VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
SEPTEMBER 6, 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 September 6, 2022, be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on August 16, 2022, be adopted.
5. **Petitions and Delegations**

   a) Mobile Outreach Unit for Health and Support Services – also see correspondence
6. **Correspondence**

   a) Ken McRae, Sayward Futures/Sayward Valley Folk Music Society RE: proposal to use the Kelsey Centre for future concerts – see staff report

   b) Heritage Conservation Act Transformation Project (HCATP) RE: Stakeholder Engagement Sessions

   c) Mobile Outreach Unit for Health and Support Services

   d) Sheri Braun RE: commemorative picnic table or bench for John MacDonald

   Recommended Resolution:

   THAT correspondence a) to d) be received for information and discussion.
7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report - None**
10. **Unfinished Business - None**
11. **Staff Reports**

a) **Financial Statements/Variances to July 31, 2022 - Lisa Clark, CFO**

Recommended Resolution:

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

b) **Sayward Futures/Sayward Folk Music proposal - John France, Acting CAO**

Recommended Resolution:

THAT Council receive, discuss, and provide Staff with direction on the Sayward Futures and Sayward Folk Music proposal report.

c) **Remuneration Options - John France, Acting CAO**

Recommended Resolution:

THAT Council receive, discuss, and provide Staff with direction on the Remuneration Options report.

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

13. Bylaws - None

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, 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
AUGUST 16, 2022
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.

Present:	Mayor Mark Baker Councillor Sue Poulsen Councillor Tom Tinsley
Absent without Excuse:	Councillor Norm Kirschner
In Attendance:	John France, Acting CAO Lisa Clark, CFO/Corporate Officer Melissa Coates, Finance/Admin Clerk Jennifer Redshaw, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:05 PM

2. **Introduction of Late Items**

   a) CAO asked to add 2 items to New Business, 1) All Candidates Session, and 2) Fire Hydrant/Home Insurance issue

3. **Approval of Agenda**

   MOTION R22/135
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for August 16, 2022, be approved as amended.

   CARRIED

4. **Minutes of Previous Meetings**

   MOTION R22/136
   MOVED AND SECONDED

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

   CARRIED

5. **Petitions and Delegations**

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

MOTION R22/137
MOVED AND SECONDED

THAT Council direct the Mayor and the CAO to work with Mr. Sampson to finalize the details regarding the Sayward Valley Folk Music Society's use of the Kelsey Centre for concerts.

CARRIED

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

MOTION R22/138
MOVED AND SECONDED

THAT correspondence a) to f) be received for information and discussion.

CARRIED

7. **Council Reports**

   a) Discussion on Oscar Daze event – see attached Cllr. Tinsley and RCMP Report

   Council asked staff to follow up with organizers on the inappropriate language used over a sound system and to remind them fireworks are prohibited unless a permit is issued.

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**

MOTION R22/139
MOVED AND SECONDED

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

CARRIED

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

MOTION R22/140
MOVED AND SECONDED

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.

CARRIED

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

MOTION R22/141
MOVED AND SECONDED

THAT Council receive the verbal Financial Statement Variance report.

CARRIED

12. Emergency Services/Public Works/Recreation Department Reports

a) Tom Tinsley, Emergency Program Coordinator Report

MOTION R22/142
MOVED AND SECONDED

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

CARRIED

13. Bylaws

a) Appointment of Officers Bylaw No. 488, 2022

MOTION R22/143
MOVED AND SECONDED

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

CARRIED

b) Subdivision Amendment Bylaw No. 489, 2022

MOTION R22/144
MOVED AND SECONDED

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

CARRIED

14. New Business

a) All-Candidates Session – The CAO indicated that Sayward Futures Society will be hosting an All-Candidates Session in September.

b) Fire Hydrant/Home Insurance issue – The CAO indicated that a resident had raised some concerns about their home insurance premiums drastically increasing in 2022 due to the underwriter/agent not having the correct fire ratings for the community or location information for the Village fire hydrants. The CAO has reached out to our GIS provider and the hydrant geolocations has been given to the Underwriters.

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

MOTION R22/145
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)(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.

CARRIED

17. Rise & Report

MOTION IC22/62
MOVED AND SECONDED

THAT Council approves the purchase of 301 MacMillan Drive for the sum of $115,000; and,

THAT funding for this purchase be taken from the 2022 Small Communities Grant; and,

THAT the 2022-2026 Financial Plan be amended accordingly; and,

FINALLY THAT a staff report be presented to Council at the August 16th meeting on the finalization of this purchase.

CARRIED

MOTION IC22/68
MOVED AND SECONDED

THAT staff be directed to prepare a report for the September 6th meeting outlining options for amendments to the Remuneration Bylaw.

CARRIED

MOTION IC22/69
MOVED AND SECONDED

THAT Council receive and review the contract for consulting engineering services with McElhanney Engineering for a period of five years; and,

THAT Council approves the contact and authorizes the Mayor and Corporate Officer to sign the contract as amended; and,

THAT the conflict-of-interest letter provided by McElhanney be included in the contract package.

CARRIED

18. Adjournment

The meeting was adjourned at 9:44 PM

_____

Mayor

_____

Corporate Officer

SAYWARD FUTURES SOCIETY
Our Community, Our Future

Mayor and Council
Village of Sayward
652-A H'Kusam Way
PO Box 29
Sayward, BC
V0P 1R0

August 29, 2022

RE: Sayward Folk Music Program Proposal

Dear Mayor and Council,
We believe that the Sayward Futures Society (SFS) mission — *to work in harmony with our community to create a sound and robust economic environment as well as create positive, vibrant social opportunities for the citizens of the Sayward region* — dovetails in a collaborative way with the general mission of the municipality. To this end, we would like to invite you, The Village of Sayward to become CO-SPONSORS of the *Sayward Folk Music Program.*

We propose:

- Village of Sayward and SFS will receive equal billing as CO-SPONSORS for ALL Sayward Folk Music performances, regardless of venue
- The Village of Sayward will provide use of the Kelsey Centre for four to six music performances annually at no cost, including table & chair rentals, staff requirements and all other miscellaneous fees
- As the Village of Sayward is co-sponsor, any event would automatically be covered under the Kelsey's Centre existing general liability insurance
- The Village of Sayward's Kelsey Centre staff will operate the concession, 100% of the revenue will be retained by the Village of Sayward
- The NET revenue for the Sayward Folk Music Program, regardless of venue, at the end of the fiscal/calendar year will be shared equally 50/50 between SFS and the Village of Sayward
- SFS will covers all costs for performers & advertising

We hope that you find this proposal beneficial not only to both SFS and the Village of Sayward, but for the citizens of the Sayward region as it creates positive, vibrant social opportunities for everyone to gather and enjoy.

We look forward to working with you on the Sayward Folk Music Program.

Sincerely,

Ken McRae
Chair
Sayward Futures Society

August 23, 2022

Dear Village of Sayward:

RE: Invitation to participate in the Heritage Conservation Act Transformation Project – Stakeholder Engagement Sessions (Fall 2022)

As co-chairs of the Joint Working Group on First Nations Heritage Conservation (JWGFNHC), we are writing to inform you of upcoming opportunities for stakeholders to engage on the *Heritage Conservation Act* (HCA) and its administration as part of the HCA Transformation Project (HCATP).

Background

The HCA encourages and facilitates the protection and conservation of B.C.'s unique cultural heritage. The Provincial Heritage Register lists nearly 60,000 protected heritage sites, of which over 90% are of First Nations origin. Over many years, First Nations and stakeholders have shared issues, concerns, and recommendations for improving the HCA and its administration. While the Act underwent administrative amendments in 2019, no significant changes have been made since 1996.

The Province is committed to advancing its reconciliation mandate and upholding its obligations set out in the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) on aligning laws with the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and commitment 4.35 of the Declaration Act Action Plan.

The JWGFNHC was created in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs. Its membership includes representatives appointed by the First Nations Leadership Council (FNLC) and the Province. The JWGFNHC is collaboratively designing and leading the HCATP process.

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. The HCATP will strive to increase certainty and stability for First Nations, landowners, proponents, developers, and government, while supporting sound heritage management and decision-making.

HCATP Phase 1 Stakeholder Engagement Sessions

Phase 1 of the HCATP involves engagement with First Nations and stakeholders (through various in-person, virtual, and written/survey mechanisms) on the HCA and its administration and the HCATP engagement approach. It also involves engagement with First Nations regarding legislative alignment with the UN Declaration.

Phase 1 stakeholder engagement sessions will provide an opportunity to confirm previously received feedback related to the HCA, and to discuss additional challenges and potential solutions. Please find attached a Backgrounder document developed by the JWGFNHC to provide additional context and information about the HCATP and key discussion questions for your consideration.

Previous input provided by First Nations and stakeholders has been grouped within the following five key themes; these themes and their content will form the basis for discussion during the engagement sessions. This feedback is summarized in *Appendix A: Phase 1 HCA Transformation Project Framework* of the Backgrounder.

1. Indigenous Values and Rights Recognition (engagement with First Nations only)
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

We encourage your participation on this important initiative as your insights and perspectives will help guide the HCATP. Both in-person and virtual engagement sessions are available as outlined in Table 1 below.

To register for a session, please respond via email (EngageHCA@gov.bc.ca) with the participant's names, organization or affiliation, and session(s) you are planning to attend by **September 6th, 2022**. An online survey will be available following the first engagement session while written submissions will be accepted until October 15, 2022, and can be submitted to the above email address.

We appreciate you taking the time to engage on the HCATP and look forward to meeting with you. If you have questions or comments regarding the HCATP, please email EngageHCA@gov.bc.ca.

Sincerely,

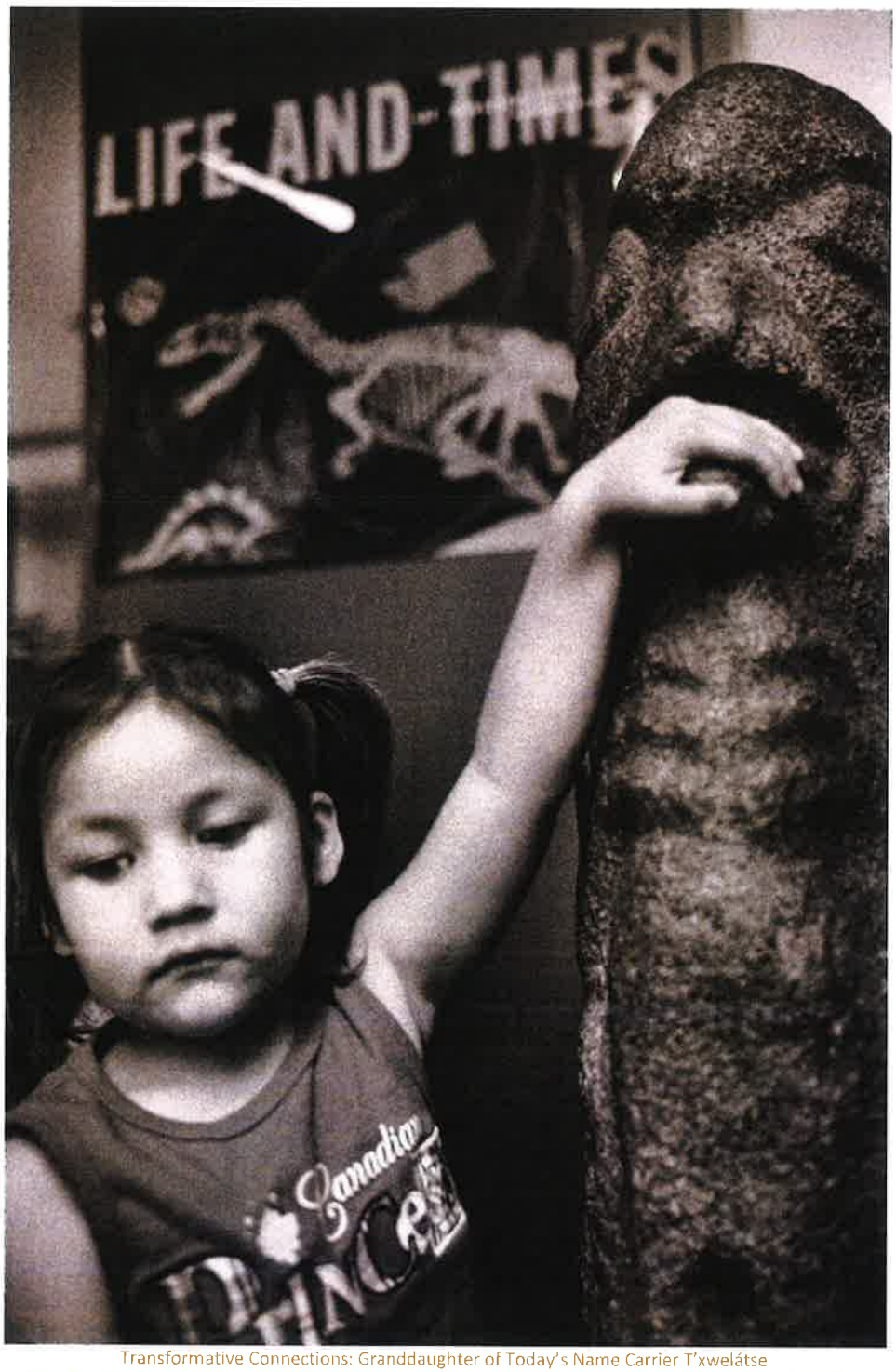
Judith Sayers, JWGFNHC Co-Chair
President
Nuu-chah-nulth Tribal Council

Matt Austin, JWGFNHC Co-Chair
Assistant Deputy Minister
Integrated Resource Operations Division
Ministry of Forests

Table 1 – Stakeholder Sessions Fall 2022			
Location	**Date & Time**	**Venue**	**Stakeholder Group**
In-Person Session Vancouver, B.C.	September 14th 9:00am – 12:00pm	Simon Fraser University Harbour Centre Rooms 1400-1410 Segal Centre 515 West Hastings Street Vancouver, BC V6B 5K3	**Open Attendance:** Open in-person sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.
Virtual Session	September 26th 9:00am – 12:00pm	A link will be sent to participants upon registration	**Local Government**: Municipal Governments and Regional Districts.
Virtual Session	September 28th 9:00am – 12:00pm	A link will be sent to participants upon registration	**Local Government**: Municipal Governments and Regional Districts.
Virtual Session	October 6th 9:00am- 12:00 pm	A link will be sent to participants upon registration	**Local Government**: Municipal Governments and Regional Districts.
Virtual Session	October 6th 1:00pm – 4:00pm	A link will be sent to participants upon registration	**Open Attendance:** Open sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.

HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT: BACKGROUNDER FOR PHASE 1 STAKEHOLDER ENGAGEMENT

August 23, 2022



Transformative Connections: Granddaughter of Today's Name Carrier T'xwelátse with Transformed Ancestor of the Ts'elxwéyeqw Tribe - Stone T'xwelátse. (Photo: David Campion, 2005)

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INTRODUCTION

The *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) requires that the Province in "consultation and cooperation with Indigenous peoples" take "all measures necessary" [1] to ensure consistency between the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the laws of British Columbia.

The regulation of cultural heritage resources in BC through the *Heritage Conservation Act* (HCA) has been identified as one immediate priority for change to achieve consistency between provincial laws and the UN Declaration. The Declaration Act Action Plan commits the Province to "Work with First Nations to reform the HCA to align with the UN Declaration, including shared decision-making and the protection of First Nations cultural, spiritual, and heritage sites and objects."

The Heritage Conservation Act Transformation Project (HCATP) has therefore been launched to reform the HCA to ensure consistency with the UN Declaration and to better meet the needs of all British Columbians.

The purpose of this Backgrounder is to support the process of stakeholder engagement as part of the HCATP. This Backgrounder has been developed in collaboration with the Joint Working Group on First Nations Heritage Conservation (JWGFNHC). The JWGFNHC was formed in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs, and includes members appointed by the First Nations Leadership Council (FNLC) and the Province. The mandate of the JWGFNHC is to "explore options and provide recommendations to improve the protection, management and conservation of First Nations cultural and heritage sites."

This Backgrounder is in three parts:

1. ***How we got here:*** The connection of First Nations to their cultural heritage resources; the impacts of colonialism on First Nations' relationships with these resources; and the calls for change that First Nations and stakeholders have long advanced, leading to the HCATP.
2. ***Proposed HCATP process:*** How engagement will occur in the HCATP to achieve consistency between the HCA and the UN Declaration while improving the HCA for all British Columbians.

Declaration on the Rights of Indigenous Peoples Act

The Declaration Act establishes the UN Declaration as the Province's framework for reconciliation. It aims to create a path forward that respects the human rights of Indigenous Peoples while introducing better transparency and predictability in the work that First Nations and the Province do together.

There are four key areas of the legislation:
1) Section 3 requires the Province to take all measures necessary to achieve consistency between its laws and the UN Declaration,
2) Section 4 requires the Province to develop and implement an action plan, in consultation and cooperation with Indigenous Peoples, to meet the objectives of the UN Declaration,
3) Section 5 requires regular reporting to the provincial legislature to monitor progress on the alignment of laws and implementation of the action plan, including tabling annual reports by June 30th of each year, and
4) Sections 6 and 7 enable forms of agreements with Indigenous governing bodies, including to implement free, prior, and informed consent.

Heritage Conservation Act

The HCA encourages and facilitates the protection and conservation of heritage within BC. The HCA provides tools and mechanisms to establish and maintain the heritage register for the currently known heritage sites (approx. 60,000) as well as authorizing inspections and alterations of heritage sites. The HCA also contains provisions that authorize various compliance and enforcement actions that may be taken against persons who damage or alter sites or objects without authorization.

The Act provides the authority for the Minister, under prescribed conditions, to enter into agreements with First Nations (i.e., s. 4 and s. 20).

[1] https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044

3. ***Transforming the HCA***: Previously received feedback on the HCA from First Nations and stakeholders has been summarized into five themed priority areas for change; these will form the basis of Phase 1 engagement on the HCATP:
    1. Indigenous Values and Rights Recognition
    2. Decision-Making
    3. Protections
    4. Resourcing to Support Heritage Conservation
    5. Compliance and Enforcement

HOW WE GOT HERE

For countless generations, First Nations have governed and stewarded their cultural heritage resources. From the remains of those who have passed, to the expressions and manifestations of their ways of life, First Nations have maintained the inextricable connection to their past, and do so to support the countless generations to come.

Part of the legacy of colonialism in B.C. has been the institution of laws, policies, and practices that did not properly recognize, respect, or protect First Nations' cultural heritage resources. Additionally, the role of First Nations' governments and laws in the protection and management of First Nations' cultural heritage resources has been extremely limited.

Over time, and for many reasons, cultural heritage resources, including ancestral remains, have been disturbed or destroyed. First Nations have advocated for change – protecting their heritage on the ground, revitalizing their laws and policies, strengthening relationships and protocols with the Province, and calling for transformation of B.C.'s heritage conservation laws and policies.

Many stakeholders who interact with the HCA (industry, landowners, developers, archaeologists, etc.) have also raised concerns with the current heritage management framework and requested its modernization. Many stakeholders continue to experience variable and often long timeframes for permitting decisions and application related responses; additionally, stakeholders and First Nations continue to seek process and timeline certainty.

The Province has legislated the oversight and protection of certain archaeological sites since 1925, though protections at that time were limited. It was not until 1977 with the passage of the HCA that protection was extended to certain archaeological sites on Crown and private land, regardless of whether sites were known or as-yet unrecorded. Significant amendments to the HCA were introduced in 1994 and 1996. These amendments expanded what was subject to automatic protection under the HCA and provided greater administrative flexibility and tools to support site protections. These amendments also included provisions to ensure impacts to sites only occurred under the authority of an HCA permit to ensure sufficient site recording, assessment and mitigation methods, and for the results and recommendations of work to be summarised in a report subject to provincial oversight and approval. The HCA has not been substantially changed since 1996. Recent amendments in 2019 were administrative in nature and served primarily to add new compliance and enforcement tools and were not subject to comprehensive engagement with First Nations or stakeholders.

While there have been several initiatives undertaken over the years to improve and/or identify prospective improvements to the heritage conservation framework in B.C., there continue to be challenges with the HCA and its administration.

In addition to ongoing interactions with First Nations and stakeholders, a number of key public-facing policy and engagement initiatives or papers have helped to inform this work:

- First Nations Heritage Conservation Action Plan (First Nations Leadership Council 2012)
- The 2016 BC Archaeological Survey (Hammond 2016)
- Key Findings of the Indigenous Perspectives on Repatriation Symposium (Royal BC Museum 2017)

- Research from Around the Globe Regarding Mechanisms for Protecting Sacred Sites, Areas and Landscape and Burial Sites of Indigenous Nations (JWGFNHC 2018)
- Ancestral Remains Policy Review – Summary of Engagement Feedback (Archaeology Branch 2019)
- Recognizing and Including Indigenous Cultural Heritage in B.C. (First Peoples' Cultural Council 2019)
- Recommendations for Decolonizing British Columbia's Heritage-Related Processes and Legislation (First Peoples' Cultural Council 2020)
- A Selected Review of Federal and Provincial Legislation Implicating Indigenous Heritage in British Columbia (First Peoples' Cultural Council 2022)

These and other numerous policy, engagement, research, and continuous improvement initiatives, along with the significant breadth of input received to date from First Nations and stakeholders, form the basis of the HCATP. The JWGFNHC has summarized this input into these five priority areas for change:

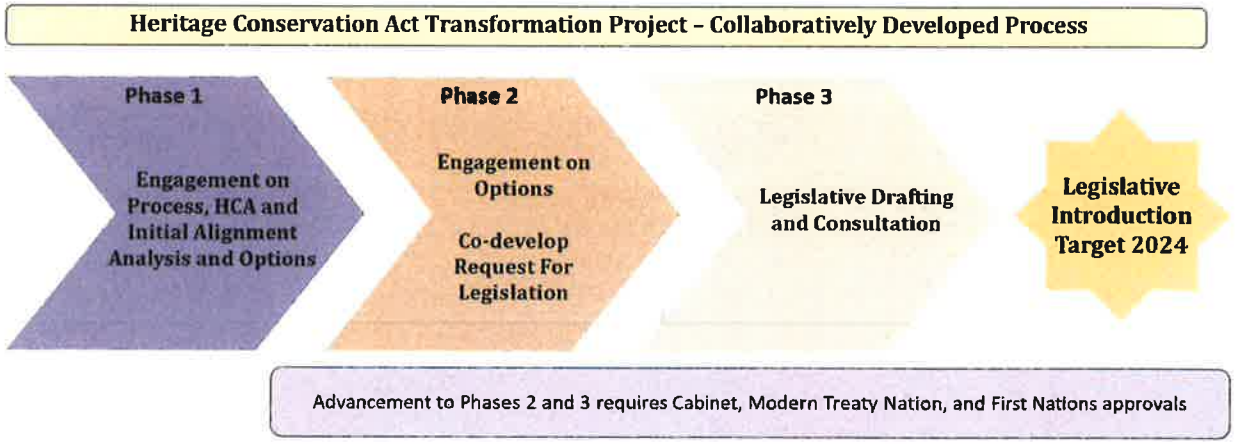
1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Conservation
5. Compliance and Enforcement

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. Transforming the HCA will provide for alignment with the UN Declaration, as obligated under the Declaration Act, and will support the provincial mandate of lasting and meaningful reconciliation with First Nations Title and Rights holders. Doing so will also help address current challenges with the HCA and its administration, including but not limited to, increasing process certainty through legislative and programmatic reform.

HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT PROCESS

Stakeholder engagement is a key part of the HCATP process. The HCATP is proposed to take place over three phases. Phase 1 of the HCATP will include virtual and in-person engagement with First Nations Rights holders and stakeholders, while subsequent Phases will include further opportunities for stakeholders and private citizens to provide feedback.

Key stakeholders for Phase 1 of the HCATP were identified through an analysis of HCA permit applications from 2019-2021 and information provided by the Archaeology and Heritage Branches. This grouping includes industry (land and resource development), interest groups, academics, local/regional governments, and archaeological and heritage professionals.



1. ***Phase 1 – Engagement on the HCATP Process and Priorities for Change (Spring-Fall 2022):*** Phase 1 will serve to identify and confirm priority areas for change to align the HCA with the UN Declaration and to generate potential solutions to improve the HCA and its administration to better meet the needs of all British Columbians.

2. ***Phase 2 – Policy Development (Spring 2023):*** Phase 2 is anticipated to focus on developing options and solutions for priority areas for change. This phase will involve substantive work in consultation and cooperation with First Nations to consider how the standards of the UN Declaration may be reflected in changed laws, policies, and practices, as well as engagement with stakeholders to ensure that their concerns and priorities are addressed.

3. ***Phase 3 – Development of Laws and Associated Practices (by Spring 2024):*** Phase 3 is anticipated to focus on developing proposed changes to legislation, policy, and programs.

It is anticipated that multiple means will be utilized to engage with stakeholders throughout the HCATP process. These may include:

- Virtual and in-person engagement sessions
- Meetings with key stakeholders
- Online surveys
- Technical working groups
- Thematic workshops
- Website portals with information and updates
- Written correspondence

Details of how and when these engagement opportunities will occur will be shared and updated throughout the HCATP process.

TRANSFORMING THE HCA: PROTECTION AND GOVERNANCE OF CULTURE AND HERITAGE IN THE PROVINCE

Priorities for Change Identified by First Nations and Stakeholders

Over many years, First Nations and stakeholders have identified concerns with the HCA and priorities for change. The JWGFNHC has summarized previously received input from First Nations and stakeholders into five priority areas for change described below. A comprehensive list of feedback and proposed solutions or options received from First Nations and stakeholders is provided in Appendix A and will form the basis of Phase 1 engagement.

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

Discussion Questions

In considering these challenges, please consider the following discussion questions:

- Do these five themes cover the core priorities for change? Why or why not? What is missing?
- What additional issues and challenges are you facing, or observing, in heritage conservation?
- What specific changes would you like to see to the HCA and its administration (regulations, policies, programs)? What systems, tools or resources are needed to address these issues and challenges?

In considering the engagement process described above, please consider the following discussion questions:

- Does the proposed engagement process provide an effective approach to support the transformation of the HCA?
- What other engagement opportunities and tools should be considered?

- Who else should be engaged in the HCATP process?

NEXT STEPS

Phase 1 of the HCATP engagement process will continue through Fall 2022. A report summarizing the feedback received during Phase 1 engagement will be produced and used to support HCATP advancement. A separate report will be prepared summarizing feedback provided by First Nations.

It is anticipated that the feedback provided through the current engagement phase will inform discussion on policy options that will be developed and refined in subsequent Phases of the HCATP.

APPENDIX A: HCATP FRAMEWORK DOCUMENT

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationships and engagement with First Nations and stakeholders. It also incorporates some themes drawn from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners, developers, archaeologists) and this input has been combined in the following table.

With assistance from the JWGFNHC, preliminary analysis of feedback received to date has been used to identify patterns that led to the emergence of five key themes:

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

The first part of the table summarizes key issues, while the second summarizes previously recommended options and potential solutions. The final section of the table cites relevant sections under each theme to assist with the identification of areas within the HCA that may require modernization and/or alignment with the UN Declaration on the Rights of Indigenous Peoples per Section 3 of the Declaration Act. The limitations and strengths of this table are intertwined; it has been prepared by archaeological professionals that work directly with First Nations and stakeholders on these matters on a regular basis and therefore is an informed, but not independent and structured analysis. The content combines rights-holders and stakeholder feedback to identify key shared interests but does not specifically identify what comments were received from First Nations. This table is intended to provide a summary and backdrop for Phase 1 discussion that will result in three reports: one What We Heard report summarizing input received from First Nations; another What We Heard report summarizing stakeholder input; and a single Executive Summary document that summarizes both sets of findings.

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationships and engagement with First Nations and stakeholders. It also incorporates some themes drawn from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners and developers, archaeologists) and this input has been combined in the following table. Preliminary analysis of this feedback led to the development of five key themes: Indigenous Values and Rights Recognition, Decision-Making, Protections, Resourcing to Support Heritage Management, and Compliance and Enforcement. The first part of the table summarizes key issues, while the second summarizes previously recommended options and potential solutions. The final part of the table cites relevant sections of the HCA under each theme to assist with the identification of areas that may require modernization and/or alignment with the UN Declaration per s. 3 of the *Declaration Act*.

	Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
ISSUES	• First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage • HCA automatically protects heritage sites and objects that meet certain criteria; it does not automatically protect post-1846 sites nor continuous, living cultural heritage or practices • Limitations in HCA protections and the lack of UNDRIP implementation impact First Nations interests and may increase both complexity and conflict over HCA permits and referrals • HCA does not address the UNDRIP concept of free, prior, and informed consent (FPIC) • HCA does not recognize or integrate First Nations heritage laws and policies • HCA permits do not require permit holders and proponents to follow cultural protocols for managing ancestral remains or burial places • HCA permits do not require that First Nations be provided opportunities for participation in archaeological work • HCA defines heritage sites as discrete locations and not as interconnected places within cultural landscapes • HCA does not acknowledge the rights of Indigenous Peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge, cultural expressions, or intellectual property • First Nations access to culturally significant heritage sites and objects may be restricted (e.g., private land, museum collections) • HCA is silent on ownership and does not address repatriation of heritage objects. • Heritage objects are held in repositories that can be difficult for First Nations to access • Indigenous place names are inadequately represented in archaeological records	• First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage • A decision-making model that is more inclusive of Indigenous knowledge, perspectives and direct involvement is needed • Consideration of heritage sites at the earliest possible stage of development review, engagement, decision-making, and land use planning processes is required • Existing regional Archaeological Overview Assessments (AOAs) and archaeological predictive models do not cover the full province and may not meet current Provincial or First Nations standards • HCA does not currently enable s. 7 agreements under the *Declaration Act* • HCA s. 4 agreements take too long to negotiate, are challenging to apply to private lands, are unclear regarding decision-making authority, and require intense resourcing • Professional reliance: First Nations want to determine which archaeological consultants are approved to carry out HCA permitted work in their territory • Inadequate provincial Natural Resource Sector (NRS) coordination on referrals/decisions, issues with centralized vs. regional delivery models, inconsistent management of heritage resources across ministries, disjointed consultation processes across NRS • HCA permitting process is administratively burdensome and complex to navigate for all parties • HCA decision-making criteria are unclear and do not expressly consider other public interest factors • No dispute resolution or appeal mechanisms •	• Current legal tools and administrative processes are inadequate to address circumstances where development proposals conflict with heritage sites • Lack of clear definitions in HCA causes confusion and issues with administration, protection, and enforcement (e.g., burial place, ancestral remains, grave goods, site boundaries, heritage trails, desecration) • HCA is a dual-purpose statute that serves to protect heritage sites, objects, and values but also permit alterations, which can create conflict • First Nations ancestral remains and burial places do not receive the same protection and respect as registered cemeteries • HCA does not automatically protect post-1846 sites that have significant heritage value to First Nations or other communities • HCA does not adequately recognize and protect intangible cultural heritage, including sites without physical evidence and intangible cultural heritage that is not place-based • Inventory of heritage sites is incomplete and out of date, leading to gaps in protection • HCA does not address cumulative impacts to heritage sites • HCA does not provide different levels of protection based on assessed heritage value or site significance • Lack of policy or criteria for designation and recognition of provincial heritage sites • No centralized, consistent management of heritage across ministries and local governments operating under different legislation, including *Forest & Range Practices Act, Oil & Gas Activities Act, Environmental Assessment Act, Land Act, Mines Act, Transportation Act, Local Government Act,* etc. • There is a need for additional tools and resources to support local government's role in the management of heritage	• First Nations and government do not have adequate resources to effectively support heritage management, including evaluation of all permit applications and project referrals that may impact cultural heritage • Archaeology Branch resources are inadequate to address the significant number of HCA permits and site forms, and existing Branch staff are concentrated in Victoria • Antiquated, burdensome, and non-integrated systems and tools for heritage management • Inventory of heritage sites is incomplete and out of date, leading to gaps in protection • No clear framework, funding, or mechanism to support purchase of property with significant heritage sites, to offset unforeseen archaeological costs, to support cultural protocols and repatriation of ancestral remains or heritage objects, or to support restitution • When ancestral remains are disturbed because of development, First Nations may bear the costs of cultural protocols and reburial • First Nations require further resourcing (sustainable funding, etc.), programs and tools to safeguard, revitalize and share their cultural heritage, including support for development and maintenance of repositories • Policy and resources to address the impacts of climate change on cultural heritage are inadequate • Lack of clear guidance for repositories • Some Archaeology Branch operational policies and bulletins need to be updated	• Inadequate compliance and enforcement tools in the HCA • Inadequate compliance and enforcement resourcing to support investigations into reported contraventions • First Nations desire more direct involvement in investigations into alleged HCA contraventions • Need to establish and maintain clear and rigorous professional standards for archaeologists in B.C. • Need to enhance capacity for regulatory oversight, including conducting field audits • Site inventory and archaeological predictive models are not publicly available (restricted access) making it difficult to determine if heritage resources are present, likely to be present, and in conflict with proposed or active development • Need to clarify and formalize roles and responsibilities (e.g., Province, First Nations, local governments, realtors, industry) in educating proponents and the public and holding them accountable to the HCA • Need to enhance public awareness and education to improve compliance with HCA • Management recommendations made by professional archaeologists are not always clearly outlined or implemented • Inconsistent administration and enforcement of cultural heritage and application requirements among different provincial legislation and regulatory bodies (Archaeology Branch, Heritage Branch, Transport & Infrastructure, Oil & Gas Commission, Forest & Range Evaluation Program, Energy & Mines, Environmental Assessment Office)

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

	Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement

OPTIONS (PREVIOUSLY RECOMMENDED)	• Expand the definition of heritage to recognize and protect a broad spectrum of Indigenous cultural heritage (intangible heritage sites, post-1846 sites, continuous, living heritage)
	• Post First Nations heritage laws and policies on the Archaeology Branch website (as desired by First Nations) for consultant and proponent consideration when planning projects and drafting permit applications
	• Develop mechanisms to support recognition of First Nations laws, policies, governance, and decision-making authorities pertaining to heritage, and consider how to incorporate the concept of free, prior, and informed consent (FPIC)
	• As desired by First Nations, require cultural protocols for ancestral remains and burial places be followed under HCA permits
	• Include requirement in HCA permits to invite, engage, and support the direct participation of First Nations in archaeological work
	• Enable Government to Government development of collaborative programs that provide opportunities for First Nations to develop and document their heritage management policies
	• Enhance site inventory data and develop a single, centralized resource and approach to recognize and record all HCA-registered and known, non-registered heritage sites and objects
	• Give First Nations greater control over the selection of repositories for Indigenous cultural heritage resources
	• Develop collaborative and clear roles and responsibilities and Government to Government protocols with sufficient resourcing to support repatriation of Indigenous heritage objects
	• Ensure Indigenous place names are used in archaeological records, if supported by Indigenous communities
	• Ensure Indigenous intellectual property and cultural knowledge are safeguarded and that requests for confidentiality are respected
		• Enhance First Nations' role in decision making and develop clear processes, tools, and criteria (strategic and operational)
		• Develop a provincial framework and strategy for heritage
		• Consider existing and additional tools and mechanisms to support earlier consideration of heritage values and better land use decisions (e.g., Informed Contributors Layer, inclusion of Indigenous knowledge, *Land Act* reserves, Notices of Intent, restrictive covenants)
		• Develop updated, consistent regional Archaeological Overview Assessments (AOAs) and potential models
		• Consider ways to streamline the negotiation and approval of agreements with First Nations under s. 4 and s. 20 of the HCA and s. 7 of the *Declaration Act*
		• Facilitate a greater role for First Nations to engage with local governments on project proposals involving heritage
		• Enhance policy and clarify processes surrounding high-significance sites near which development may be considered untenable
		• Consider changes to Natural Resource Sector (NRS) referral and decision-making processes:
		  ○ Bolster regional archaeology branch program delivery and NRS coordination to enhance relationships and efficiency
		  ○ Modernize tools and integrated systems for permitting, referrals, reports, and site records
		  ○ Update criteria for decision-making to include broader interest factors (e.g.: social and economic implications, cumulative effects, "highest and best use of land")
		  ○ Streamline application processes and timelines (e.g., concurrent Archaeology Branch and First Nations review of permit applications; NRS coordination and bundling of referrals)
		  ○ Develop resources to support enhanced consultation expectations, requirements, and complexity (e.g.: increased capacity, training, guidance, and tools)
		• Develop clear processes for appeals and dispute resolution
			• Develop legislative or policy guidance to outline where alteration permits will not be considered (e.g., sites of high heritage value)
			• Add key definitions to HCA that reflect and acknowledge Indigenous principles and perspectives
			• Consider application of HCA s. 4, s. 9, s. 11.1, s. 32 and other mechanisms (*Land Act*, etc.) to enhance site protections
			• Enhance protections for ancestral remains and burial places (e.g., consider alignment with registered cemeteries under the *Cremation, Interment and Funeral Services Act*, other designation tools)
			• Develop mechanisms to expand and enhance the protection of post-1846 sites and sites without physical evidence that are of significant heritage value to First Nations or other communities, including intangible cultural heritage that is not place-based (e.g., oral traditions, cultural practices, knowledge, and skills)
			• Coordinate the protection of heritage under different legislation managed by different regulatory bodies
			• Develop clear criteria for the designation and recognition of provincial heritage sites
			• Develop mechanisms to ensure that cumulative impacts to heritage are addressed
			• Support the development of heritage planning tools and resources for municipalities
				• Identify opportunities and resourcing to support increased First Nations capacity and involvement in heritage management, including review of permit applications and project referrals
				• Develop sustainable, long-term funding for programs and grants to support First Nations in the stewardship of their heritage
				• Consider enhancing resources within the Archaeology Branch and Compliance and Enforcement Branch
				• Develop public education materials and programing (potentially Indigenous-led) to increase awareness of HCA and heritage resources
				• Enhance systems and tools to support integrated, efficient, and effective heritage management
				• Address the backlog of site records to ensure that the inventory provides up to date information
				• Consider possible mechanisms and funding sources to support land purchases, compensation, restitution, site remediation, and to provide ceremonial support for reinterment or relocation of ancestral remains
				• Identify and secure resources to address the impacts of climate change on heritage
				• Develop clear guidance for repositories
				• Revise and develop Archaeology Branch operational policies and guidelines
					• Increase First Nations involvement in monitoring, oversight, protection, investigation, and enforcement responsibilities held by the Crown (i.e., Guardians, Environmental Stewardship Initiative, shared/joint/delegated decision-making authorities)
					• Enhance training and education to increase awareness of and compliance with the HCA
					• Enhance compliance and enforcement capacity, legal tools, and processes
					• Enhance regulatory oversight of archaeological professionals conducting work under the HCA (qualifications, deliverable review, field audits, and eligibility to hold or conduct work under HCA permits)
					• Develop and update policies, guidelines, and standards for archaeological work in B.C.
					• Hold proponents and landowners accountable to adhere to professional recommendations
					• Identify and develop additional deterrents to unauthorized site impacts (e.g., public education, legal authority to require archaeological work in high potential areas proposed for development)
					• Seek opportunities to centralize or harmonize heritage management standards and requirements amongst regulatory bodies and legislation

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

	Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
HCA SECTIONS	• Part 1 – Definitions • S. 2 – Purpose of the Act • S. 3 (1)(3) – Refusal to disclose site info • S. 3 (6) – Protection not affected by error or omission in Provincial Heritage Register • S. 4 – Agreement with First Nations • S. 6 – Act prevails over other legislation • S. 7 – Provincial Heritage policies • S. 9, 10 and 11.1 – Heritage Designation • S. 12.1 – Heritage Protection • S. 16.1 – Stop work orders • S. 21 – Preservation intervention • S. 32 – Notice of heritage status on land title • S. 32.1 – Notice of heritage status in relation to treaty lands • S. 37 – Power to make regulations	• S. 2 – Purpose of the Act • S. 3 (1) – Maintenance of the Provincial Heritage Register • S. 4 – Agreement with First Nations • S. 7 – Provincial Heritage policies • S. 9, 10 and 11.1 – Heritage Designation • S. 12.2 – Heritage Inspection/Investigation by Permit • S. 12.3 – Heritage Inspection/Investigation by Order • S. 12.4 – Power to Issue or amend permits • S. 12.5 – Permit requirements, specifications, and conditions • S. 12.6 – Amending, suspending, or cancelling permits – new info available • S. 20 (1) – Powers of the minister • S. 20.1 – Ministerial delegation/sub-delegation • S. 22 – Advisory committees • S. 37 – Power to make regulations	• S. 3 (3) (b) and (c) – Provincial heritage register • S. 4 – Agreement with First Nations • S. 5 – Act is binding on government • S. 6 – Act prevails over other legislation • S. 8 – No derogation of aboriginal or treaty rights • S. 8.1 – Application of Act to treaty lands • S. 12.1 (4) – Site definition • S. 18 – promotion of heritage value • S. 19 – Unclaimed objects in heritage collections • S. 32.1 – Notice of heritage status in relation to treaty lands	• S. 2 – Purpose of the Act • S. 3 (5) – fees for site info • S. 11 – Compensation for heritage designation • S. 12.2 (3) – proponent liable to pay for heritage inspection or investigation • S. 20 (1) – Powers of the minister • S. 21 (2) – Preservation at expense of owner and/or government • S. 35 (1) – Immunity • S. 36 – Offence and Penalty	• S. 3 (2) – access to Provincial Heritage Register information • S. 8.2 – Duty to Report Discovery • S. 12.3 – Heritage Inspection/Investigation by Order • S. 12.7 - Amending, suspending, or cancelling permits – enforcement • S. 15 – Entry authority for heritage inspection/investigation orders • S. 15.1 – Entry and inspection • S. 15.2 – Warrant to search and seize evidence • S. 15.3 – Obligation of person inspection • S. 16.1 – Stop work orders • S. 17 – Notices and immunity • S. 21 – Preservation intervention • S. 34 – Civil remedies respecting contraventions • S. 36 – Offence and penalty • S. 37 – Power to make regulations

MOUHSS

Mobile Outreach Unit for Health and Support Services

MOUHSS was an idea set out by a working group of Campbell River folks in charge of some of the City's services such as : Divisions of Family Practice, Business Association, RCMP, Mental Health, Island Health, Social services, Churches, community members including the unhoused and vulnerable population. Vulnerable population can mean anything from folks who experience mobility issues, mental health struggles, (such as anxiety depression, greif, etc) our aging population, substance use, homelessness, youth, working families, and folks in poverty.

It is the intention for the MOUHSS to reach people where they are at both physically and mentally. We also want to offer services where there are identified gaps and provide safe space for those who struggle. If the MOUHSS does not have what you need onboard, we will help you obtain those services or needs. Services can include but is not exclusive to : counselling, parenting support, mental health support and assessments, food security, housing, Greif and loss support, trauma and healing programs, work related programs and readiness, safe and sober group activities, mentorship programs, court advocacy, victims support, and housing.

We also have a robust peer program that employs and supports folks who are living and struggling to make changes in their world. MOUHSS has a mentorship program tied to the peer program that allows folks to identify next steps with the support of a peer.

MOUHSS is always evolving with the changing times and we wish to continue with the services and programs as long as we can. Our partnerships offer supports and workers that drive the MOUHSS. WE are always grateful and thankful to all who participate and hear about what the MOUHSS is doing.

Thank you for listening ☺

Lisa Clark

Subject: FW: Commemorating Mayor John MacDonald - To: Mayor and Council Agenda - Tuesday September 6, 2022

From: Ed Braun Sr. <braunfor@saywardvalley.net>
Sent: August 22, 2022 2:34 PM
To: CAO <cao@saywardvalley.ca>; Lisa Clark <cfo@saywardvalley.ca>
Subject: RE: Commemorating Mayor John MacDonald - To: Mayor and Council Agenda -Tuesday September 6, 2022

Dear Mayor and Council,

I am proposing that funds be set aside to purchase a concrete Picnic Table and/or a Bench, with plaques commemorating John MacDonald's extended Military service and his long service to our community.

I feel that a public gathering place in the Village of Sayward would be an appropriate area to install any of the above mentioned items, as John was all about bringing people together, whether they be family, friends, and/or members of our community.

Suggestions: Village Office Garden for a Bench and an area close to the Gazebo by our newly planted Christmas tree for the concrete picnic table.

Thank you for your consideration concerning this request.

Sincerely,

Sheri Braun

(250) 282-5503

braunfor@saywardvalley.net

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Financial Statements/Variances to July 31, 2022**
Meeting date: Sept 6, 2022

BACKGROUND

Staff provide a variance report for Council's review approximately every three months. This report provides a comparison of what has been approved to be spent and what has actually been spent. It also shows comparisons from the previous year. The attached variance shows progress on the work plan and the approved Financial Plan. The report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained.

The 2022-2026 Financial Plan/budget was approved by Council on April 5, 2022. The budgeting process allows municipalities to prioritize projects, programs, and service levels based on anticipated revenue and expenses. The budget document provides a framework to ensure project spending is on track, expenses are appropriate, and it provides a level of control over spending.

DISCUSSION

The Village's operational revenues and expenses up to the end of July 31, 2022 are summarized below, with a comparison to the same period in 2021, as well as the variance to the 2022 approved budget.

The operational budget analysis indicates the Village is generally on trend as compared to budget and prior year activity, indicating that the Village continues to operate in a fiscally responsible manner. Summary notes on select revenue sources and departmental expenditures is included for information purposes.

Various budgeted operating projects and capital projects for 2022 are also summarized and presented at the end of this report.

Summary		2021 Budget	2021 Actual to Jul 31, 2021	2022 Budget	2022 Actual to Jul 31, 2022	Y/Y Variance $
OPERATING REVENUE						
Taxation - General Municipal Purpose		345,834	345,837	377,266	377,270	31,433
Other taxes		10,783	10,757	11,725	12,860	2,103
Federal Community Works Fund Grant		139,783	71,568	71,562	0	(71,568)
Provincial Govt Grants		393,370	377,000	375,000	463,000	86,000
LGCAP Grant		2,000	0	0	0	0
Interest & Tax Penalties		6,500	10,266	9,000	8,716	(1,550)
Unrealized Gain (Loss)		0	0	0	0	0
General Investment Income		5,000	2,621	7,500	4,717	2,096
Other Revenue		10,250	6,594	13,400	8,162	1,568
Licences, Permits & Fines		6,000	4,930	8,700	4,134	(796)
General Operating Grants		303,217	2,500	42,065	20,897	18,397
Sale of Service - Recreation Centre		14,800	3,332	14,550	7,647	4,315
Sale of Service - Other		16,500	6,637	17,750	8,206	1,569
RCMP Rent		25,200	14,000	24,000	14,000	0
RCMP Maintenance		10,236	5,686	9,748	5,686	0
Sewer Revenue		76,268	79,144	81,185	84,562	5,418
Water Revenue		135,685	139,901	142,365	145,716	5,815
Solid Waste Revenue		39,981	40,375	41,063	40,650	275
Total Operating Revenue		1,541,407	1,121,148	1,246,879	1,206,223	
OPERATING EXPENDITURES						
Legislative Services		84,260	33,081	72,760	29,574	(3,507)
Administration		508,763	243,818	441,550	261,266	17,448
Election		2,525	0	7,100	1,262	1,262
Recreation Centre		238,801	124,181	276,439	139,564	15,383
Parks		51,464	18,054	40,903	14,671	(3,383)
Public Works		84,017	53,418	93,177	58,569	5,151
Roads		38,052	13,838	48,472	43,558	29,720
Drainage		28,166	15,973	6,789	852	(15,121)
Planning		9,000	5,014	24,000	7,249	2,235
Police		12,136	3,327	12,619	4,028	701
Fire		40,658	13,243	43,021	19,620	6,377
Emergency		170,600	60,731	8,100	2,025	(58,706)
Health Clinic		550	525	1,000	1,222	697
Bylaw		500	0	3,000	0	0
Solid Waste		43,000	29,640	53,806	40,035	10,395
Sewer Operations		88,929	42,107	98,501	40,041	(2,066)
Water Operations		131,131	57,553	162,405	90,939	33,386
Total Departmental Expenditures		1,532,552	714,503	1,393,644	754,476	
Surplus/(Deficit) Before Amortization		8,855	406,645	(146,765)	451,747	

REVENUES

1.) Interest and tax penalties: Trending lower for 2022. This is due to a decrease in unpaid property taxes from 2021 to 2022. On July 31, 2022, approximately $88k remains receivable ($100k for same period in 2021), which represents approximately 23% of total tax revenues. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.

2.) General Investment Income: Revenue is trending higher than 2021 due to cash being invested at a higher interest rates.

3.) Other Revenue includes tax certificate fees, general rent (weather station), snow removal revenue, Area A Fire Service admin fees, and other misc. items.

4.) Licenses, Permits and Fines: Slightly lower for 2022, but on trend with prior years.

5.) General Operating Grants: Several grants have been included in the budget but will not be posted to the G/L until later in the fiscal year when the majority of the expenses have been incurred:

Project	Grant Amount	Source
Kindling Community Kindness	$5,000	Plan H
2021 CRI FireSmart Grant (carry fwd)	$16,000	UBCM
2022 CRI FireSmart Grant	$11,090	UBCM
Kelsey Centre grants	$7,475	ISPARC & Island Health (carry fwd)

6.) Sale of Service – Recreation Centre: Trending higher in 2022 due expanded programming and hours. ***Note: revenues in 2022 have more than doubled compared to 2021, which indicates attendance is slowly increasing, although not yet at pre-COVID levels (pre-2020).***

EXPENDITURES

Each area of the Village's operations has been analyzed below.

Legislative

On trend with prior years. Additional items for 2022 include possible reconfiguration and upgrades to Council chambers.

Administration

Total overall department expenses are on target with budget.

Recreation

Expenses are on target with budget. Outstanding expenditures for 2022 include exterior door replacement, equipment purchases (funded by grants) and painting the building.

Parks
Expenses are on target with budget. Included in this budget is interpretive signage, and repairs to the Village lawnmower.

Public Works
Expenses are on target with budget.

Roads
Expenses are on target with budget. Crack sealing of Village roads has been completed, funding is from the Transportation Infrastructure Reserve.

Drainage
Expenses are on target with budget. The Drainage Improvements Project is not anticipated to start until 2023.

Planning
This department includes fees for building inspections which is contracted through the SRD, as well as costs for re-zoning, GIS services and other planning items including Approving Officer wages. Included in 2022 is the cost for the legal review of the new OCP ($3k). Expenses are on target with budget.

Police
Expenses are on target with budget. Note: The majority of these expenses are covered by the monthly maintenance fees received from the Federal Government. At year end a reconciliation is done to determine any over or under payment and a disbursement or invoice is generated.

Fire
Expenses are on target with budget. Expenditures for 2022 include 2 new SCBA's, bunkergear, and painting of Hall #1.

Emergency
Expenses are on target with budget.

Health Clinic
Expenses are on target with budget.

Bylaw
Nothing to note, budget is earmarked for ticketing supplies.

Solid Waste, Sewer and Water Operations
Expenses are on target with budget. Expenditures for 2022 include refurbishment of the Share Shed, sewage capacity study, and a water master plan (all 3 being funded by reserves).

OPERATING & CAPITAL PROJECTS

The chart attached (appendix A) shows operating and capital projects with additional comments on status to date.

STAFF RECOMMENDATIONS

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

Respectfully submitted,

_____

Lisa Clark, CFO

Appendix A

Operating & Capital Projects

Complete
On track
Possible delay
Cancelled/delayed to future budget

Item	Category	Project Name/Description	31-Jul-22	Budget	Variance $	Variance %	Status	Comments
Strategic Plan Projects								
1	Community Relations	Interpretive signage at KFN totem etc.	-	3,000	3,000	-100.00%		Former CAO met with Natures Trust to review signage in parks as a first step, then redesign with KFN.
2	Community Relations	Legal agreement with WFP regarding early start times, dust, and noise concerns	-	1,000	1,000	-100.00%		Former CAO had a first meeting with WFP, possible delay.
3	Infrastucture Upgrades & Asset Replacement	Water Master Plan	-	25,000	25,000	-100.00%		Funded from CWF - start date early fall 2022
4	Infrastucture Upgrades & Asset Replacement	Sewage Capacity Study	-	10,000	10,000	-100.00%		Funded from CWF - start date early fall 2022
5	Infrastucture Upgrades & Asset Replacement	Drainage Improvements Project	-	1,788,000	1,788,000	-100.00%		Expected to start in 2023 contingent on grant funding decision.
6	Water	Newcastle Dam project	946,209	1,194,726	248,517	-20.80%		Carry forward from 2021, expected completion 2022.
7	Living Green	Water Meter Bylaw in place	-	3,000	3,000	-100.00%		Not started.
8	Living Green	Kelsey Centre exterior doors	-	23,500	23,500	-100.00%		90% complete, awaiting invoice.
9	Infrastucture Upgrades & Asset Replacement	Volume pump for engine #4, SCBA, bunkergear	11,615	13,500	1,885	-13.96%		SCBA and bunkergear purchased.
10	Tourism Development	Cleaning and painting Village buildings and structures, ORV signage	-	12,500	12,500	-100.00%		All quotes in and work to be scheduled. No work slated for medical centre. Paint and some repairs on firehall 1 and police station. KC needs more extensive work.
11	Village Operations	Risk Management Strategy/Asset Management	-	5,000	5,000	-100.00%		Village portion of the $50K grant for asset management.
Other Projects								
12	Sewer	Generators for sewer lift stations	177,000	177,000	-	0.00%		Project complete.
13	Fire	Genset for Fire Hall#1	-	50,000	50,000	-100.00%		Staff in contact with SRD to discuss shared funding, 50% Village, 50% SRD. Possible delay to 2023.
14	Council	Chambers remodel	-	10,000	10,000	-100.00%		Quote has come in for tables. Will have to get additional quote for moving of electronics due to table reconfigeration if it is Council's direction this takes place.
15	Admin	Share Shed refurbishment	6,496	9,000	2,504	-27.82%		Insulation completed, plywood insulation 80% completed, painting still to be done, framing and installation of new steel doors to be completed, relocation of exposed electrical wires completed.
16	Admin	Kindling Community Kindness project	3,500	5,000	1500	-0.3		Seniors lunches and dinners in progress, project will be complete before year end.

STAFF REPORT

To: Mayor and Council
From: John France, Acting CAO
Subject: **Sayward Futures and Sayward Folk Music proposal**
Meeting date: September 6, 2022

BACKGROUND

At the August 16, 2022, council meeting, the following resolution was passed:

MOTION R22/137
MOVED AND SECONDED

THAT Council direct the Mayor and the CAO to work with Mr. Sampson to finalize the details regarding the Sayward Valley Folk Music Society's use of the Kelsey Centre for concerts.

CARRIED

DISCUSSION

Mayor Baker and the CAO met with Mr. Sampson and Mr. McRae to discuss the terms of a proposal on August 23. The proponents submitted the attached proposal to the Village on August 29. The items discussed and the items presented in the proposal are somewhat different. Staff did reach out to Mr. McRae to discuss further but no discussion had occurred prior to the writing of this report.

Issues - Staff suggest the following:

A. Our position at the meeting was for the event organizers to access insurance which would indemnify the Village. The Staff position is unchanged as this is a good risk management practice and the cost is minimal. The MIA has facilitated insurance for such events through a new insurance portal.
B. Staff do not recall a discussion on the village operating the concession. There was a discussion on the need to have a staff person in attendance and at the cost to the event organizer. Staff are discussing how this would work or if it is practical and will have answers in time for the meeting. We also need to know more about what the concession would be expected to serve.
C. The sharing of net revenues is acceptable. A better understanding of expenses to be charged and revenues is needed as well as reporting timelines. This can be handled at the Staff level if Council agrees to the sharing formula.

Staff suggest this is a great program for residents of the area. The points raised are important but should not be construed as "showstoppers".

RECOMMENDATIONS

THAT Council receive, discuss, and provide Staff with direction on the Sayward Futures and Sayward Folk Music proposal report.

Respectfully submitted,

_____

John France, Acting CAO

Attachments:

- ***Sayward Futures and Sayward Folk Music proposal***

SAYWARD FUTURES SOCIETY
Our Community, Our Future

Mayor and Council
Village of Sayward
652-A H'Kusam Way
PO Box 29
Sayward, BC
V0P 1R0

August 29, 2022

RE: Sayward Folk Music Program Proposal

Dear Mayor and Council,
We believe that the Sayward Futures Society (SFS) mission — *to work in harmony with our community to create a sound and robust economic environment as well as create positive, vibrant social opportunities for the citizens of the Sayward region* — dovetails in a collaborative way with the general mission of the municipality. To this end, we would like to invite you, The Village of Sayward to become CO-SPONSORS of the *Sayward Folk Music Program.*

We propose:

- Village of Sayward and SFS will receive equal billing as CO-SPONSORS for ALL Sayward Folk Music performances, regardless of venue
- The Village of Sayward will provide use of the Kelsey Centre for four to six music performances annually at no cost, including table & chair rentals, staff requirements and all other miscellaneous fees
- As the Village of Sayward is co-sponsor, any event would automatically be covered under the Kelsey's Centre existing general liability insurance
- The Village of Sayward's Kelsey Centre staff will operate the concession, 100% of the revenue will be retained by the Village of Sayward
- The NET revenue for the Sayward Folk Music Program, regardless of venue, at the end of the fiscal/calendar year will be shared equally 50/50 between SFS and the Village of Sayward
- SFS will covers all costs for performers & advertising

We hope that you find this proposal beneficial not only to both SFS and the Village of Sayward, but for the citizens of the Sayward region as it creates positive, vibrant social opportunities for everyone to gather and enjoy.

We look forward to working with you on the Sayward Folk Music Program.

Sincerely,

Ken McRae
Chair
Sayward Futures Society

STAFF REPORT

To: Mayor and Council
From: John France, Acting CAO
Subject: **Remuneration Options**
Meeting date: September 6, 2022

BACKGROUND

At the August 16, 2022, council meeting the following resolution was passed and Staff were directed to bring back a report on options:

MOTION IC22/68
MOVED AND SECONDED

THAT staff be directed to prepare a report for the September 6th meeting outlining options for amendments to the Remuneration Bylaw.

CARRIED

DISCUSSION

Staff have calculated a number of remuneration options starting with the initially identified: Option A - reduced monthly stipend ($300 for Mayor, $100 for Councillor for all options) plus $200 for each regular council meeting attended. Staff calculated two more options to provide Council with a broader range to consider. Option B simply increases the per meeting stipend to approximate the 2022 budget plus 5% to provide some relief to the averaging of meeting numbers. Option C provides for a per meeting stipend on regular, special and COW meetings (again using the approximate 2022 budget).

Please note all options are based on the average number of meetings 2018-2021.

A remuneration bylaw will be prepared for the next meeting if so directed by Council.

Council Remuneration Options

Type	Regular	IC	Special	COW
2018	19	12	3	0
2019	22	25	6	8
2020	16	15	7	3
2021	20	11	4	7
Total	77	63	20	18
Average	19	16	5	5

Budget 2022	
Mayor	$ 9,360
Council	$ 28,800
	$ 38,160
5%	$ 1,908
	$ 40,068

Stipend Mayor $300/month Stipend Council $100/month

Option A	All Council $200 for each regular Council meeting				
Stipend M	12	1	$ 300	$	3,600
Stipend C	12	4	$ 100	$	4,800
Meeting	19	5	$ 200	$	19,000
				$	27,400
Option B	All Council $340 for each regular Council meeting				
Stipend M	12	1	$ 300	$	3,600
Stipend C	12	4	$ 100	$	4,800
Meeting	19	5	$ 340	$	32,300
				$	40,700
Option C	All Council $220 for each regular, Special and COW Council meeting				
Stipend M	12	1	$ 300	$	3,600
Stipend C	12	4	$ 100	$	4,800
Meeting	29	5	$ 220	$	31,900
				$	40,300

RECOMMENDATIONS

THAT Council receive, discuss and provide Staff with direction on the Remuneration Options report.

Respectfully submitted,

_____

John France, Acting CAO

Attachments:

- **Village of Sayward Council Remuneration Bylaw No. 443, 2018 (current bylaw)**

VILLAGE OF SAYWARD

BYLAW NO. 443

A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION

WHEREAS the Council for the Village of Sayward has provided in its Financial Plan pursuant to Section 173 of the Community Charter a sum to compensate Council Members for their duties.

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

1. CITATION

This bylaw may be cited as **"Village of Sayward Council Remuneration Bylaw No. 443, 2018"**.

2. REMUNERATION TO COUNCIL MEMBERS

a) The annual remuneration for the Mayor for the discharge of the duties of office is Nine Thousand Three Hundred and Sixty Dollars ($9,360). The Mayor will be reimbursed monthly for performing the duties of office.

b) The annual remuneration for a Councillor for the discharge of the duties of office is Seven Thousand Two Hundred Dollars ($7,200). The Councillor will be reimbursed monthly for performing the duties of office.

3. QUALIFYING EXPENSES AND EXPENDITURES

A member of Council who is representing the Village, engaged in municipal business or attending a meeting, course or convention authorized by Council is entitled to payment of expenses pursuant to municipal policy.

4. 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 decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the 18th day of December 2018.

Read a second time on the 18th day of December 2018.

Read a third time on the 18th day of December 2018.

Adopted on the 8th day of January 2019.

Certified a true copy of Bylaw No. 443
this ___ day of _____, _____

Chief Administrative Officer
Village of Sayward

Original signed by "J. MacDonald"
Mayor

Original signed by "P. Carver"
Corporate Officer