHEREAS the Council of the Village of Sayward wishes to amend "Fees and Charges Bylaw No. 451, 2019"

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as **"Fees and Charges Amendment Bylaw No. 485, 2022"**.

2. AMENDMENT

1. Schedule "D" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "D" and replacing it with "Schedule D – Solid Waste Collection" attached to this bylaw.
2. Schedule "E" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "E" and replacing it with "Schedule E – Water User Rates" attached to this bylaw.
3. Schedule "F" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "F" and replacing it with "Schedule E – Sewer User Rates" attached to this bylaw.
4. Schedule "J" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "J" and replacing it with "Schedule J – Fire Protective Services" attached to this bylaw.

Read a first time on the 3rd day of May 2022.

Read a second time on the 3rd day of May 2022.

Read a third time on the 3rd day of May 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 485
this ___ day of _____, 2022

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

SCHEDULE D

SOLID WASTE COLLECTION

Fees for collection of solid waste from approved receptacles and excess receptacles

DESCRIPTION	FEE
Up to two approved receptacles	$246.04 per year
Each additional receptacle	$5.00 for each additional

SCHEDULE E

WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	$407.82
Hotel, Motels	per unit	$203.91
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	$407.82
Trailer Park	per pad	$407.82
Cafes & Restaurants	(equivalent to 10 dwelling units)	$4,078.20
Office, Shop, or Store	(equivalent to one dwelling unit)	$407.82
- Plus for living quarters attached	(equivalent to one dwelling unit)	$407.82
- Plus for Grocery	(equivalent to one dwelling unit)	$407.82
- Plus for Butcher Shop	(equivalent to one dwelling unit)	$407.82
Laundromat	per washing machine (equivalent to one dwelling unit)	$407.82
Schools	(equivalent to 26 dwelling units)	$10,603.32
Small Craft Harbour	(equivalent to 2 dwelling units)	$815.64
Harbour Lease	(equivalent to 10 dwelling units)	$4,078.20
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	$2,854.74
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	$38,335.08
Campground	serviced stalls **times** months in operation **divided by 12** – times Motel rate	$203.91
Others not specified	each	$407.82

SCHEDULE F

SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	$304.26
Hotel, Motels	per unit	$152.13
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	$304.26
Trailer Park	per pad	$304.26
Cafes & Restaurants	(equivalent to 10 dwelling units)	$3,042.60
Office, Shop or Store	(equivalent to one dwelling unit)	$304.26
- Plus for living quarters attached	(equivalent to one dwelling unit)	$304.26
- Plus for Grocery	(equivalent to one dwelling unit)	$304.26
- Plus for Butcher Shop	(equivalent to one dwelling unit)	$304.26
Laundromat	per washing machine (equivalent to one dwelling unit)	$304.26
Schools	(equivalent to 26 dwelling units)	$7,910.76
Small Craft Harbour	(equivalent to 2 dwelling units)	$608.52
Harbour Lease	(equivalent to 10 dwelling units)	$3,042.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	$2,129.82
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	$28,600.44
Campground	serviced stalls **times** months in operation **divided by 12** – times Motel rate	$152.13
Others not specified	each	$304.26

SCHEDULE J

FIRE PROTECTIVE SERVICES

DEFINITION	FEE
Burning Permit	$50.00
Fireworks Permit – Community event	$100.00
Fireworks Permit – Film and Television event	$100.00
Fireworks Permit – Halloween (private)	$25.00
Fireworks Permit – New Year's Eve (private)	$25.00
On-site fire protection – equipment cost	$250.00 per hour for equipment plus 10%
On-site fire protection – personnel attendance	$65.00 per hour for each person, plus 10%

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Chief Election Officer
Subject: **Election and Assent Voting Bylaw No. 486, 2022**
Meeting date: May 17, 2022

BACKGROUND

On May 3, 2022 Council passed the following resolution:

> **MOTION R22/87**
> **MOVED AND SECONDED**
>
> THAT Council receive the Election Bylaw report for information and discussion; and,
>
> THAT Council direct staff to prepare a new election bylaw for the May 17th council meeting.
>
> **CARRIED**

In accordance with this resolution staff have now prepared an election bylaw for Council's consideration.

DISCUSSION

The bylaw attached replaces Bylaw No. 409 General Local Government Election and Voting Day Registration Bylaw No. 409, 2014. As discussed at the May 3rd Council meeting the following items have been addressed in the new bylaw:

a.) Several *Local Government Act (LGA)* section numbers have been updated to reflect updates in legislation. These updates are listed in the table below:

Prior section number	New section number
54	69
110(3)	120(3)
141	151
97(3)	107(2)
100	110
116	126

b.) Advance Voting Opportunities: this section has been worded to allow for alternate locations based on different circumstances and a statement has been included that Council authorizes the Chief Election Officer to designate the voting places within the limits set out in the *Local Government Act*.

c.) Mail Ballot Voting: this section has been worded to reflect recent updates to legislation - as of June 17, 2021 all electors are eligible to vote by mail ballot, where a bylaw provides for mail ballot voting.

In accordance with Section 56(1)(a) of the *LGA* an election bylaw (or any amendments to an election bylaw) must be adopted at least 56 days before the first day of the nomination period of the general local election. For the 2022 general local election this date is July 4, 2022.

Staff recommend that Council now give first, second and third readings of Bylaw No. 486 as outlined in the schedule below:

Schedule	Action
May 3, 2022	Report from the CEO regarding new election bylaw ***done***
May 5-11, 2022	Staff prepare new election bylaw ***done***
May 17, 2022	Council gives first, second and third readings to Bylaw No. 486, Election and Assent Voting Bylaw
June 14, 2022	Council gives fourth and final reading to Bylaw No. 486, Election and Assent Voting Bylaw

RECOMMENDATIONS

THAT Election and Assent Voting Bylaw No. 486, 2022 be given first, second, and third reading.

Respectfully submitted,

Lisa Clark, CEO

Attachments:

- ***Election and Assent Voting Bylaw No. 486, 2022***

VILLAGE OF SAYWARD

BYLAW NO. 486

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF ELECTIONS AND ASSENT VOTING

WHEREAS under the *Local Government Act* Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

WHEREAS pursuant to Section 69 of the *Local Government Act,* Council may, by bylaw, limit registration of electors to registration at the time of voting;

AND WHEREAS the Council of the Village of Sayward wishes to limit registration of electors to registration at the time of voting for all elections under Part 3 and 4 of the *Local Government Act,*

NOW THEREFORE, the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as **"Election and Assent Voting Bylaw No. 486, 2022"**

2. ADVANCE VOTING OPPORTUNITIES

An advance voting opportunity shall be held on the tenth (10^{th}) day immediately preceding general voting day for each election or other voting in the Village of Sayward between the hours of 8:00 a.m. and 8:00 p.m. Council authorizes the Chief Election Officer to designate the voting place within the limits set out in the *Local Government Act*.

3. NUMBER OF SCRUTINEERS AT VOTING PLACES

As authorized under section 120(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is one scrutineer for each ballot box in use.

4. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act.*

5. VOTER REGISTRATION

a) For the purposes of all elections and other voting under Part 3 and 4 of the *Local Government Act,* a person may register as an elector only at the time of voting.

b) Registration as an elector under this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.

c) In accordance with Section 107(2) of the *Local Government Act* a second advance voting opportunity will not be held.

6. MAIL BALLOT VOTING

a) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail.

b) The following procedures for voting and elector registration must apply:

i. sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;

ii. a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act,* until 4:00 p.m. two days before general voting day.

c) The time limits in relation to voting by a mail ballot will be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.

d) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.

7. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

8. REPEAL

"General Local Government Election and Voting Day Registration Bylaw No. 409, 2014" is hereby repealed in its entirety.

Read a first time on the ___ day of _____ 2022.

Read a second time on the ___ day of _____ 2022.

Read a third time on the ___ day of _____ 2022.

Adopted on the ___ day of _____ 2022.

Certified a true copy of Bylaw
No. 486 this ____ day of
_____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer