VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
AUGUST 16, 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 August 16, 2022, be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on July 19, 2022, be adopted.
5. **Petitions and Delegations**

   a) Bob Sampson, Sayward Valley Folk Music Society (see correspondence) and Ken McRae the Chair of Sayward Futures Society
6. **Correspondence**

   a) Bob Sampson, Sayward Valley Folk Music Society, June 14, 2022, RE: proposal to use the Kelsey Centre for future concerts beginning August 2022

   b) Sayward First Impressions Community Assessment

   c) RCMP 2nd Quarter Report

   d) From the Board Table, June Edition – VIRL

   e) 2022 K'omoks Treaty Overview

   f) Adele Skogan, Aug 5, 2022, RE: Return It Kiosk

   Recommended Resolution:

   THAT correspondence a) to e) be received for information and discussion.
7. **Council Reports**

   a) Discussion on Oscar Daze event – see attached Cllr. Tinsley and RCMP Report
8. **Reports of Committees - None**

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

10. **Unfinished Business - None**

11. **Staff Reports**

    a) **Land Use Issues – Adama, Van Brocklin, 711 Kelsey Way, Island Timberlands/Couverdon**

    Recommended Resolution:

    THAT Council receive the Land Use Issues report for review and discussion.

    b) **Appointment of Deputy Chief Election Officer**

    Recommended Resolutions:

    THAT Council withdraw the previous appointment of Jason Johnson as Deputy Chief Election Officer; and,

    THAT Shannon Carlow be appointed Deputy Chief Election Officer for the 2022 Local Government Election.

    c) **Financial Statement Variance Report – verbal, Lisa Clark CFO**

    Recommended Resolution:

    THAT Council receive the verbal Financial Statement Variance report.

12. **Emergency Services/Public Works/Recreation Department Reports**

    a) **Tom Tinsley, Emergency Program Coordinator Report**

    Recommended Resolution:

    THAT Council receive the Emergency Program Coordinator report for information and discussion.

13. **Bylaws**

    a) **Appointment of Officers Bylaw No. 488, 2022**

    Recommended Resolution:

    THAT Appointment of Officers Bylaw No 488, 2022 be given fourth and final reading.

    b) **Subdivision Amendment Bylaw No. 489, 2022**

    Recommended Resolution:

    THAT Subdivision Amendment Bylaw No. 489, 2022 be given fourth and final reading.

14. **New Business**

15. **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."

16. **In Camera**

Recommended Resolution:

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 the following sections of the *Community Charter*:

- 90(1)(c) labor relations or other employee relations,
- 90(1)(e) the acquisition, disposition, or expropriation of land and improvements, and
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were help in public.

17. Adjournment

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JULY 19, 2022
OPEN AND HYBRID MEETING
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.

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley

Absent without Excuse: Councillor Norm Kirschner

In Attendance: Lisa Clark, CFO/Corporate Officer
Melissa Coates, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:05PM

2. **Introduction of Late Items**

   a) CAO asked to remove item 13 d) (Zoning Amendment Bylaw No. 290, 2022)

3. **Approval of Agenda**

   MOTION R22/116
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for July 19, 2022, be approved as amended.

   CARRIED

4. **Minutes of Previous Meetings**

   MOTION R22/117
   MOVED AND SECONDED

   THAT the minutes from the Regular Council meeting held on June 14, 2022, be adopted.

   THAT the minutes from the Special Council meeting held on June 28, 2022, be adopted.

   CARRIED

5. **Petitions and Delegations - None**

6. **Correspondence**

a) Bob Sampson, Sayward Valley Folk Music Society, June 14, 2022, RE: proposal to use the Kelsey Centre for future concerts beginning August 2022

b) Joyce Ellis, Sayward Tour de Rock Chairperson, June 27, 2022, RE: donation in kind for September 26, 2022 Tour de Rock event

c) Aggie Pringle, Oscar Daze Committee, July 14, 2022, RE: waiver of mobile vending business licenses for Oscar Daze 2022

d) Ardice Todosichuk, Executive Director, Corporate Policy and Priorities Branch, Ministry of Agriculture and Food, June 17, 2022, RE: amendments to the Agricultural Land Reserve Use Regulation

e) Anna Barford, Canada Shipping Campaigner, Stand.earth, June 17 2022, RE: Motion at UBCM Protecting BC Coasts From Acidic Washwater Dumping being brought forward by Vancouver

f) David Screech, Mayor, Town of View Royal, June 21, 2022, RE: Support for Island Rail Corridor

MOTION R22/118
MOVED AND SECONDED

THAT Correspondence a) through f) be received by Council.

CARRIED

MOTION R22/119
MOVED AND SECONDED

THAT item a) Sayward Valley Folk Music Society proposal be deferred until Mr. Sampson can present to Council.

CARRIED

MOTION R22/120
MOVED AND SECONDED

THAT the items outlined in b) Sayward Tour de Rock letter be approved for use by the Sayward Tour de Rock Committee including the pool and hot tub for 2 hours on September 26, 2022.

CARRIED

MOTION R22/121
MOVED AND SECONDED

THAT mobile vendor business license fees be reduced to $100 for Oscar Daze weekend 2022.

CARRIED

7. Council Reports

a) H'Kusam Park Gazebo Upgrade to Infrastructure

MOTION R22/122
MOVED AND SECONDED

THAT Council and Staff receive this report for review and discussion; and

THAT Staff present Council with quotes to upgrade the gazebo with a concrete walkway, at the gazebo entrance; and

THAT staff present Council with quotes to bring secured water and electrical service to the gazebo, with access at the site obtained by a key, held at the Village office; and

THAT signage be posted at the site to ensure proper conduct, rules to be followed and how to book use of the secured services at the gazebo; and any fees associated with such use, as determined by Council; and

THAT staff report back to Council at the Tuesday, September 6, 2022, regular council meeting regarding the total cost of project quotes for consideration; and

THAT everyone using the gazebo will benefit from the upgrades by reduced exposure to COVID variants in the outdoor environment; and

FINALLY, THAT COVID-19 Restart Grant funding be used to provide upgrades to the gazebo infrastructure so that access for vulnerable populations is maximized.

CARRIED

8. **Reports of Committees - None**
9. **Mayor's Report - None**
10. **Unfinished Business - None**
11. **Staff Reports**

a) **Annual Report**

MOTION R22/123
MOVED AND SECONDED

THAT Council approves the 2021 Annual Report.

Opposed Cllr Poulsen **CARRIED**

b) **Municipal Insurance Authority (MIA) Voting Delegate and Alternate**

MOTION R22/124
MOVED AND SECONDED

THAT Council appoints Mayor Mark Baker as the voting delegate, Councillor Sue Poulsen as alternate #1, and Corporate Officer Lisa Clark as alternate #2.

CARRIED

c) **Water, Sewer, and User Fee Exemptions**

MOTION R22/125
MOVED AND SECONDED

THAT Council approves the rental of Site 2 at $350/month for the Nurse Practitioner until July 31, 2023 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2022 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

CARRIED

d) **Propane Consumption – Kelsey Centre and Admin Building**

MOTION R22/126
MOVED AND SECONDED

THAT Council receive the Propane Consumption - Kelsey Centre and Admin Building staff report for information and discussion.

CARRIED

MOTION R22/127
MOVED AND SECONDED

THAT Council direct staff to investigate a more efficient and financially prudent way of heating the building.

CARRIED

e) Age Friendly Plan

MOTION R22/128
MOVED AND SECONDED

THAT Council approves the Village of Sayward 2022 Age Friendly Plan.

CARRIED

f) Strategic Priorities Fund (UBCM) – Grant Application

MOTION R22/129
MOVED AND SECONDED

THAT Council authorizes the submission of an application through the UCBM Capital Infrastructure Stream – Strategic Priorities Fund 2022 for the Water System Supply and Conservation Improvements project estimated at $3,053,280; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

CARRIED

g) Age-friendly BC Program – Grant Application

MOTION R22/130
MOVED AND SECONDED

THAT Council authorizes the submission of an application through the 2022 Age-friendly BC Program (Stream 1) 2022 for the Village of Sayward Zoning Bylaw Update project; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

CARRIED

12. Emergency Services/Public Works/ Recreation Department Reports – None

13. Bylaws

a) Fees & Charges Amendment Bylaw No. 487, 2022

MOTION R22/131
MOVED AND SECONDED

THAT Fees & Charges Amendment Bylaw (Schedules A, B, C, G, H, K) No 487, 2022 be given fourth and final reading.

CARRIED

b) Appointment of Officers Bylaw No. 488, 2022

MOTION R22/132
MOVED AND SECONDED

THAT Appointment of Officers Bylaw No 488, 2022 be given first, second and third reading.

CARRIED

c) Subdivision Amendment Bylaw No. 489, 2022

MOTION R22/133
MOVED AND SECONDED

THAT Subdivision Amendment Bylaw No. 489, 2022 be given first, second and third reading.

CARRIED

14. New Business - None

15. Public Question Period - None

16. In Camera

MOTION R22/134
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 the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality,
- 90(1)(c) labour relations or other employee relations,
- 90(1)(e) the acquisition, disposition, or expropriation of land or improvements, and
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Rise & Report

MOTION IC22/59
MOVED AND SECONDED

THAT John Manson, P.Eng be appointed Approving Officer for the Village of Sayward effective July 20, 2022; and,

THAT Council authorize the Corporate Officer to sign the employment agreement between the Village of Sayward and Mr. Manson.

CARRIED

MOTION IC22/60
MOVED AND SECONDED

THAT John France be hired as interim CAO effective July 25,2022; and,

THAT Council authorize the Mayor to sign the employment agreement between the Village of Sayward and Mr. France.

CARRIED

MOTION IC22/63
MOVED AND SECONDED

THAT Lisa Clark be appointed Corporate Officer effective August 1, 2022 for the purposes of carrying out statutory duties prescribed in section 148 of the *Community Charter* and Bylaw No. 488 Appointment of Officers; and,

THAT compensation equal to 10% of Ms. Clark's current salary be approved for Corporate Officer duties until the expiry of Ms. Clark's current employment contract (October 25, 2023); and,

FINALLY THAT a new employment contract be negotiated with Ms. Clark in the summer of 2023.

CARRIED

18. Adjournment

The meeting was adjourned at 7:51 PM

_____

Mayor

_____

Corporate Officer

Proposal to Sayward Village Council
from
Sayward Valley Folk Music Society

Purpose of proposal:

To request that the council consent to continue the Sayward Valley Folk Music Society at the Kelsey Centre beginning August, 2022.

The Sayward Valley Folk Music Society is a not for profit group. Our purpose is to:
1.) Preserve and promote a variety of acoustic folk music in the Sayward area.

2.) To develop and offer to all interested persons whatever programs and functions may be deemed desirable to achieve the above objective.

3.) To support and encourage participation in developing music and the arts in the community of Sayward.

In the summer of 2017 my wife, Karen, and I began to organize what would become the Sayward Valley Folk Music Society. We had moved to Sayward in 2006 and recognized, over time, the need to bring an increased awareness of arts and culture to the community.

Using our own money, we decided to venture forward with the idea and in September we hosted our first concert at the Heritage Hall with the help of musicians we contacted and who demonstrated a belief in our vision.

We will feature one concert on the second Sunday of every month. Each concert begins at 7:00 and ends at 9:00.

As most of you know, this concert series has been very successful in bringing live music, by professional musicians and local talent, to the community of Sayward. It has also been instrumental in bringing people together from outside of the Sayward area. This has contributed to an increase in awareness and tourism.

At present all income from concerts is used to cover the cost of performance fees, advertising, and supplies.

The society is totally community supported through memberships, admission fees, ticket sales and private donations.

A committee of volunteers help the concert evenings to run smoothly by assisting in set up, collecting admission at the door, preparing snacks, working the kitchen, and cleanup after the concerts. I book the performers, create and distribute posters, submit articles to newspapers and online.

My request is as follows:

That the Kelsey Centre continue to be the location for the Sayward Valley Folk Music Society.

The SVFMS will meet one Sunday evening a month from 7pm to 9pm January thru November. There will be no concerts in December. Dates of concerts will be provided to counsel at least three months in advance.

The venue will feature a variety of music from Folk to Jazz to Classical, with an emphasis on Acoustic Folk.

Volunteers will prepare snacks and serve coffee, tea, and juice (all supplied by SVFMS). There will be a charge for these items to help defray the cost of purchases. No alcohol will be permitted.

There will be an admission charge of $20 at the door. Members pay half price and children 16 and under are free. Annual Membership fees are available at a cost of $90 per person or $150 for a family up to four people.

On average there will be eleven concerts per year.

All concerts are family friendly. Parents must supervise their children.

In conjunction with the concert series I am considering future programs for children and possible music workshops.

As a not for profit group we are presently under the umbrella of Sayward Futures.
All money remaining after the performers are paid, as well as memberships to the SVFMS, will be given to the Kelsey Centre or Sayward Futures, and used to cover additional expenses.
In turn, we will present our financial records to you for inspection on a month to month basis or upon request. I would also ask that I receive a key and a code to the building, as I had previously, to allow access to the centre for concert events. I would also ask that storage space be provided for sound and lighting equipment and staging as I had previously arranged for the 2020 season.

Thank you for your consideration,
Bob Sampson, 250-282-0134
June 13, 2022

May 2022

First Impressions Community Assessment

The Village of Sayward

By: Kenzie Knight, Rural Tourism Development Specialist
4VI (formerly Tourism Vancouver Island)

General Overview

During the third week of May 2022, three members of the 4VI (formerly Tourism Vancouver Island) development team traveled to Sayward to perform a First Impressions Community Assessment. The survey information gathered during this field visit was used to provide suggestions towards Sayward's tourism development opportunities. Listed in this document are the key findings from this survey, a SWOT analysis of Sayward, and recommendations for future tourism development.

The First Impressions Community Assessment required surveyors to observe and evaluate different aspects of Sayward from the viewpoint of a first-time visitor. Areas of assessment are broadly grouped into residential, services and facilities, public spaces, commercial, community engagement, accessibility, and tourism. Overall, surveyors were left with an overwhelmingly positive impression of Sayward and many aspects of the village exceeded expectations. Specifically, the quality of public spaces and recreational facilities, landscaping and beautification, curb appeal of residential neighborhoods, and walkability were particularly noteworthy. Areas identified for improvement included tour operators, quality of signage, and retail, accommodation and dining opportunities. Following the site visit and survey assessment, 4VI development members believe Sayward has significant potential to further develop its tourism sector.

Key Survey Findings

Section 1: Housing & Residential Areas

Score: Excellent

The neighborhoods of Sayward are centrally located and close to community services. It was evident when driving through the neighborhoods that residents took great pride in their homes, with particular consideration to landscaping and gardens. Although there are not many sidewalks for residents, the width of roads allowed for pedestrians to walk safely.

Section 2: Services & Facilities

Score: Excellent

2.1 Recreational Facilities Sayward features a range of high-quality recreational facilities including an active community centre that regularly hosts programs and features a pool, gym, weight room, and multipurpose room. In addition, Sayward has a heritage hall, library, outdoor senior's fitness park, baseball field, soccer field, tennis court, and a wide variety of well-maintained parks, trails and playgrounds that are an easy walking distance from the village centre. It was noted the shortage of lifeguards has been an ongoing challenge for the community centre.

2.2 Educational Services The local elementary school is highly regarded and in excellent condition. It features a great playground and ample outdoor spaces for students. Secondary students must travel to Campbell River.

2.3 Health Services The medical clinic was easy to locate and had sufficient signage. It is well-regarded with a full-time nurse practitioner.

Section 3: Public Spaces

Score: Excellent

3.1 Public Toilets Public toilets were easy to find at the Village Campground and Marina. Hot showers are also available at the community centre.

3.2 Benches & Picnic Areas There is an abundance of public seating throughout Sayward. In particular, recreational spaces often had picnic tables and benches that were in good condition. A covered picnic shelter and benches along the river allow visitors to enjoy Sayward's natural beauty.

3.3 Garbage Bins Garbage bins were easy to find near picnic areas and recreational spaces. Dog waste bag dispensers are also widely available.

3.4 Landscaping & Beautification Parks and public spaces were beautifully maintained and commonly used by community members. Both residential and commercial areas were well-cared for and had a high degree of curb appeal.

3.5 Public Art There is limited public art in Sayward. An increase in public art could significantly contribute to Sayward's beautification and community pride.

3.6 Parking The location and number of parking spots in Sayward was adequate. This was especially evident in key locations such as recreational spaces and the village centre. It was noticed that parking at the wharf could be expanded to allow for easier access.

3.7 Signage Generally, the location of signage allows visitors to easily find their way around. This said, many signs appear old and are in need of a refresh, with specific mention to the signage near the former visitor centre, at the village entrance, and near the waterfront. It was observed that the points of interest on the village map near the waterfront are outdated. Additionally, the restricted access sign at the Salmon River Estuary trailhead is confusing for visitors. It is recommended to add signage to help visitors easily find the estuary trailhead.

Section 4: Main Street & Central Business District

Score: Needs Attention

Sayward's main street is well-maintained and easily walkable, closely located to public green spaces and residential neighborhoods. Due to the size and remote location of Sayward, the availability of retail stores and restaurants is significantly lacking. Unfortunately, the empty mall on main street may give visitors an impression that Sayward has poor economic health. With the gas station, restaurant and grocery store located off Highway 19, there is little to draw potential visitors into the community.

Section 5: Community Attitudes, Engagement, and Knowledge

Score: Satisfactory

Similar to many rural communities across the island, attitudes towards tourism growth and development are mixed in Sayward. Communicating to residents the value of tourism and engaging in community consultation will be important for fostering community support.

Section 6: Accessibility
Score: Satisfactory

The accessibility of facilities and services for people with disabilities is generally satisfactory in Sayward. The community centre and medical centre had ramps for greater accessibility. The community centre also has plans to upgrade their washroom facilities to be accessible. It was difficult to determine which accommodations were accessible by looking at online materials.

Section 7: Tourism
Score: Needs Attention

7.1 Restaurants At this time, there is only one dining option in Sayward. A coffee bar and ice cream are also available during the summer on the wharf. The village would benefit substantially from a restaurant that served dinner in the evenings and acted as a central gathering point. A space with patio seating would also take advantage of Sayward's fantastic views.

7.2 Stores Ocean View Gifts and Gallery offers a great collection of souvenirs from local artisans. Besides the gift shop, there are very limited retail opportunities for visitors in Sayward.

7.3 Accommodation There are very few accommodation options in Sayward. Campgrounds are plentiful and well-maintained. Other accommodation options include Sayward Valley Resort, Lazy Acres Farm & Suites and White River Resort, all which appeared to be well-cared for.

7.4 Tour Operators There are currently no tour operators in Sayward. Due to the abundance of natural spaces, surveyors see substantial opportunity to expand marine and land-based tours in Sayward. Developing a self-guided agritourism experience was expressed by local stakeholders as a potential avenue to draw visitors to Sayward.

7.5 Tourist Attractions Most of the tourism attractions in Sayward and surrounding areas are nature-oriented, including fishing, paddling, wildlife viewing, birdwatching, and hiking. Key attractions in the area include the estuary, wharf, working waterfront heritage trail, Mt. H'Kusam, and Mount Cain Alpine Park. The Kusam Klimb is an iconic annual event in Sayward that attracts hundreds of visitors.

7.6 Availability and Quality of Information The Village of Sayward website provides a good overview of the services and activities available in the community. There are a few key areas identified for improvement around the availability of information:

- Create a comprehensive and up to date online accommodation directory to help manage visitor expectations and ease frustration.
- Develop additional online and physical materials to help inform visitors about the various hiking and walking trails in Sayward. This is expanded on in the recommendations section.
- It was highlighted by local stakeholders that Sayward is in need of an updated print brochure for visitors. This is a key area for improvement, as many visitors rely on printed materials for information once they have arrived at a destination.

- Sayward does not have a social media presence for visitors. More and more, visitors are looking to plan their travel through online platforms. Creating a visitor-facing social media platform will spread awareness about Sayward as a destination and function as a useful trip planning tool.
- Add the Crossroads Restaurant & Pub to the food & beverage section of the website, as well as the operating months and hours of the Tourism Information Centre.

SWOT Analysis

The following SWOT analysis was created from the information gathered during the First Impressions Community Assessment. The purpose of this analysis is to summarize and visually organize the strengths, weaknesses, opportunities, and threats Sayward has for destination planning and strategy.

Strengths	**Weaknesses**
• Abundant green spaces • Stunning natural setting • Wildlife viewing opportunities • High walkability • Safe and clean • Excellent public services and recreation facilities • Charming residential areas • Gateway to North Island • Abundance of local growers • Family-friendly destination • Easy access off Highway 19 • Annual Kusam Klimb event	• Short length of stay • No tour operators • Lack of accommodations • Lack of shopping and dining options • No unique value proposition • Few in-destination experiences • Lack of monetized tourism products • Little to draw visitors off the highway • No social media presence • Availability of print materials • Weak cell reception • Limited visitor centre hours of operation
Opportunities	**Threats**
• Unique brand storytelling • Increased travel to rural areas • Increasing regional tourism • Day trips from Campbell River • Expanding annual festivals and events • Develop year-round visitation • New people moving to community • Agritourism • Marine and land-based tours • Proximity to Mount Cain • Interpretive tours of Yorke Island • Partnership with K'omoks First Nation	• Lack of public awareness of Sayward as a destination • Competition from other North Island destinations with similar offerings • Largely seasonal tourism • Lack of capacity and funding to maintain and develop tourism infrastructure • Housing/rental shortages for residents • Lack of collaboration between tourism stakeholders

Tourism Development Recommendations

The following recommendations were created based on the First Impressions Assessment, online audit, and engagement sessions held with local stakeholders in Sayward.

1) Determine Visitor Demographics

The community of Sayward does not currently track the demographics and psychographics of their visitors. Collecting this information would allow Sayward to approach tourism development through an evidence-based lens. Specifically, stakeholders would be able to track the number of visitors, average length of stay, where they are coming from, and why they chose Sayward. This information can be used for marketing campaigns, grant applications, and to create tourism assets that would appeal to Sayward's target audience.

Collecting accurate data will require the participation of accommodation providers and the visitor centre to help track this information. To help facilitate this data collection, a copy of a visitor statistics survey from Destination British Columbia has been included at the end of this report.

2) Regional Tourism Strategy

During engagement sessions with local stakeholders, the need for a regional approach was identified. Developing a regional tourism strategy, through partnerships with Strathcona Regional District, Campbell River and the Nimpkish Valley, will help to create a coordinated road map for Sayward's tourism development. A regional tourism strategy should be planned in consultation with community members. Creating a space where community members feel heard is a great opportunity to foster community support for economic development. It is recommended to hire a tourism coordinator to spearhead these initiatives.

3) Investment Attraction Strategy

It is recommended to create an updated investment strategy to aid in attracting new businesses to Sayward. Currently, there are no tour operators in the community and very few monetized tourism experiences. The first step to developing an investment attraction strategy will be identifying Sayward's tourism brand and unique value proposition as a destination. Highlighting community assets and having a strong understanding of visitor numbers will also be important for articulating investment opportunities to new entrepreneurs and investors.

4) Accommodation and Trail Inventories

Surveyors found there is uncertainty around which accommodators are operating. In order to provide accurate and up to date information to visitors, it is recommended to create a comprehensive accommodation inventory. This would inform an accommodation directory for visitors on the Village of Sayward website. Secondly, information on hiking trails in and around Sayward is also lacking. Creating a detailed trail inventory will help visitors easily navigate the various options for outdoor recreation. A trail inventory should include detailed directions to the

trailhead, trail conditions, duration and length, and fitness level required. It will also be important to highlight which accommodations and trails are accessible for visitors with disabilities.

5) Self-Guided Farm Tour

One of Sayward's unique tourism assets is its abundance of farms and local growers. In order to better facilitate the agritourism experience for visitors, it is suggested to create a self-guided farm tour. This could also be developed as a cycling tour. A formalized approach would include a webpage with a list of participating growers, contact information, and a map. In addition, it is recommended participating farms are given standardized signage so visitors can easily identify the location of farm stands and drop in when in the local area. The Sayward Farmer's Market should also be amplified through online platforms and travel itineraries.

6) Travel Itineraries

Moving forward, it will be important for Sayward to link tourism experiences together in their informational materials online and in print. An example would be providing sample itineraries for tourists, depending on their length of stay, activity level, and interests. Travel itineraries can be developed specifically for a weekend stay in Sayward, a day trip from Campbell River and a multi-day trip to the North Island. Sayward is strongly positioned to target day-trippers and family camping trips coming from Campbell River. Itineraries take a lot of the guesswork out of travel for tourists visiting rural areas and also clearly communicate the destination's value to potential visitors.

7) Signage Upgrades

As mentioned earlier, the signage around Sayward is in need of significant upgrades. Maps and points of interest are generally outdated, and hiking trailheads are difficult to locate. Creating a signage and wayfinding plan will be valuable for Sayward's tourism development and visitor experience. Signage upgrades that align with Sayward's tourism brand will help create a more cohesive and eye-catching appearance.

Visitor Centre Network Statistics Program - Daily Form

Visitor Centre: Event/Roaming:	**# of hours open:**
Date:	**# of buses:**

Visitors to the Centre – put number of visitors in party in square (1 square per party)	**Total Vis.**
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
Total Number of **Parties:**	Total Number of **Visitors:**

Visitor Origin	
Local Resident	
Vancouver Island	
Vancouver, Coast & Mountains	
Thompson Okanagan	
Kootenay Rockies	
Cariboo Chilcotin Coast	
Northern BC	
Alberta	
Other Canada	
Washington	
California	
Other US/Mexico	
Europe	
Asia/Australia	
Other	

Nights in Community	
Same Day	
1	
2	
3	
4 - 6 (1 week)	
7 - 13 (2 weeks)	
14+	

Community Specific Info (must be consistent all year)	
First time visitor	
# of visitor phone calls	
# of visitor emails	
Booked accommodation, activity or transportation	

Information Requested (use as many ticks as apply)	
Accommodation	
Adventure Recreation	
Attractions/Tours	
Maps/Directions	
Events/Conferences	
Food & Beverage	
Transportation	
Shopping	
Parks	
First Nations	
Community Services	
Investment/Moving	
Washrooms	
Other	

Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie Royal du Canada

To: Mayor, Council, and Regional District

Policing Report for April 1, 2022 to June 30th, 2022

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of April to June 2022. During these months, Sayward RCMP had 102 calls for service, down from 132 for the same period last year.

Report statistics April 1, 2022 to June 30, 2022:	**Village**	**Rural**
911-FALSE/ABANDONED CALLS: **0**	**0**	**0**
Abandoned Vehicles: **1**	**0**	**1**
Animal Calls: **5**	**0**	**5**
Assault: **0**	**0**	**0**
Breach of Peace: **0**	**0**	**0**
Breach Bail: **0**	**0**	**0**
Cause a Disturbance: **1**	**0**	**1**
Check Wellbeing: **4**	**4**	**0**
Checkstop Program / Road Block: **1**	**0**	**1**
Children, Family & Community Services: **0**	**0**	**0**
Collision Damage under $10,000: **3**	**0**	**3**
Coroner's Act: **1**	**1**	**0**
False Alarms: **6**	**6**	**0**
Firearms Act: **1**	**0**	**1**
Impaired OP Motor Veh: **0**	**0**	**0**
Mental Health Act: **1**	**1**	**0**
Mischief: **8**	**5**	**3**
Missing Persons: **1**	**0**	**1**
Other Permit Issue - Provincial: **0**	**0**	**0**
Property – Lost & Found: **6**	**4**	**2**
Sex Assault / Interference: **0**	**0**	**0**
Theft: **5**	**2**	**3**
Traffic-Other Moving including Bulk VT's & Warnings: **15**	**11**	**4**
Unspecified Assist: **15**	**7**	**8**

VANCOUVER ISLAND REGIONAL LIBRARY

Table

Board Meets at Sooke Official Opening

The June 11 meeting marked the first time since the pandemic that a Board meeting was not entirely virtual. A dozen Trustees travelled to Sooke to take part in our first hybrid meeting that coincided with the official Grand Opening celebration of the new Sooke library.





(Pictured above) Trustees, delegates and the community gathered on Saturday, June 11 for the official opening celebrations of the new Sooke library (pictured left).

2023 – 2027 Strategic Plan Update

The Board receives an update on the strategic planning process at every Board meeting. The staff-led research is complete and presentations to other staff of the findings are underway; three staff engagement workshops were completed in late May; and public engagement is scheduled for October with facilitation training happening for all participating staff in mid and late September.

Reviewing the Facilities Master Plan

As was the case in the first tender, VIRL's second attempt for bids from contractors interested in working with VIRL to revise its Facilities Master Plan received no bids by the deadline. VIRL now plans to split the work into a few areas, and have a consultant assigned to each one to perform branch assessments. This will ensure the work is completed and reduce travel costs incurred by the consultants, with the intention of bringing the project costs in line with the budget.



2021 Audited Financial Statements

VIRL's auditors, MNP LLP, released the 2021 audit report with a clean audit opinion, with approval by the Executive Committee May 13. A clean opinion indicates there are no materially misstated items or other significant departures from accounting standards.

The MNP report stated the following: "In our opinion, the accompanying Consolidated financial statements present fairly, in all material respects, the Consolidated financial position of the Library as at December 31, 2021, and the results of its Consolidated operations, changes in its net debt and its Consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards."



2023 Budget Assumptions

The Budget Assumptions report serves as a starting point for the 2023 budget conversation and provides Trustees with the context in which the budget will be situated.

For the 2023 budget process, staff developed preliminary estimates on a "needs based" approach. This approach involved evaluating what budget is required to continue to provide the current level of service, before evaluating how that impacts the overall budget and member levy. This method provides a global picture of VIRL's cost pressures and allows for detailed discussion of where to prioritize spending.



A preliminary estimate is to maintain operations at 2021 levels, VIRL's administrative costs will increase by 5 – 6% overall. Additional capital costs could push the budget higher. Discussions with the Executive Committee will continue until the final 2023 budget is presented later in the year.

Finance

Finance Report

Balance Sheet: The balance sheet of $39.6 million shows a healthy balance of cash and investments of $4.9 million at the end of July and a year to date operating deficit of $4.0 million. The deficit is primarily due to reduced revenue from overdue fines, timing of revenue recognition on capital projects, and timing of pay periods.



Revenue and Expenditures: The operating deficit as at the end of April reflects that operating revenues and expenditures were in line with expectations at that point in the year, and that capital expenditures are tracking with progress of projects.

Summary: VIRL's current position is sustainable and VIRL's operations are in line with expectations for this point in the year.

Reserves Report

The Board of Trustees is provided with updated reserves information at each meeting. At the end of April, the reserves stood at a balance of $6.5 million. Appropriations to reserves are recorded on a monthly basis and at the end of April represented 33% of the budgeted contributions to reserves for the year.

Facilities Update

Capital Projects

Masset: Consultants are working on drawings and specifications for the tender package.

Sooke: The project is complete and the Grand Opening celebration held the same day as the Board meeting: Saturday, June 11, 2022.

Courtenay: Planning for the project is underway.

Port Alberni: VIRL went out for tender a second time and all bids received were still well above the budgeted amount. The Board opted to cancel the tender and re-evaluate the project in relation to other priorities, and planned updates to the Facilities Master Plan.

Provincial One-Time Funding for COVID-19 and Emergency Response

BC Public Library advocacy has resulted in one-time Ministry of Municipal Affairs grants to the sector totaling $8 million. This one-time funding is intended to "...cover costs associated with the COVID-19 pandemic, support emergency response/planning and adapting services for recovery." Of this total, VIRL received $181,196, with approximately $135,000 for COVID relief and recovery and $45,000 for emergency preparedness.

A Report on Q1 Performance

The Performance Scorecard is a quarterly report that provides a snapshot of the trends, challenges, growth areas, and much more within the library system. This report indicated steady and sustained high digital borrowing over the same period last year, a 16% rise in physical borrowing, strong online learning, and an impressive overall score of 9.2/10 through ongoing and real-time branch satisfaction surveys.

Media Landscape

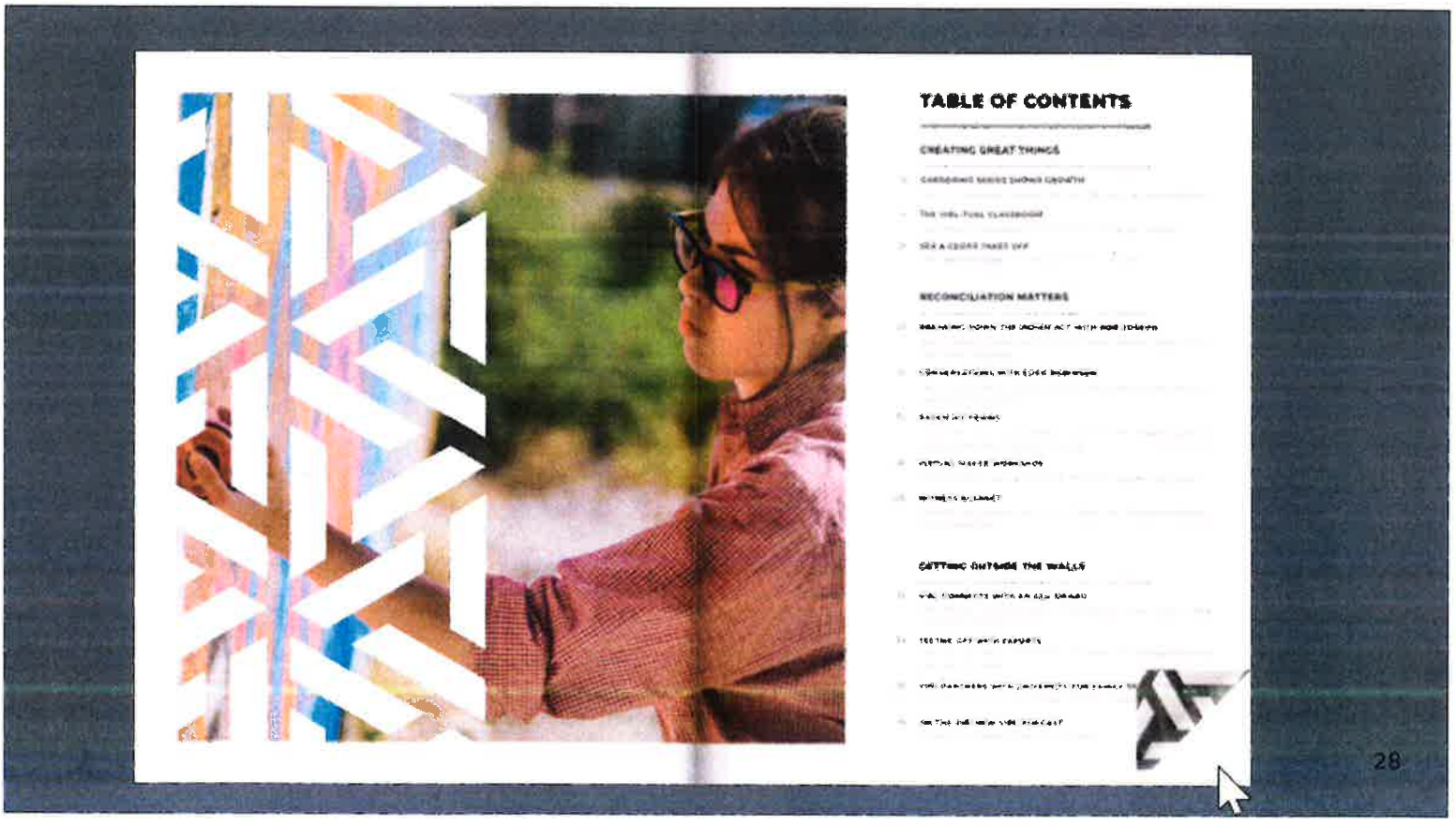
Compared to the previous reporting period, in which the BCGEU job action dominated the headlines, reporting from Q2 was a return to normal for VIRL. Coverage was down 37% over the previous period, and after skewing heavily to the negative, returned to neutral and positive stories. The stories that received the most coverage were the resolved BCGEU labour action and new contract, and the announcement about one-time COVID relief funding from the Province.

2021 Annual Report

The 2021 Vancouver Island Regional Library Annual Report highlights VIRL's accomplishments from the previous year, summarizes its finances, and recognizes the continued dedication and support from the Board of Trustees.

2021 was a momentous year for VIRL. The pandemic continued to impact branches and communities, yet staff at VIRL demonstrated resilience and creativity as they adapted to meet library patrons online, in person, and in their residences. Ben Hyman, VIRL's new Executive Director, was also onboarded in 2021 and his focus on evolving VIRL into a purpose-driven organization resonated across the system.

Themes of reconciliation, community, partnerships, and connection are woven throughout the stories of the 2021 Annual Report.



Lisa Clark

From: Cavanagh, Sarah IRR:EX <Sarah.Cavanagh@gov.bc.ca>
Sent: Friday, July 15, 2022 2:23 PM
To: Lisa Clark
Subject: K'ómoks Treaty Negotiations Overview & Email Sign-up
Attachments: 2022 K'omoks Treaty Overview.docx

Hi Lisa,

Thanks for the opportunity to provide a treaty update to the Board in June. We had a request for some key messages to share with local governments. I am attaching a K'ómoks Treaty Negotiations Overview that can be shared with your Board and your staff. We also encourage everyone to sign up for treaty updates here: https://engage.gov.bc.ca/govtogetherbc/consultation/komoks-treaty/

Thanks again for your support in building public awareness about the treaty negotiations.

Sarah Cavanagh
Senior Negotiator
Ministry of Indigenous Relations and Reconciliation
250-218-5551

K'ÓMOKS FIRST NATION TREATY NEGOTIATIONS



Overview

The K'ómoks Treaty is being negotiated by the Government of Canada, the Government of British Columbia (BC) and K'ómoks First Nation (K'ómoks). Treaties are an important part of advancing reconciliation and creating a foundation for renewed nation-to-nation relationships guided by the United Nations *Declaration on the Rights of Indigenous Peoples* and the Truth and Reconciliation Commission's Calls to Action.

RECONCILIATION

B.C. and Canada are committed to fostering relationships with First Nations that are grounded in respect and the understanding that long-term reconciliation will only be achieved through a shared vision of the future.

Together, we are building new relationships based on awareness of the past, mutual respect, a renewed fiscal relationship, and a commitment to action.

TREATIES

Treaties are constitutionally protected agreements that promote positive and stable conditions to support social development and economic growth.

These living agreements outline responsibilities and jurisdiction over treaty lands such as ownership, access, governance, financial benefits, taxation, and environmental management.

K'ÓMOKS TREATY

The treaty will recognize the pre-existing rights and title of K'ómoks, establish K'ómoks self-government, return lands to K'ómoks to self-manage, and establish co-management/shared governance in its territory.

Treaty lands will be located within the K'ómoks territory and are comprised of AIP lands and additional lands currently under negotiation (see maps on page 2). All Treaty lands will be considered private lands except those specifically identified as park or public lands.

K'ómoks will be able to make decisions and laws on matters related to cultural preservation, use of treaty lands, and the operation of its government.

The K'ómoks treaty will create economic development and investment, job creation, increase in housing supply, tourism, and investment in infrastructure, which will benefit the entire Comox Valley and region.

K'ÓMOKS TREATY TIMELINE

K'ómoks, Canada, and BC have been in treaty negotiations since 1994. In 2012, an Agreement-in-Principle (AIP) was signed establishing the essential points of agreement, including the initial land package.

Negotiations are nearing completion, and a Land and Cash Offer is anticipated in fall 2022.

Treaty initialing and ratification, including a vote by K'ómoks members, is anticipated to begin in 2023.



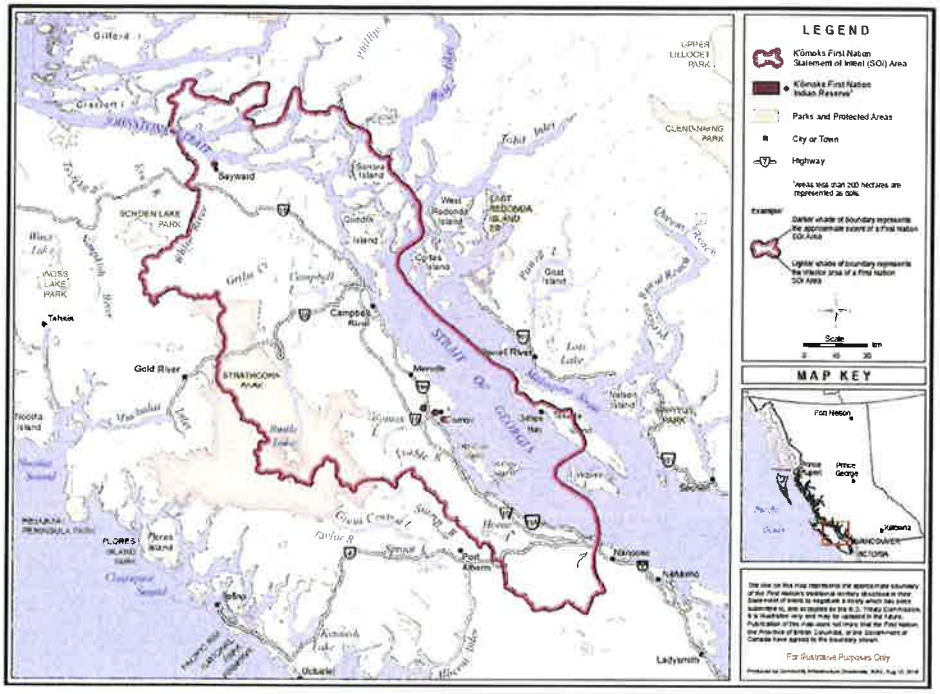
hɛhɛwčɩs; Hayuthela la xens: Moving Forward Together

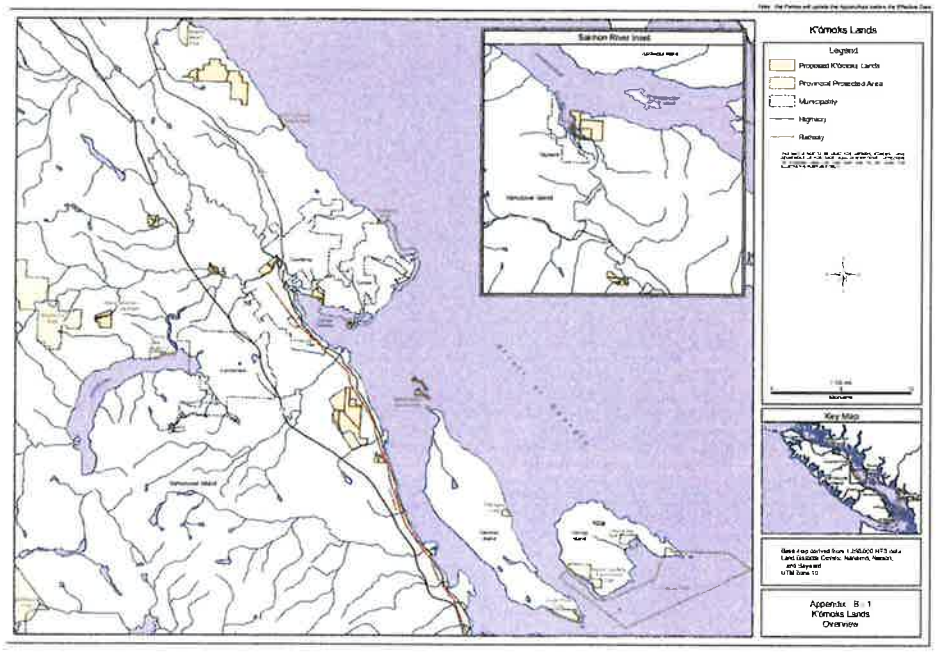
K'ómoks First Nation

Canada

BRITISH COLUMBIA

Map 1
K'ómoks First Nation Territory
Treaty lands have been identified within this territory, in the core areas of the Comox Valley and Sayward Valley





Map 2
2012 Agreement-in-Principle Lands
These lands were negotiated by K'ómoks, BC and Canada and will become Treaty lands once the Treaty is signed

Additional lands are being considered as part of a closing Land and Cash Offer. These lands are within the K'ómoks territory and in the core areas of the Comox Valley and Sayward Valley.

RECEIVED
AUG - 8 2022

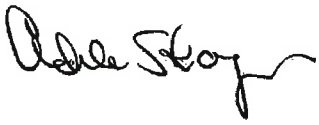
Aug 5 2022

Dear Sayward Village Council.

I'm writing you In the hopes that Village council might look into acquiring a Return It kiosk for Sayward.
Now that a deposit is on all items it is difficult to store these items and even more difficult to access the depot. Many of these items are being discarded into the garbage or taking space in the recycling bins.

I believe A Return-it Kiosks or bottle return of some kind would bewelcomed by the community and I hope you will take the time to consider the possibility.

Sincerely
Adele Skogan.



48% 2:04 PM

Return-It

Menu

Express Depots

Return-It Express is a simple and convenient way to return your beverage containers for refund! With Express, you no longer need...

LEARN MORE LOCATIONS



Express & GO Stations

CAO

To: CAO
Subject: RE: Fireworks set of at Oscar Days Fri July 29, 2022

Good day
I will ask staff if there were any other issues. Will add the sale of food from local homes. And yes. added to the agenda.

John France

From: Tom Tinsley <tom.tinsley@saywardvalley.ca>
Sent: August 2, 2022 2:51 PM
To: CAO <cao@saywardvalley.ca>
Cc: Tom Tinsley <tom.tinsley@saywardvalley.ca>; Mayor and Council <MayorandCouncil@saywardvalley.ca>
Subject: RE: Fireworks set of at Oscar Days Fri July 29, 2022

Hi John,

Please see below complaint and question from one of our Village members re the subject.

If possible, could we please verify if a permit was in place for these as required ? (Very doubtful as I am pretty sure it was a rogue play in the crowd that evening.)

Could I also ask that an agenda item be added for our next Council meeting to have a discussion/review of this lastest Oscar Days relative to any other reactions received and any potential direction we wish to go in the future should the organizers wish to have it once again next year. I would be happy to lead the discussion.

Overall I think it went well with no beer garden and the Saturday night dance but initial thoughts from my perspective are –

1. Ensuring the organizers fully understand that fireworks are not acceptable.
2. Ensuring that any individual using the open mic when they are playing music (DJing outside) is not using inappropriate four letter language in the mic for public addressing.

Thanks in advance.

All the Best !

No Fireworks permit was issued

Tom Tinsley
Councillor
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
Phone or text 250-898-7067 direct

CAO

To: CAO
Subject: RE: Report

On Aug 3, 2022, at 10:55 AM, McMillan, Chris <christopher.mcmillan@rcmp-grc.gc.ca> wrote:

John, nice to have onboard.

Oscar Daze was managed very well. The RCMP received several phone calls about the noise, but the callers did not realize that the noise bylaw had been changed for the weekend. Once the complainants were advised of the bylaw change, they no longer were concerned. Total of four calls for service.

Saturday

2220 hrs: File 2022-273 – fight at the Kelsey Center. Reported as a fight, but actually called police in an effort to prevent a fight. Members arrived and potential combatants were dispersed.
2330 hrs: File 2022-274 – Assault on Kelsey Way. Older Male slapped a younger male on the back – Initially construed as an assault but was not founded.

Sunday

2217 hrs: File 2022-275 – Intoxicated in a public place. Male was intoxicated and starting irritate tournament fans and players. RCMP drove male back to Campbell Residence.

Monday

1038 hrs: File 2022-276 – Found child. Two year old found running around playground and ball fields. Members attended and located child and canvased campers. Members quickly located parents who were looking for child.

Cpl Chris MCMILLAN

Detachment Commander
Sayward RCMP / Government of Canada
Box 100, 610 Kelsey Way
Sayward BC, V0P 1R0
christopher.mcmillan@rcmp-grc.gc.ca / Tel: 250-282-5522 / Fax: 250-282-3879
Cell: 250-895-1523

STAFF REPORT

To: Mayor and Council
From: John France, Acting CAO
Subject: **Land Use Issues**
Meeting date: August 16, 2022

BACKGROUND

The purpose of this report is to provide info to Council on work in progress on the **Adama, Van Brocklin, 711 Kelsey Way, Island Timberlands/Couverdon land issues.**

DISCUSSION

John Manson, Approving Officer (AO), and I visited all four sites on Tuesday August 10.

Adama: We are in the process of detailing issues found on the site and within reports submitted by the proponent. This report will be provided to Council in September.

Van Brocklin: We support the solution being proposed will work to finalize it (proponent acquisition of portion of next-door property, moving of road right of way). However, as there is a deck landing protruding 3' into the road right of way, a set back variance will have to be considered by Council. A report will be sent to Council in September.

711 Kelsey Way: We have identified several issues and solutions but at time of writing, more info was needed. A report will be sent to Council in September.

Island Timberlands/Couverdon land issues: AO identified several issues that need addressing and a new preliminary review letter will be issued. More detail is required on the future plans for DL 1604 (not just the lots being proposed), and this will assist Council in decisions on roads and services. There are also two orphaned properties that need to be addressed. A report will be sent to Council in September.

CAO comment on the use of an experienced AO, given what I have seen so far, the AO has proven invaluable in smoothing the processes and in identifying issues.

RECOMMENDATION

THAT Council receive the Land Use Issues report for information and discussion.

Respectfully submitted, John France Acting CAO

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Chief Election Officer
Subject: **Appointment of Deputy Chief Election Officer**
Meeting date: August 16, 2022

BACKGROUND

At the February 1, 2022 council meeting staff indicated that additional contract labour to assist with the 2022 Local Government Election would be needed due to capacity issues in the office. For Sayward this is nothing new, external contract labour for elections has generally always been utilized in the past.

DISCUSSION

Over the summer months staff have worked on securing contract labour for the elections and have hired Shannon Carlow effective July 25, 2022. Shannon has several years of election and municipal experience and came highly recommended by Sayward's last Chief Election Officer Eileen Lovestrom.

Supplies for the election are being ordered and statutory notices and newspaper ads are being arranged in accordance with the election workplan. Costs for contract labour and supplies will be charged to the election department - the approved budget for the 2022 election is $7,100.

With the departure of the former CAO, a new Deputy Chief Election Officer must be appointed in accordance with section 58(1) of the *Local Government Act*.

RECOMMENDATIONS

THAT Council withdraw the previous appointment of Jason Johnson as Deputy Chief Election Officer; and,

THAT Shannon Carlow be appointed Deputy Chief Election Officer for the 2022 Local Government Election.

Respectfully submitted,

Lisa Clark, Chief Election Officer

CAO

To: Emergency Program Coordinator
Subject: RE: EPC Report for Aug Village Council Meet

From: Emergency Program Coordinator <epc@saywardvalley.ca>
Sent: August 5, 2022 4:00 PM
To: CAO <cao@saywardvalley.ca>
Cc: Emergency Program Coordinator <epc@saywardvalley.ca>; Tom Tinsley <tom.tinsley@saywardvalley.ca>
Subject: EPC Report for Aug Village Council Meet

Hi John,
This is for the subject reports section at the upcoming August Council meeting.
Tom Tinsley, Emergency Program Co-ordinator Emergency Services Report.
Activities of the past 3 months have included the following in no particular order of priority

1. Sayward EPC/EOC Radio Equipment checked out for operational success.
2. EOC check ins performed on the weekly Wed Evenings EMBC Vancouver Island EOC radio net.
3. Attendance at Webex meetings by EMBC on Wildfires, and Heat Conditions.
4. Attendance at the SRD ESS Training Meetings once a month when available.
5. Sayward EPC phone line tested and operational.
6. SEACAN access verified and equipment list checked.
7. Reviewed all manuals and workbooks for EPC.
8. Verified internet access out of the EPC area.
9. Verified electrical plugs available to EPC when power is out and Kelsey Centre Generator kicks in.
10. Preparation for specialist individuals to pilot the Village drone is needed in emergencies has begun.
11. A new larger antenna for the EPC radios is in the works through the SRD.
12. Applications for potential further grant monies for ESS/EPC/EOC work or equipment are in the works in coordination with the SRD.

End of report.
Thanks,
All the Best !

Tom Tinsley,
Emergency Program Coordinator (EPC)
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
Phone or text 250-898-7067 direct

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.

VILLAGE OF SAYWARD

BYLAW NO. 488

A BYLAW TO PROVIDE THE APPOINTMENT OF OFFICERS AND PRESCRIBE THE POWERS, DUTIES, AND RESPONSIBILITES OF SUCH OFFICERS

WHEREAS the Village of Sayward must, by bylaw, under Section 146(a) of the *Community Charter* establish officers' positions having responsibilities under Section 148 and 149 of the *Community Charter*,

AND WHEREAS the Village of Sayward may, by bylaw, establish other officer positions under Section 146(b) of the *Community Charter*,

AND WHEREAS the Village of Sayward may, by bylaw, confer on an officer position the chief administrative responsibility for the Village under Section 147 of the *Community Charter*,

AND WHEREAS pursuant to *Community Charter* Section 154, Council may, by bylaw, delegate its powers, duties, and functions, including those specifically established by an enactment, to its officers and employees,

AND WHEREAS Council wishes to delegate to its officers and employees, certain powers, duties, and functions,

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

1. CITATION

This bylaw may be cited as **"Appointment of Officers Bylaw No. 488, 2022"**

2. ESTABLISHMENT OF OFFICER POSITIONS

The following positions are hereby established as officer positions for the Village of Sayward:

a) Chief Administrative Officer, as per Section 147 of the *Community Charter.*

b) Corporate Officer as per section 148 of the *Community Charter.* All references in bylaws and policies of the Village which refer to the Clerk shall be deemed to refer to the Corporate Officer.

c) Chief Financial Officer as Financial Officer as per section 149 of the *Community Charter.*

All references in bylaws and policies of the Village which refer to the Treasurer or Collector shall be deemed to refer to the Financial Officer.

3. ACTING/DEPUTY CAPACITY

Words in this bylaw referring to Municipal Officer, by name of office or otherwise, also apply to the Officer's deputy of the person designated to act in the Officer's place.

4. METHOD OF APPOINTING OFFICERS

The appointment of any Officer position identified in Section 2 a) to c) inclusive, must be by resolution of Council.

5. POWERS, DUTIES, AND RESPONSIBILITIES

a) The powers, duties, and responsibilities of the Chief Administrative Officer are set out in Section 147 of the *Community Charter*. Other duties assigned to the Chief Administrative Officer by Council are listed in Schedule "A".

b) The powers, duties, and responsibilities of the Corporate Officer are set out in Section 148 of the *Community Charter*. Other duties assigned to the Corporate Officer by Council are listed in Schedule "B".

c) The powers, duties, and responsibilities of the Financial Officer are set out in Section 149 of the *Community Charter*. Other duties assigned to the Financial Officer by Council are listed in Schedule "C".

6. OATH OF OFFICE

d) The oath of office is set in Schedule "D" to this bylaw and is hereby adopted as the oath for Officers of the Village of Sayward.

7. FINANCIAL DISCLOSURE

All persons employed in the positions identified in Section 2 a) to c) inclusive, are designated to be "municipal employees" for the purposes of the *Financial Disclosure Act*.

8. APPOINTMENT

Nothing in this bylaw shall prevent the appointment of the same person to two or more positions.

9. SUSPENSION AND TERMINATION OF OFFICERS

Suspension of any Officer shall be in accordance with Section 151 of the *Community Charter*. Termination of employment of any Officer shall be in accordance with Section 152 of the *Community Charter* and his/her employment contract with the Village.

10. SEVERABILITY

If any section, subsection sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court, of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

11. REPEAL

"The Appointment of Officers and Delegation of Authority Bylaw No. 387, 2010" is hereby repealed in its entirety.

Read a first time on the 19th day of July 2022.

Read a second time on the 19th day of July 2022.

Read a third time on the 19th day of July 2022.

Adopted on the ___ day of _____ 2022.

Certified a true copy of Bylaw No. 488
this ___ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

Schedule "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

a) To recommend to Council the appointment, promotion, demotion, suspension, or termination of officers of the municipality, being those employees who are designated officers by bylaw.

b) Supervise all officers and employees of the municipality.

c) Appoint acting Chief Administrative Officer in case of illness or absence.

d) Responsible for contract negotiations with employees and recommend contract settlements to Council.

General Administration

a) Act as the principal intermediary between the municipality and the administration of other governments and all other entities dealing with the municipality.

b) From time to time, re-organize the administrative structure to improve the efficiency and effectiveness of the municipality.

c) Responsible for the calling and awarding of tenders for the supply of materials, equipment, services, or construction approved by Council.

d) Manage the application of the *Freedom of Information and Protection of Privacy Act*.

d) Exercise additional duties and responsibilities Council from time to time may assign.

Legal Advice and Proceedings

a) Obtain legal advice.

b) Authorize lawyers to defend or conduct any action or proceeding in a court of law or before any tribunal, board, or any person, for or on behalf of the municipality.

c) Authorize settlement of claims against the municipality.

Council

a) Prepare Council agendas.

b) Supervise and assist in the writing of bylaws, policies, and procedures for approval of Council.

c) Supervise and assist the Financial Officer in the preparation of the annual budgets for Council

approval.

d) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council.

e) Provide advice and recommendations to Council on any matter within Council's jurisdiction.

f) Report on any matter of importance to the municipal Council.

Schedule "B"

Powers, Duties and Functions of Corporate Officer

Statutory

a) As listed in Section 148 of the *Community Charter*.

Human Resources

a) Recommend to the Chief Administrative Officer the appointment, promotion, discipline, and dismissal of all employees within the municipality.

b) Supervise all employees in the absence of the Chief Administrative Officer.

General Administration

a) Responsible for the operations of the Corporate Officer position for the municipality.

b) Implement the directives of Council and the Chief Administrative Officer.

c) Assist the CAO in the preparation of Council agendas.

d) Provide advice and recommendations to Council on any matters relating to the Corporate Officer position.

e) Attend meetings of Council.

f) Responsible for the preparation of bylaws, policies and procedures for the municipality as required by Council.

g) Act as the Chief Election Officer for all municipal elections pursuant to the appropriate sections of the *Local Government Act*.

h) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign.

Schedule "C"

Powers, Duties and Functions of the Financial Officer

Statutory

a) As per Section 149 of the *Community Charter*.

General Administration

a) Responsible for the financial operations of the municipality.

b) Implement the directives of Council and the Chief Administrative Officer.

c) Provide advice and recommendations to Council on any matters relating to the Financial Officer position.

d) Responsible for obtaining insurance as deemed necessary.

e) Prepare budgets, as required under the *Community Charter,* and as requested by Council and the Chief Administrative Officer.

f) Shall act as the Collector of taxes for the municipality.

g) Liaise with the municipality's auditor in connection with the financial audit

h) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign.

Legal Advice and Proceedings

a) Provide advice to the Chief Administrative Officer and Council regarding any matter of a financial nature.

Schedule "D"

Oath of Office

I, _____, having been appointed to the Office of_____

for the Village of Sayward do hereby swear/solemnly affirm that:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties, and functions of my Office to which I have been appointed;

2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;

3. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions;

4. I will not allow my personal interests to conflict with the duties of my Office; and

5. I will comply with all policies and directives of the municipality and comply with all laws.

Sworn/Affirmed by me, at Sayward, BC, on _____.

_____
(Signature of person swearing/affirming oath)

_____
(Signature of person administering oath)
(Commissioner for Taking Affidavits for British Columbia)

VILLAGE OF SAYWARD

BYLAW NO. 489

A BYLAW TO AMEND VILLAGE OF SAYWARD SUBDIVISION BYLAW 145, 1984

WHEREAS the Council of the Village of Sayward has adopted a Subdivision Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Village of Sayward Subdivision Bylaw No. 145, 1984";

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 **"Village of Sayward Subdivision Amendment Bylaw No. 489, 2022"**.

2. **AMENDMENT**

   Village of Sayward Subdivision Bylaw No. 145, 1984 is hereby amended as follows:

   a.) THAT Part 8, Application Fee be deleted in its entirety and replaced with the following:

   APPLICATION FEE

   8. Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw.

Read a first time on the 19th day of July 2022.

Read a second time on the 19th day of July 2022.

Read a third time on the 19th day of July 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 489
this ___ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer