



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
SEPTEMBER 17, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM**

1. Call to Order

2. Public Input (maximum 30 minutes)

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for September 17, 2019 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on September 3, 2019 be adopted.

6. Business Arising

7. Petitions and Delegations - None

8. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

- a) Gas Tax Community Works Fund Payment 2019
- b) Keeping it Rural Conference October 7th & 8th - Kelowna
- c) Invitation - Special announcement September 26th - Children's Health Foundation of Vancouver Island
- d) Regrets: Minister Robinson UBCM
- e) Invitation - Island Health Board of Directors Partnership Event October 10th

- f) Climate Change Disaster Assistance for commercial fishery participants
- g) Coastal Communities Social Procurement Initiative Steering Committee - meeting dates for 2019

9. Council Reports - None

10. Mayor's Report – None

11. Staff Reports

a) **Staff Report: Indemnity Bylaw**

Recommended Resolutions:

THAT Council receives the Consultant's report on the Indemnity Bylaw, and

THAT Council move to adopt the Indemnity Bylaw.

b) **Staff Report: Financial Statements/Variations to August 31, 2019**

Recommended Resolutions:

THAT Council receives the Acting CAO's report on the Financial Statements/Variations to August 31, 2019, and

THAT Staff provide a process outline for the 2020-24 Financial Plan for the October 8 Council Meeting, and

THAT Council directs Staff to provide a Financial Statements/Variations to September 30, 2019 report for the October 22 Council meeting.

c) **Staff Report: Pool Hours 2019**

Recommended Resolutions:

THAT Council receives the Consultant's report on Pool Hours 2019, and

THAT Council provide direction on pool opening hours.

d) **Staff Report: Dam Update Verbal**

See attached report from Engineer

12. Old Business

UBCM Conference 2019:

Appointments requests have been made to the Premier, Minister Selina Robinson, Minister Jinny Sims, Minister Doug Donaldson, BC Hydro, BC Assessment, and Kathy MacNeil (VIHA). Note: VIHA and BCAA have provided appointments.

- Minister Robinson regrets
- Minister Sims confirmed
- Minister Lana Popham confirmed
- Premier **regrets/redirect** to agriculture
- Outstanding BC Hydro and Minister of Forests

13. Bylaws

a) Indemnification Bylaw No. 458, 2019

Recommended Resolution:

THAT Indemnification Bylaw No. 458, 2019 be given first, second and third reading.

14. Financial – None

15. New Business

a) Appointment of EOC Director - verbal report from Mayor

16. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address."

17. In-Camera

Prepare to go In-Camera

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

18. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for September 17, 2019 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
SEPTEMBER 3, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Wes Cragg
Councillor Bill Ives

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Acting CAO
John France, Consultant

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input (maximum 30 minutes)

Mayor stated all the questions from last meeting were answered and we would therefore move right into the public question period.

Debbie Coates	Questions asked about allowing campers to stay longer than one month, there are trailer parks for those wishing a longer stay.	Advised village will follow the bylaws and practices currently in place.
Irene Callaghan	Asked a question on the certain phrasing in two editions of the Daycare proposal being at odds.	Cllr Cragg explained the perceived difference, both editions actually said the same thing.
Mark Baker	Question on revenue anticipation (RA) loan and status of dam project.	The village has not used the RA loan and does not intend to. Update on dam is coming later in agenda.
Debbie Coates	Campground issue, not OK to play favorites on who can stay, but sees the benefit of having the nurse there.	Issue is in agenda.
Irene Callaghan	Asked why the Kelsey Centre was closed but some people still get to use it.	Advised the Centre is closed except for the multipurpose room, which is used by the dominos club and others.

Mark Baker	Commented on the KC being closed in September.	Advised KC is not closed, only the pool is closed for swimming because we don't have a lifeguard.
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3. Introduction of Late Items - None

4. Approval of Agenda

MOTION R19/228

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for September 3, 2019 be approved.

CARRIED

5. Minutes of Previous Meetings

MOTION R19/229

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on August 13, 2019 be adopted.

THAT the minutes of the Special Council meeting held on August 19, 2019 be adopted as amended.

THAT the minutes of the Special Council meeting held on August 22, 2019 be adopted as amended.

CARRIED

6. Business Arising - None

7. Petitions and Delegations - None

8. Correspondence

MOTION R19/230

MOVED AND SECONDED

THAT the following correspondence be received.

a) Green Communities Committee – Level 1 achievement, Aug 15, 2019

CARRIED

9. Council Reports - None

10. Mayor's Report – None

11. Staff Reports

a) Staff Report: Social Procurement

MOTION R19/231

MOVED AND SECONDED

THAT Council receives the report on Social Procurement for information and discussion;

And THAT Council authorizes membership in the CCSPI and payment of \$468, an amount equal to the annual AVICC member dues, for the period 2019 and 2020.

Councillor Cragg Opposed

CARRIED

b) **Staff Report: Campground**

MOTION R19/232

MOVED AND SECONDED

THAT Council receives the report on the Campground for information and discussion, and, provide Staff with direction.

And THAT Council directs Staff to advise Mr. Pringle that his request to use the campground for longer than one month is not approved.

And THAT the campground policy dated 11/02 be rescinded,

And Finally, THAT Staff develop a new campground policy for deliberation at a future Council meeting. **CARRIED**

c) **Staff Report: SRD Municipal Services Agreement**

MOTION R19/233

MOVED AND SECONDED

THAT Council receives the report on the SRD Municipal Services Agreement,

And Further THAT Council authorizes the Mayor and Corporate Officer to sign the Municipal Services Agreement.

Councillor Cragg Opposed

CARRIED

d) **Staff Report: Projects Update Report – September 2019**

MOTION R19/234

MOVED AND SECONDED

THAT the Projects Update Report – September 2019 be received for information and discussion. **CARRIED**

e) **Staff Report: FTE Admin 2019**

MOTION R19/235

MOVED AND SECONDED

THAT Council receives the report on FTE Admin 2019 for information and discussion.

CARRIED

Note: Council wished to see this item brought back in October

f) **Staff Report: Permissive Tax Exemptions 2019**

MOTION R19/236

MOVED AND SECONDED

THAT the report on Permissive Tax Exemptions (PTE) be received for information, discussion and direction;

And THAT the Royal Canadian Legion PTE be approved for the years 2020-2023.

And Further THAT the Sayward Futures Society PTE be approved for the years 2020 and 2021.

And Finally, THAT the Sayward Community Health Society PTE be approved for the years 2020 and 2021.

CARRIED

12. Old Business

UBCM Conference 2019:

Appointments requests have been made to the Premier, Minister Selina Robinson, Minister Jinny Sims, Minister Doug Donaldson, BC Hydro, BC Assessment, and Kathy MacNeil (VIHA).

Note: Staff advised work will begin on the UBCM binder next week.

13. Bylaws - None

14. Financial – None

15. New Business - None

16. Public Question Period (maximum 15 minutes)

Debbie Coates	Commented on the use of a headhunter for the CAO position, seems odd to hire someone you have to train, why not just hire a qualified CAO, thanked Lisa for her dedication to the Village.	Advised Council decided not to use a headhunter at this time and that a qualified CAO would be hired. At this time, we will have to wait to see the candidates that apply.
Debbie Coates	Commented on tax increases tied to increase in assessed values and increase in Mayor & Council stipends.	Advised Council uses a calculation which calculates taxes using last year's tax amount on current years assessed values then adds 2.5 % to each class rate. The rates dropped considerably in 2019 however assessments increased also. Stipend increase was done by the previous Council and is the normal practice.
Mark Baker	Commented on the use of DCC's to raise capital for infrastructure and that excessive DCC's can depress development. Also commented on the limited growth opportunities for the Village due to the water treatment facility capacity limit.	Village currently does not have DCC's but is looking into it. Funding infrastructure is a big challenge and options need to be explored. A second reservoir would alleviate growth and capacity issues in the Village.
Angie Hibbert	Asked Council to reconsider the permissive tax exemption for the Sayward Community Health Society. Requested that the exemption be granted for 4 years rather than 2.	Advised that the Society can apply again in 2 years for another PTE.

17. In-Camera

MOTION R19/237

MOVED AND SECONDED

Prepare to go In-Camera

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

CARRIED

18. Rise

19. Adjournment

MOTION R19/238

MOVED AND SECONDED

THAT the Regular Meeting of Council for September 3, 2019 be adjourned.

CARRIED

The meeting was adjourned at 9:15 PM.

Mayor John MacDonald

Chief Administrative Officer

August 28, 2019



Mayor John MacDonald
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mayor MacDonald:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2019/2020. An electronic transfer of \$103,239.89 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement). UBCM is also making an additional one-time payment towards CWF funding approved for disbursement by the Federal government under Budget 2019 to supplement the fiscal 2018/2019 allocation.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

First CWF Payment: \$34,107.97
CWF One-Time Payment: \$69,131.92
Total EFT Transfer: \$103,239.89

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Very best,

A handwritten signature in black ink, appearing to read "Arjun Singh", is written over a light blue horizontal line.

Arjun Singh
UBCM President

CC: Lisa Clark, Deputy Finance / Administration Officer



Keeping it Rural

2019 Conference

The BC Rural Centre

Helping Rural Communities Succeed

CONFERENCE NOTICE

*Please join us **October 7 & 8 2019** in Kelowna for two days of inspiring presentations and workshops on rural community development.*

Four Points By Sheraton Kelowna Airport Hotel

www.FourPointsKelownaAirport.com/

Keynote Speakers include:

- ❖ **Rankin MacSween** (Nova Scotia) Back by popular demand! Rankin gave an amazing inspirational keynote speech at our 2015 conference that people still talk about. For over three decades, Rankin has led Canada's oldest – and most successful - community development corporation, New Dawn Enterprises on Cape Breton Island. <http://www.newdawn.ca/>
- ❖ **Mark Drabenstott** (Kansas) Mark has over 35 years of experience in rural and regional development including 4 years as Chair of the OECD Regional Development Policy Committee and 25 years as the Vice-President of the Center for the Study of Rural America at the Federal Reserve Bank of Kansas.
- ❖ **Milan Wall** (Nebraska) Milan has over 40 years of experience working with rural communities across the United States and Canada. He is the co-author of a number of publications on leadership and community development, including *The Entrepreneurial Community: A Strategic Leadership Approach to Community Survival* and *Clues to Rural Community Survival*. On the second day of the conference Milan will lead a workshop on the 20 Clues to Rural Community Survival. <https://heartlandcenter.info/>
- ❖ **Blanca Surgeon** (New Mexico) With the RCAC since 1995, Blanca has worked with rural communities and Native American Nations across the western U.S. on rural community leadership and economic development. On the second day of the conference Blanca will lead a workshop on the highly successful *WealthWorks* program that has been used extensively in rural communities in the U.S. <https://www.rcac.org/> and <https://www.wealthworks.org/basics/wealthworks-your-region-introduction>

There will also be presentations on Rural Health Care and Attracting Youth to Rural Communities.

Please register for the conference on line: <https://www.civicinfo.bc.ca/event/2019/Keeping-It-Rural>

Please check the BC Rural Centre website for updates about the conference

<https://www.bcruralcentre.org/conferences/keeping-it-rural-2019/>



Keeping it Rural

BC RURAL CENTRE

2019 Conference

Monday October 7th

8:30 – 9:00 AM	Conference Opening & Welcome
9:00 – 9:45 AM	Top 10 Ways to Grow Your Rural Region Mark Drabenstott will summarize what he believes are some of the most critical elements for successful rural development.
9:45 – 10:15 AM	Rural Health Care Dr. David Snadden
10:15 – 10:30 AM	Refreshment Break
10:30 – 11:15 AM	First Nations & Rural Community Partnerships
11:15 – Noon	The Forest Sector & Rural Community Development
Noon – 1 PM	Buffett Lunch
1 to 2 PM	Small Places – Big Successes: Rural Towns Revitalizing Themselves Milan Wall and Blanca Surgeon will describe some of the innovative ways small rural communities around the U.S are working towards rural revitalization.
2 to 3:15 PM	Attracting Youth to Rural Communities – A panel discussion on how can rural communities can better attract young people and families. This presentation will also highlight the process and outcomes of Kaslo's highly successful <i>Escape the City</i> social media youth attraction contest.
3:15 – 3:30 PM	Refreshment Break
3:30 – 5:00 PM	Rural Issues Roundtable Discussions An opportunity for conference participants to discuss specific rural issues with other conference attendees. Like speed dating - participants will have the opportunity to choose and participate in 3 to 4 discussion tables on different rural topics..
5 – 6 PM	No Host Bar & Networking
6 - 8 PM	Dinner & Keynote Address – Rankin MacSween, CEO of New Dawn Enterprises

Tuesday October 8th

8 AM – 11:30	The 20 Clues to Rural Community Survival Workshop- – Milan Wall The “20 Clues to Rural Community Survival” is one of the Heartland Center’s most popular and effective training tools. The list of vital characteristics provides an “ideal” benchmark against which people can measure their own community. It moves people naturally from theory, to strategy, to action.
11:30 – 12:30 PM	Buffet Lunch
12:30 – 4 PM	The WealthWorks Program Workshop– Blanca Surgeon WealthWorks is a proven approach to rural economic development that brings together and connects rural community assets to meet market demand. In this workshop, Blanca will describe the WealthWorks process and provide examples of its implementation in small rural communities throughout the northwest U.S.
4 – 4:30 PM	Conference Closing Remarks

Subject: FW: You're invited: Special announcement September 26
Attachments: image001.png; ATT00001.htm; Children's Health Foundation event invitation.pdf; ATT00002.htm

From: Coralie Stern <coralie.stern@islandkidsfirst.com>
Date: September 10, 2019 at 10:11:09 AM PDT
To: Coralie Stern <coralie.stern@islandkidsfirst.com>
Subject: You're invited: Special announcement September 26

Dear Directors at Strathcona Regional District Board,

Children's Health Foundation of Vancouver Island would like to formally invite you to a special event on Thursday September 26, 2019 at 11 am in Campbell River. Please see the attached invitation for further details on location.

We regret that this event falls at the same time as UBCM. We acknowledge that you may not be able to attend as a result and wish we could have planned our event at a separate time. We hope that in your place, you may choose to send a senior staff member.

In the event someone can attend on your behalf, we ask that you please have them RSVP by September 23 to rsvp@islandkidsfirst.com or 250-940-4950. If you or they are wishing to bring a guest, please indicate that as well as their name so we can have an accurate idea of numbers.

We recommend wearing shoes that are suitable for uneven terrain. If you have concerns about accessibility, please reach out to me anytime and we'd be happy to accommodate.

We hope to see you there!

Sincerely,

Coralie Stern

Director of Marketing and Communications, Children's Health Foundation of Vancouver Island
t: 250-940-4950 ext 102 | c: 778-677-0711 | w: islandkidsfirst.com | follow us
[@islandkidsfirst](https://www.instagram.com/islandkidsfirst)

You're invited

Special announcement

Children's Health Foundation of Vancouver Island
invites you to attend a special announcement

**Thursday September 26, 2019 at 11 am
Behind Yucalta Lodge at 555 2nd Ave, Campbell River**



*Staff will greet guests at the Yucalta Lodge parking lot
entrance. Please find street parking.*

**Please RSVP to rsvp@islandkidsfirst.com
by September 23**

children's
HEALTH FOUNDATION
OF VANCOUVER ISLAND



September 9, 2019

Thank you for your request to meet with Honourable Selina Robinson during the 2019 Union of British Columbia Municipalities Convention.

At this time, Minister Robinson has received a great number of meeting requests and regretfully cannot accept them all. I am sorry to advise that she is unable to accommodate your request during the Convention.

Should you wish to meet with Ministry, Agency, Commission or Corporation staff who will be available to meet at Convention, including staff from the Ministry of Municipal Affairs and Housing, please visit the Provincial Appointments Desk on the following dates:

Monday, September 23, 2019 to Tuesday, September 24, 2019

8:30 am – 4:00 pm

Vancouver Convention Centre, East Building – Lobby

Wednesday, September 25 to Thursday, September 26, 2019

8:30 am – 4:00 pm

Vancouver Convention Centre, East Building – Exhibition Hall C

For questions about affordable housing or current housing programs, please visit the BC Housing booth at the UBCM Trade Show on Wednesday and Thursday, September 25-26 in the East Building of the Vancouver Convention Centre.

Thank you.

Regards,

Nicole Gibbings

Nicole Gibbings
MAH-UBCM Minister's Meetings Coordinator
Telephone: 778-698-3203
Email: MAH-UBCM.MeetingRequests@gov.bc.ca

Lisa Clark

From: John MacDonald
Sent: September-10-19 7:26 PM
To: cao@saywardvalley.net; Lisa Clark
Subject: Fwd: Invitation – Island Health Board of Directors Partnership Event

Another one for agenda on 17th

Thanks
John

Sent from my iPhone

Begin forwarded message:

From: "Carlow, Louise" <Louise.Carlow@viha.ca>
Date: September 10, 2019 at 2:52:18 PM PDT
To: "'john.macdonald@saywardvalley.ca'" <john.macdonald@saywardvalley.ca>
Subject: Invitation – Island Health Board of Directors Partnership Event

john.macdonald@saywardvalley.ca

Mayor John MacDonald, Mayor
Village of Sayward

Dear Mayor MacDonald:

The Island Health Board of Directors is committed to hearing from residents and leaders in communities throughout our service area, and I'm pleased to let you know we will be visiting communities on the North Island on October 9 and 10.

As a valued community partner, you're invited to join us for light refreshments to hear a brief update from Island Health's President and CEO Kathy MacNeil, followed by an opportunity for conversation with members of Island Health's Board and our executive leadership team.

Details are as follows:

Date: Thursday, October 10, 2019
Place: Port McNeil Community Hall, 1473 Broughton Blvd, Port McNeill, B.C.
Time: 9:30 am – 11:00 am (doors open at 9:15 am)

Please RSVP by **Wednesday, September 18** to Louise.Carlow@viha.ca. If you are unable to attend yourself, we welcome you to send a representative in your place.

In order to make the best use of our time together, please include any questions or topics you would like to hear about with your RSVP. There will also be opportunity for conversation and questions from the floor.

As part of our commitment to hearing from the community, the Board will also be holding a Public Forum at the Kwa'ilas Hotel in Port Hardy on October 9 starting at 6:00 pm. The Public Forum is open to any members of the community who wish to attend. It will include Island Health presentations as well as presentations from the community and an opportunity for questions from the floor.

We look forward to seeing you at one or both events.

Leah Hollins, Chair
Board of Directors

Commercial Salmon Advisory Board

August 15, 2019

Honourable Jonathan Wilkinson
Minister of Fisheries and Oceans
200 Kent St
Station 15N100
Ottawa ON K1A 0E6
By email: min@dfo-mpo.gc.ca

Honourable Lana Popham
Minister of Agriculture
PO Box 9043 Stn Prov Govt
Victoria, BC V8W 9E2
By email: AGR.Minister@gov.bc.ca

Dear Minister Wilkinson and Minister Popham,

Re: Climate change disaster relief

This year's salmon fishery has been a disaster for commercial salmon fishermen of all gear types. Salmon have returned well below DFO pre-season's predictions. Many fishermen geared up in expectation of reasonable fishing opportunities which have turned into meager catches and then into closures for conservation purposes. Other salmon fishermen will have no opportunities at all in their licensed area.

The poor returns are exacerbated by commercial closures intended to conserve southern resident killer whales and interior Fraser steelhead.

The impacts go beyond those to commercial salmon fishermen. Rural and Indigenous coastal communities are hurting. Processing plants and shoreworkers are idle and tendermen and their vessels are tied up.

This is not the fault of the commercial industry. We fish to Total Allowable Catches set by the Department of Fisheries and Oceans. Ocean conditions and fresh water habitat are reacting to climate change - but the impacts are being borne by the salmon commercial fisheries and allied workers and the many businesses in our communities that rely on the fishery.

We are calling on the Federal and Provincial governments to supply immediate climate change disaster relief for the 2019 season to commercial salmon fishery participants and our community partners. We would like to meet with you as soon as possible.

We also would like to engage with both governments about long term planning in light of continuing climate change issues so that commercial fishermen can regain viability. In addition, the Fraser blockage north of Big Bar will have serious ongoing consequences to upper Fraser salmon stocks, intensifying future climate change impacts.

Sincerely,
CSAB

Area A seine: Rick Haugan
richardjhaugan@gmail.com

Area B seine: Bob Rezansoff
bob.rezansoff@telus.net

Area C gillnet: Mabel Mazurek
nffc@citywest.ca

Area D gillnet: Barry Crow
johncrow@shaw.ca

Area E gillnet: Darrel McEachern
grandpadarrel@hotmail.com

Area G troll: Roger Paquette
roger@hubcityfisheries.ca

Area H troll: Peter Sakich
sakich@island.net

NBBC: Tony Roberts Jr.
tonyrobertsjr@gmail.com

UFAWU-Unifor: Joy Thorkelson
president@ufawu.org

Processors: Phil Young
phil.young@canfisco.com

Cc

Honourable John Horgan
Premier and President of the Executive Council
By email: Premier@gov.bc.ca

Dr. Andrew Weaver,
Leader of the Green Party,
By email: andrew.weaver.mla@leg.bc.ca

Honourable Catherine McKenna
Minister of Environment and Climate Change
By email: ec.ministre-minister.ec@canada.ca

Honourable George Hayman
Minister of Environment and Climate Change
Strategy
By email: ENV.Minister@gov.bc.ca

Honourable Carolyn Bennett
Minister of Crown-Indigenous Relations
By email: minister@aadnc-aandc.gc.ca

Honourable Patricia A. Hajdu
Minister of Employment, Workforce
Development and Labour
By email: Patty.Hajdu@hrsdc-rhdcc.gc.ca

Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource
Operations and Rural Development
By email: FLNR.Minister@gov.bc.ca

Honourable Scott Fraser
Minister of Indigenous Relations and
Reconciliation
By email: IRR.Minister@gov.bc.ca

Honourable Selina Robinson
Minister of Municipal Affairs and Housing
By email: MAH.Minister@gov.bc.ca

Honourable Adrian Dix
Minister of Health
By email: HLTH.Minister@gov.bc.ca

Ken Hardie, MP Fleetwood-Port Kells
By email: Ken.Hardie@parl.gc.ca

Gord Johns, MP Courtenay--Alberni
By email: Gord.Johns@parl.gc.ca

Fin Donnelly, MP Port Moody-Coquitlam
By email: fin.donnelly@parl.gc.ca

Nathan Cullen, MP Skeena-Bulkley Valley By
email: nathan.cullen@parl.gc.ca

Sonia Furstenau, MLA Cowichan Valley
By email: sonia.furstenau.MLA@leg.bc.ca

Mitzi Dean, MLA Esquimalt-Metchosin
By email: mitzi.dean.MLA@leg.bc.ca

Bob D'Eith MLA Maple Ridge-Mission
By email: bob.deith.MLA@leg.bc.ca

Hon. Lisa Beare, MLA Maple Ridge-Pitt
Meadows By email: lisa.beare.MLA@leg.bc.ca

Sheila Malcolmson, MLA Nanaimo By
email: sheila.malcolmson.MLA@leg.bc.ca

Doug Routley, MLA Nanaimo-North Cowichan
By email: douglas.routley.MLA@leg.bc.ca

Hon Judy Darcy, MLA New Westminster
By email: judy.darcy.MLA@leg.bc.ca

Jennifer Rice, MLA North Coast By email:
jennifer.rice.MLA@leg.bc.ca

Hon. Claire Trevena MLA North Island
By email: claire.trevena.MLA@leg.bc.ca

Michelle Stilwell, MLA Parksville-Qualicum MLA
By email: michelle.stilwell.MLA@leg.bc.ca

Nicholas Simons, MLA Powell River- Sunshine
Coast By email:
nicholas.simons.MLA@leg.bc.ca

John Yap MLA Richmond-Steveston
By email: john.yap.MLA@leg.bc.ca

Adam Olsen, MLA Saanich North and the
Islands By email: adam.olsen.MLA@leg.bc.ca



August 20, 2019

The Honourable Patricia Hajdu
Minister of Employment,
Workforce Development and Labour
House of Commons
Ottawa, ON K1A 0S5

Dear Minister,

As you are no doubt aware, commercial fishers in British Columbia are facing an extraordinarily difficult year as a result of the poor sockeye salmon returns and fishing restrictions aimed at protecting endangered species including Southern Resident Killer Whales. Because of these challenges, many fishers and shore workers are facing significant economic hardships which impact their families and the communities in which they live.

Similar to the impacts resulting from new measures to support the recovery of the South Mountain Caribou as well as the recent downturn in the forestry sector across the province, British Columbia is also experiencing the impact of challenges facing commercial fishers.

I am writing to encourage you to consider providing targeted assistance to this sector. The federal government has done this in several other cases, notably in assisting those affected by curtailments in Atlantic fisheries.

I strongly urge you to consider providing specific Employment Insurance enhancements aimed at assisting commercial fishers and shore workers in BC's fisheries-dependant communities who will have little or no opportunity to fish this season.

Sincerely,

Shane Simpson
Minister



August 29, 2019

Hereditary Chiefs, Chief Councillors and Councillors
First Nations Governing Councils
Mayors and Council and Regional District Directors
All BC Coastal Communities
By email

Dear Leadership,

Re: Climate Change Disaster Assistance for commercial fishery participants

The commercial salmon fishery in the whole of BC was a total failure this summer. Commercial fishery participants have made no money, as there have been few fisheries and the handful that did occur were extremely poor. Fishermen either did not fish at all or, worse, geared up and sailed for the fishing grounds, spending money on fuel, to find that the fisheries they expected remained closed. Shoreworkers and processing plants were idle.

Preseason predictions by DFO were for low average to average salmon returns in most areas of BC, sufficient for modest commercial fisheries. However, the salmon have returned well below spawning requirements in many areas – and on the Fraser and Skeena Rivers, sockeye salmon have returned in numbers lower than at any time in decades. Although there are many other issues which could be adding to the disaster, climate change is the major reason for the low returns. We would like to make it very clear that salmon spawning numbers were, in all cases, well above what was needed to produce decent fisheries in 2019, so 'over fishing' is not to blame.

Commercial fishermen and allied workers (shoreworkers, net menders, gear business etc.) all have had negligible incomes - earnings that would have been spent in their communities. Many owner operators may not be able to maintain their vessels in workable shape over the winter as they have had no fishing income or are in debt due to gearing up and travelling.

We are asking the Federal government for Climate Change Disaster Assistance: income support (EI?) and financial assistance to allow vessel owners keep their boats ship worthy over the winter. We are also asking the Department of Fisheries and Oceans to engage in meetings with commercial fishermen and create a Climate Change Adaptation Plan so that fishermen and processing plants and workers will be able to adjust to future changes.

We respectfully request that you send an urgent letter in support of our requests to Prime Minister Trudeau, Minister Wilkinson (Fisheries and Oceans), Minister Hajdu (Employment, Workforce Development and Labour), and Minister Bennett (Crown-Indigenous Relations) with copies to Premier Horgan, and BC Ministers Lana Popham (Agriculture), Shane Simpson (Social Development and Poverty Reduction) and Scott Fraser (Indigenous Relations and Reconciliation).

Thank you for your consideration,

Tony Roberts Jr
President, Native Brotherhood of BC
tonyrobertsjr@gmail.com

Joy Thorkelson
President, UFAWU-Unifor
president@ufawu.org



SEP 04 2019

Mr. Rick Haugan
Area A seine
Mr. Bob Rezanoff
Area B seine
Ms. Mabel Mazurek
Area C gillnet
Mr. Barry Crow
Area D gillnet
Mr. Darrel McEachern
Area E gillnet
Ms. Joy Thorkelson
UFAWU-Unifor
< president@ufawu.org >

Mr. Lawrence Paulson
Area F troll
Mr. Roger Paquette
Area G troll
Mr. Peter Sakich
Area H troll
Mr. Tony Roberts Jr.
NBBC
Mr. Phil Young
Processors

Dear Members of the Commercial Salmon Advisory Board:

Thank you for your correspondence of August 15, 2019, regarding financial compensation for salmon harvesters.

Fisheries and Oceans Canada (DFO) recognizes the importance of commercial fisheries to Canada's Pacific coast communities. The Government of Canada understands and sympathizes with commercial harvesters impacted by declining salmon harvesting opportunities.

The Department is working to respond to and address the unexpectedly low returns of many salmon populations in 2019. Fisheries closures for conservation purposes are critical to supporting a healthy and economically sustainable fishery, and, as you know, the abundance of salmon populations can fluctuate significantly from one year to the next.

Unfortunately, your request for compensation goes beyond DFO's mandate. However, I see you have shared your letter with my colleague, the Honourable Patricia A. Hajdu, Minister of Employment, Workforce Development and Labour Canada. I trust that she will give your request due consideration.

.../2

DFO does have programs to provide some opportunity for harvesters to exit the industry in the event that they choose to do so; these are the licence and quota relinquishment processes through the Pacific Integrated Commercial Fisheries Initiative and the Allocation Transfer Program.

Thank you again for writing.

Yours sincerely,

A handwritten signature in blue ink, reading "Jonathan Wilkinson". The signature is fluid and cursive, with the first name "Jonathan" and last name "Wilkinson" clearly distinguishable.

Jonathan Wilkinson, P.C., M.P.
Minister of Fisheries, Oceans and the Canadian Coast Guard

c.c. Distribution List

Distribution list:

The Honourable Carolyn Bennett, P.C., M.P.
Minister of Crown-Indigenous Relations
The Honourable Catherine McKenna, P.C., M.P.
Minister of Environment and Climate Change
The Honourable Patricia A. Hajdu, P.C., M.P.
Minister of Employment, Workforce Development and Labour
The Honourable John Horgan, M.L.A.
Premier of British Columbia
Mr. Nathan Cullen, M.P.
Skeena-Bulkley Valley
Mr. Fin Donnelly, M.P.
Port Moody-Coquitlam
Mr. Ken Hardie, M.P.
Fleetwood-Port Kells
Mr. Gord Johns, M.P.
Courtenay-Alberni
The Honourable Lana Popham, M.L.A.
British Columbia's Minister of Agriculture
The Honourable George Heyman, M.L.A.
British Columbia's Minister of Environment and Climate Change Strategy
The Honourable Doug Donaldson, M.L.A.
British Columbia's Minister of Forests, Lands, Natural Resource Operations and Rural Development
The Honourable Adrian Dix, M.L.A.
British Columbia's Minister of Health
The Honourable Scott Fraser, M.L.A.
British Columbia's Minister of Indigenous Relations and Reconciliation
The Honourable Judy Darcy, M.L.A.
Minister of Mental Health and Addictions
The Honourable Selina Robinson, M.L.A.
British Columbia's Minister of Municipal Affairs and Housing
The Honourable Lisa Beare, M.L.A.
British Columbia's Minister of Tourism, Arts and Culture
The Honourable Claire Trevena, M.L.A.
British Columbia's Minister of Transportation and Infrastructure
Ms. Mitzi Dean, M.L.A.
Esquimalt-Metchosin
Mr. Bob D'Eith, M.L.A.
Maple Ridge-Mission
Ms. Sonia Furstenau, M.L.A.
Cowichan Valley
Ms. Sheila Malcolmson, M.L.A.
Nanaimo

.../4

Mr. Adam Olsen, M.L.A.
Saanich North and the Islands
Ms. Jennifer Rice, M.L.A.
North Coast
Mr. Doug Routley, M.L.A.
Nanaimo-North Cowichan
Mr. Nicholas Simons, M.L.A.
Powell River-Sunshine Coast
Ms. Michelle Stilwell, M.L.A.
Parksville-Qualicum
Dr. Andrew Weaver, M.L.A.
Oak Bay-Gordon Head
Mr. John Yap, M.L.A.
Richmond-Steveston

Lisa Clark

From: John MacDonald <westie@saywardvalley.net>
Sent: September-11-19 8:01 PM
To: Lisa Clark; cao@saywardvalley.net
Subject: Fwd: Coastal Communities Social Procurement Initiative Steering Committee + Scale Collaborative

Please add to agenda

John

Sent from my iPhone

Begin forwarded message:

From: "Lisa Helps (Mayor)" <LHelps@victoria.ca>
To: "John MacDonald" <john.macdonald@saywardvalley.ca>, "Lisa Clark" <village@saywardvalley.ca>
Subject: Coastal Communities Social Procurement Initiative Steering Committee + Scale Collaborative

Good day all,

Please see below the 2019 meeting schedule for the Coastal Communities Social Procurement Initiative Steering Committee. Don't hesitate to reach out for any further clarification. I will send meeting invites to follow this email. Thank you for all you do!

Jan 25th – Qualicum Beach
Apr 13th – AVICC, Powell River
July 12th – Qualicum Beach
Sep 27th – UBCM, Vancouver
Dec 13th – Qualicum Beach

Kindly,
Danielle

Danielle St. Jacques
Executive Coordinator
Mayor's Office
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6
T 250.361.0597 F 250.361.0248
[Description: Description: Description:
cid:image001.gif@01CF3C88.FC1AFE40]<<http://www.victoria.ca/>>

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cid:image004.gif@01CF3C88.FC1AFE40]<<https://twitter.com/cityofvictoria>>
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cid:image005.gif@01CF3C88.FC1AFE40]<<http://www.linkedin.com/company/city-of-victoria-bc?trk=biz-companies-cym>>



STAFF REPORT

For: Mayor and Council
Prepared by: John France, Consultant
Subject: Indemnity Bylaw
Meeting date: September 17, 2019

BACKGROUND

Staff have not been able to locate an indemnity bylaw for the village. An Indemnity bylaw provides clarity to "Municipal Officials" in the event they are sued in the course of performing their duties. Staff looked at several bylaws, the bylaw attached to this report is a hybrid. Please see the attached legislation on Indemnity.

DISCUSSION

An Indemnity bylaw protects Council members, employees and volunteers from personal liability in the event a lawsuit is brought against them in the normal performance of their duties. It does not provide protection in the event a court finds the Council member, employee or volunteer has been found guilty of dishonesty, gross negligence or malicious or willful misconduct. In this situation, the village may seek to recover court and awarded costs from the Council member, employee or volunteer.

The recommended bylaw has a useful addition which requires a Council member, employee or volunteer to fully cooperate with village counsel/staff in the event they are sued. This puts the recipient on notice that full cooperation is required and limits their actions in responding; failure to do so may result in the Village withdrawing the indemnity.

STAFF RECOMMENDATIONS

THAT Council receives the Consultant's report on the Indemnity Bylaw, and
THAT Council move to adopt the Indemnity Bylaw.

Respectfully submitted,

John France, Consultant

Immunity for individual local public officers

738 (1) In this section, "**local public officer**" means any of the following:

- (a) a member of a council;
- (b) a director of a regional board;
- (c) a trustee of an improvement district;
- (d) a commissioner for a local community commission under Division 9 [Local Community Commissions] of Part 6 [Regional Districts: Governance and Procedures];
- (e) a member of a commission established under section 263 (1)
- (g) [regional district commissions] of this Act or section 143 [municipal commissions] of the Community Charter;
- (f) a member of a library board under the Library Act;
- (g) a member of any greater board or of any board that provides similar services and is incorporated by letters patent;
- (h) a member of an advisory planning commission under section 461;
- (i) a member of a board of variance under Division 15 [Board of Variance] of Part 14 [Planning and Land Use Management];
- (m) an officer or employee of a municipality, regional district, improvement district, library board under the Library Act,
- (n) an election official or a regional voting officer under section 179 [assent voting conducted by more than one local government];
- (o) a volunteer firefighter or a special constable;
- (p) a volunteer who participates in the delivery of services by a municipality, regional district or a body referred to in paragraphs (c) to (l) under the supervision of an officer or employee of the municipality, regional district or any of those bodies;
- (q) a member of a board of trustees established or appointed by a municipality under section 37 [*local government operations*] of the *Cremation, Interment and Funeral Services Act*;
- (r) a member of a municipal committee, of a regional district board committee or of an improvement district committee under section 689 [*appointment of select and standing committees*] who is not also a member of the municipal council, regional district board or improvement district board, as applicable.

(2) No action for damages lies or may be instituted against a local public officer or former local public officer

- (a)for anything said or done or omitted to be said or done by that person in the performance or intended performance of the person's duty or the exercise of the person's power, or
 - (b)for any alleged neglect or default in the performance or intended performance of that person's duty or the exercise of that person's power.
- (3)Subsection (2) does not provide a defence if
- (a)the local public officer has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or
 - (b)the cause of action is libel or slander.
- (4)Subsection (2) does not absolve any of the corporations or bodies referred to in subsection (1) (a) to (l) from vicarious liability arising out of a tort committed by any of the individuals referred to in subsection (1) for which the corporation or body would have been liable had this section not been in force.

Warning as defence for local government financial officer

739 It is a good defence to any action brought against a municipal or regional district financial officer for unlawful expenditure of local government funds if it is proved that the individual gave a written and signed warning to the council or board that, in his or her opinion, the expenditure would be unlawful.

Indemnification against proceedings for local government officials

740

(1)In this section:

"indemnification" means the payment of amounts required or incurred

- (a)to defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,
- (b)to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a), or
- (c)in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the municipality or regional district or the conduct of municipal or regional district business;

"municipal official" means

- (a)a current or former council member,
- (b)a current or former municipal officer or employee, or

(c) a person who is or was a person referred to in section 738 (1) [*immunity for individual municipal local public officers*], but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of a municipality;

(2) Indemnification for municipal officials and regional district officials may be provided as follows:

(a) a council may do the following:

(i) by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw;

(ii) by resolution in a specific case, indemnify a municipal official;

(b) a board may do the following:

(i) by bylaw, provide for the indemnification of regional district officials in accordance with the bylaw;

(ii) by resolution in a specific case, indemnify a regional district official.

(3) As a limit on indemnification under subsection (2), a council or board must not pay a fine that is imposed as a result of a municipal official or regional district official, as applicable, being convicted of an offence that is not a strict or absolute liability offence.

(4) Sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation if in conflict*] of the *Community Charter* do not apply to a council member or board member who could be, or would be, indemnified under a bylaw or resolution under subsection (2) of this section.

(5) Subject to subsection (6), a council may not seek indemnity against a municipal official, and a board may not seek indemnity against a regional district official, in respect of any conduct of the person that results in a claim for damages against the municipality or regional district, as applicable.

(6) The restriction under subsection (5) does not apply if the court makes a finding in the action that the person has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: Financial Statements/Variations
Meeting date: September 17, 2019

BACKGROUND

The 2019-2023 Budget and subsequent Financial Plan Bylaw was adopted by Council in early 2019. 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. It also identifies revenues to support Council's long-term financial plans.

A financial statement/variance report provides information to Council on the progress of the work plan approved during Financial Planning. The report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained.

DISCUSSION

The Village's operational revenues and expenses up to the end of August 31, 2019 are summarized below, with a comparison to the same period in 2018, as well as the variance to the 2019 approved budget. There are no material financial concerns identified in the operating 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 Council review and discussion.

Budgeted operating projects and capital projects will also be summarized and presented at the end of the report.

Summary	2018 Budget	2018 Actual to Aug 31, 2018	2019 Budget	2019 Actual to Aug 31, 2019	2019 Variance \$	2019 Variance %
OPERATING REVENUE						
Taxation - General Municipal Purpose	321,141	320,580	329,170	329,596	-426	100.13%
Other taxes	12,302	12,041	11,907	11,959	-52	100.43%
Federal Community Works Fund Grant	65,872	34,566	70,515	0	70,515	0.00%
Provincial Govt Grants	360,622	375,333	392,000	392,397	-397	100.10%
CARIP Grant	0	0	2,500	0	2,500	0.00%
Interest & Tax Penalties	0	8,388	6,500	9,015	-2,515	138.69%
General Investment Income	15,000	12,429	7,000	1,070	5,930	15.29%
Other Revenue	8,600	13,498	14,800	11,116	3,684	75.11%
Licences, Permits & Fines	3,000	2,527	2,500	8,097	-5,597	323.87%
Internet Equipment Rental Revenue	6,200	3,296	6,500	3,628	2,872	55.82%
General Operating Grants	32,750	11,000	61,925	50,486	11,439	81.53%
Sale of Service - Recreation Centre	23,450	15,338	28,170	15,631	12,539	55.49%
Sale of Service - Other	10,600	9,477	16,800	9,522	7,278	56.68%
RCMP Rent	22,800	15,200	22,800	15,200	7,600	66.67%
RCMP Maintenance	9,748	6,499	9,748	6,499	3,249	66.67%
Sewer Revenue	68,909	70,189	70,902	71,928	-1,025	101.45%
Water Revenue	102,034	110,648	112,437	111,417	1,021	99.09%
Solid Waste Revenue	33,915	33,870	37,717	34,751	2,965	92.14%
Total Operating Revenue	1,098,643	1,054,879	1,203,891	1,082,311		89.90%
OPERATING EXPENDITURES						
Legislative Services	53,860	31,732	57,510	36,711	20,799	63.83%
Administration	310,301	194,204	347,623	238,965	108,658	68.74%
Election	9,150	1,209	2,525	0	2,525	0.00%
Recreation Centre	230,983	175,224	234,709	136,032	98,676	57.96%
Parks	31,000	39,003	42,690	21,736	20,955	50.92%
Public Works	92,663	64,985	56,363	36,654	19,709	65.03%
Roads	28,000	16,464	33,641	17,486	16,156	51.98%
Drainage	8,000	2,294	9,641	3,659	5,983	37.95%
Planning	6,500	492	1,700	2,100	-400	123.51%
Police	13,788	9,540	9,916	5,007	4,909	50.49%
Fire	37,365	14,080	33,960	14,576	19,384	42.92%
Emergency	4,500	9,263	37,525	7,915	29,610	21.09%
Health Clinic	0	293	500	359	141	71.80%
Bylaw	2,500	0	500	500	0	100.00%
Solid Waste	38,500	19,921	44,000	24,661	19,339	56.05%
Sewer Operations	68,085	39,820	68,035	36,858	31,177	54.18%
Water Operations	187,653	46,065	103,709	46,336	57,373	44.68%
Total Departmental Expenditures	1,122,849	664,590	1,084,548	629,555		58.05%
Surplus/(Deficit) Before Amortization	(24,206)	390,289	119,343	452,756		

REVENUES

- 1.) Federal Community Works Fund (CWF) Grant: Staff have received notification that this payment will be issued at the end of September/early October. Council will recall from a previous meeting that the CWF grant is doubled for 2019. This is not reflected in the budget above. Total CWF revenue will be approximately \$140k for 2019.
- 2.) CARIP (Climate Action Revenue Incentive Program) Grant: This grant is recorded as a receivable at year-end, funds are received in June of the following year. It is a recovery of carbon tax paid by the municipality, funds received are allocated to a reserve to be used for carbon reducing projects as directed by Council.
- 3.) Interest and tax penalties: Trending slightly higher for 2019. Property taxes outstanding and receivable at August 31, 2019 equal \$74,798. Property taxes outstanding and receivable for the same period in 2018 was \$108,796.
- 4.) General Investment Income: Revenue is trending lower due to market conditions and entries now being recorded at year-end.
- 5.) Other Revenue includes tax certificate fees, general rent (library and weather station), snow removal revenue and other misc. items. 2018 included a \$6,000 catch up invoice for the weather station (5 years), removing this item from the analysis shows other revenue for 2019 to be trending higher than the prior year.
- 6.) Licenses, Permits and Fines: Revenues are trending higher in 2019 due to an increase in building permit fees and business license fees.
- 7.) General Operating Grants: This line item is trending higher in 2019 due to the Community Wellness Grant received from Island Health. This grant was not reflected in the budget.
- 8.) Sewer, Water and Solid Waste Revenue: All trending slightly higher in 2019 due to rate increases approved by Council in the 2019 Financial Plan.

EXPENDITURES

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

Legislative

Expenses are trending higher than the prior year due to an increase in Mayor & Council stipends (approved in the Financial Plan) and additional training and education for the new Council.

Administration

Total overall department expenses are on target with budget. Admin salaries are over budget due to the CAO replacement. When comparing to 2018, expenses are higher due to an increase in wages and staff restructuring (approved in the Financial Plan).

Recreation

Expenses are trending lower than the prior year due to a reduction in programming and staff hours (approved in the Financial Plan). The Rec Centre was closed for an additional 4 weeks over the summer – 12 weeks total compared to 8 weeks in 2018. 2019 expenses are on target with budget, some uncertainty remains with operations for the fall, this will be discussed separately.

Parks

Expenses are trending much lower than 2018 due to the completion of the gazebo in the prior year. This expense was approved in the 2018 Financial Plan. Council will recall the Village received a Community Award of Merit from the Canadian Wood Council at AVICC 2019 for this project. Expenses for 2019 are on track to be below budget.

Public Works

Expenses are on target with budget. Compared to 2018, expenses are lower due to a redistribution of where Public Works staff wages are being charged. Combined fuel charges for the Public Works vehicles is over budget due to Staff using the small truck for commuting, however it is important to note that this overage is offset by a savings in mileage claims not being submitted by Staff. These arrangements were approved by Council at a previous meeting. Staff will be reallocating the commuting charges to the Admin department to properly reflect the nature of these costs.

Roads

On trend with 2018. Sand and salt expenses typically do not show up in this department until December/January and remain uncertain as they are weather dependent.

Drainage

Expenses are on target with budget. Expenses are trending slightly higher than 2018 due to a redistribution of PW wages in the 2019 budget.

Planning

This department includes fees for building inspections which is contracted through the SRD. Due to a higher than average number of building permits in 2019, expenses in this department are trending higher and are over budget. This overage is offset by the increase in building permit fee revenue mentioned earlier.

Police

Expenses are trending lower in 2019 due to a redistribution of wages. M&R is under budget. Note: M&R is recovered from the Federal Government at year-end.

Fire

On trend with 2018. For 2019, expenses are on track, note there are several items still outstanding in the approved budget that will be purchased before the end of the year including a compressor, ladder for engine #3, and a valve replacement for engine #4.

Emergency

Overall, expenses are trending lower than 2018. When looking at the current year's budget, expenses are on track, the increased budget in 2019 includes several grants the Village received for Emergency Planning.

Health Clinic

Nothing to note, these expenses are recovered from the Sayward Community Health Society at year-end.

Bylaw

Nothing to note, budget is earmarked for ticketing supplies once Council adopts the Village of Sayward Ticketing Bylaw.

Solid Waste, Sewer and Water Operations

On trend with 2018. Solid Waste is trending higher due to a timing issue with invoicing however expenses are on track with budget for 2019.

OPERATING & CAPITAL PROJECTS

Most projects in the 2019 Financial Plan are on track. The chart attached (appendix A) shows projects that are either on track for the 2019 budget (green), possibly delayed (yellow) or cancelled/delayed to a future budget (red). For the remainder of the year, Staff will be working to ensure projects in the Financial Plan are completed within budget. No overages are expected, Council should keep in mind that unexpected issues do arise from time to time. As per normal practice, any issues or variances will be brought to Council for discussion and direction.

STAFF RECOMMENDATIONS

THAT Council receives the Acting CAO's report on the Financial Statements/Variances to August 31, 2019, and

THAT Staff provide a process outline for the 2020-24 Financial Plan for the October 8th Council Meeting, and

THAT Council directs Staff to provide a Financial Statements/Variances to September 30, 2019 report for the October 22nd Council meeting.

Respectfully submitted,

Lisa Clark, CFO

Appendix A

Operating & Capital Projects

	On track for 2019 budget
	Possible delay
	Cancelled/delayed to future budget

Item	Department	Project Name	31-Aug-19	Budget	Variance \$	Variance %	Status	Comments
Strategic Plan Projects								
1	Admin	Update and enhance the village website.	-	-	-	-		Not in original budget, \$10k pond grant being reused for website updates.
2	Mayor & Council	Work with the Tourism committee to promote tourism and attract business investment to the Sayward area.	2,200.00	2,200.00	-	100.00%		Funds issued to Tourism Committee, Mayor & Council continue to work with the committee on tourism initiatives.
3	Admin/Mayor & Council	Asset Management Plan	28,908.00	30,000.00	1,092.00	96.36%		Nearing completion.
4	Roads	Kelsey Way & K'Husam Way resurfacing	-	-	-	-		Grants to be applied for in Fall of 2019, project budgeted for 2020.
5	Sewer	Generators for liftstations	-	120,000.00	120,000.00	0.00%		Fully funded by grant money if approved - application made in early 2019, results available Fall 2019
6	Water	Newcastle Dam project	134,580.00	986,213.00	851,633.00	13.65%		Project is ongoing, completion by end of September.
7	Admin	Climate Action project (carbon reducing)	-	10,000.00	10,000.00	0.00%		Delayed due to staff time constraints
8	Mayor & Council	Community Forest with FN	-	-	-	-		Moved to 2020 budget per Mayor & Council
9	Emergency	Evacuation Training	-	24,428.00	24,428.00	0.00%		Delayed due to staff time constraints
Other Projects								
11	Water	Water Treatment Plant	3,352,743.00	3,368,704.00	15,961.00	99.53%		Nearing completion.
12	Public Works	Equipment shed	18,774.00	21,000.00	2,226.00	89.40%		Work will be finished by the end of the fiscal year.
13	Parks	Working Waterfront Project	467,323.00	517,500.00	50,177.00	90.30%		Nearing completion.
14	Sewer	Liftstation electrical upgrade	-	150,000.00	150,000.00	0.00%		Funded by grants, status unknown
15	Admin	Accounting software MAIS	4,800.00	7,500.00	2,700.00	64.00%		Final costs to be paid by the end of September, software implemented, project nearly complete.
16	Recreation	Community Wellness project	7,120.00	43,776.00	36,656.00	16.26%		Ongoing.
17	Public Works	Rear tires for Kubota tractor	2,267.00	1,800.00	467.00	125.94%		Complete.
18	Emergency	Seacan	23,502.00	23,502.00	-	100.00%		Complete.



STAFF REPORT

For: Mayor and Council
Prepared by: John France, Consultant
Subject: Pool Hours 2019
Meeting date: September 17, 2019

BACKGROUND

The pool could not be opened in early September due to the departure of our senior lifeguard and other pool staff. An ad was put out in the early spring and one candidate came forward to do the training. Generally, our ads for lifeguards are not successful but we do receive interest from individuals willing to take the lifeguard training. The candidate has just completed her NLS training and we expect her to be available for evening hours only (day student). The start date for swimming times will be coordinated with swim lessons and with getting the pool up to an operational level.

We also have several candidates from recent postings that have expressed interest in taking the pool operations training, however, this training cannot happen until November. Pool operators provide back up to the lifeguard in keeping the pool tested and working properly. These same candidates have also expressed an interest in completing lifeguard training and we will plan for this in fall as courses become available. Staff have also contacted other pools in the north island to see if their casual staff are available, none were available.

The pool can open in late September for evening swimming and swim lessons. The Kelsey Centre is now open for weight room and gym activities. After school programs will be available shortly. Full swim operations are conditional on having lifeguards available for day swimming. Staff will provide training to make this happen, however, full pool operations will not be available until late December at the earliest.

DISCUSSION

As noted above, the pool can be open for some swim activities in late September. Staff have considered the options available and offer the following.

1. Open the pool for swim lessons and evening swims (MWF 6-8PM), as soon as staffing and programming permits.
2. Close the pool until late December until we have a full complement of lifeguards for all swim times and programs.

Option one supports limited swim programs and times for all users and from a service perspective, is obviously the best option. However, compared to regular programming, the pool will be used at greatly reduced hours while incurring full operating costs for heating and chemicals. Option two, would attract a negative community reaction. It would also reduce expenditures in staffing and, power and chemical usage – estimated conservatively at \$19,000 (net of revenue losses). There will be some savings on option one also, staffing only for approx. \$5,500.

STAFF RECOMMENDATIONS

THAT Council receives the Consultant's report on Pool Hours 2019, and

THAT Council provide direction on pool opening hours.

Respectfully submitted,

John France, Consultant

Field Review Report		
Project: Village of Sayward Municipal Water Supply System Upgrade	Client: Village of Sayward	Date: 2019-09-09
Project No.: 3003082	Contractor: Berry & Vale Contracting Ltd.	Prepared By: N. Lindsey
Time: 09:25 to 17:00	Ref.: 20190909 3003082 NHC-FRR	Weather: 14-19°C, Overcast
Location: UTM: Zone 10 N 5584580 m E 289268 m;		
Contractor Activities:		
• Prepping subgrade beneath weir • Installation of cutoff wall liners		
Personnel / Equipment On-site:		
• Gord Lawrence • Cameron Vale • Moe Vale • Eric	• Rock truck operator • Labourer • Nigel Lindsey (NHC)	• Excavator, Linkbelt 210 • Excavator, Linkbelt 350 • 2 x Rock Truck, Cat 250 • Excavator, Cat 325F
Observations:		
General: • Progress to date since last week: - Drilling of weir anchors holes, footing only (16 holes) (Photo 1) - o Holes are spaced ~0.5 m apart, 2 m deep and angling down slightly; - Dug cutoff apron trench to design elevation (Photo 2); - o Bedrock opening between canyon walls narrows beneath El. 69.0 m. At El. 67.0 m creek bed is 4.6 m (Photo 3); - Pipeline and misc components (Elbows, flanges etc) have been delivered, meets specification. • Work plan for this week includes: finish prepping of subgrade beneath weir, installation of cutoff wall, complete anchor hole drilling and begin form work for weir (Wednesday). • All components for cutoff wall apron has been delivered and met project specification; Layfield (EL 6040) Black, 9.1 m x 20 m x 40 MIL, geotextile and bentonite chips. • Contractor diverted water from within trench using a 4" submersible pump and 4" HDPE pipe suspended along the right bank (Photo 4). • Subgrade prep was completed in 400 mm lifts and compacted using a Hoe pack attached to the 210 Linkbelt (Photo 5). Subgrade is hard and well compacted. - Subgrade beneath footing completed to ~ El. 70.5 m • Cutoff trench downstream slope has all large stones removed creating an even surface that was hoe packed (Photo 6) - Side sloped at ~90% with the bottom of the trench under the originals designs location. • Cutoff apron was installed following design: - First layer of filter fabric was laid and trimmed along the bedrock faces (Photo 7); - Bentonite flakes were placed along the edges of the filter fabric in a 30 cm wide and 5 cm thick sill (Photo 8); - Liner then was placed on top of Bentonite and geofabric, the right side was trimmed first (Photo 9). To aide in removal of wrinkles the next layer of geofabric was laid on liner with pit run then placed on top (right side only). Liner was then pulled and trimmed along left bank (Photo 10). - Back filling of slope completed then compacted..		
Action Items:		To be Undertaken by Who/When:

Photographs



Photo 1. Footing anchor holes drilled into bedrock along the left bank at 0.5 m spacing and 2 m deep.



Photo 2. Cutoff trench excavated to El. 67.0. Downstream slopes is rough and being prepped for liner installation

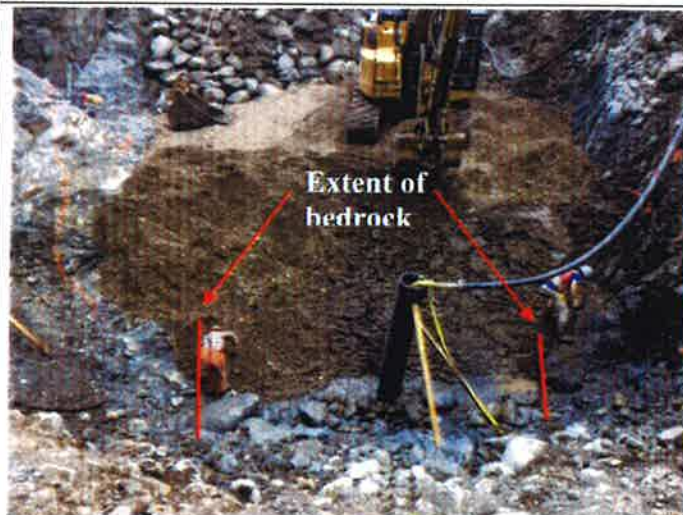


Photo 3. Trenched viewed from cofferdam, showing slope prep and narrowing of channel between canyon walls.



Photo 4. Cutoff wall trench water bypass hung along left bank canyon wall.



Photo 5. Excavator compacting subgrade for weir with packing attachment



Photo 6. Completed downstream slope for cut off wall liner.



Photo 5. Geofabric installation viewed from the cofferdam



Photo 6. Bentonite pellets installed along the edge of geofabric. Full extent not completed to allow for folding back liners for form work.



Photo 9. Liner roughly laid in trench and left side being trimmed.



Photo 10. Partial installation of geofabric, pitrun backfill and trimming of the right side of liner.



VILLAGE OF SAYWARD

BYLAW NO. 458

A BYLAW TO INDEMNIFY MUNICIPAL PUBLIC OFFICERS

WHEREAS Section 740 of the *Local Government Act* provides that a Council may do the following:

- (a) by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw;
- (b) by resolution in a specific case, indemnify a municipal official.

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

1. CITATION

This bylaw may be cited as "**Indemnification Bylaw No. 458, 2019**".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

VILLAGE means the Village of Sayward;

COUNCIL means the Council of the Village;

MUNICIPAL OFFICIAL means:

- (a) Members of Council
- (b) Members of a commission established by the Village;
- (c) Members of a select or standing committee of Council who are not also members of Council;
- (d) Members of the Village Board of Variance;
- (e) Members of an advisory committee of Council;
Volunteers who participate in the delivery of services by the Village or by a body referred to in subsections (a) through (d) under the supervision of a person referred to in paragraphs (f);
- (f) An officer or employee of the City.

3. FORMER COUNCIL MEMBERS, OFFICERS AND EMPLOYEES

The words "Municipal Official" include persons who were a Municipal Official of the Village, at the time the cause of action arose in respect of which a claim for damages against that person or against the City is brought or alleged.

4. INDEMNIFICATION

The Village will:

- (a) defend an action brought against a Municipal Official in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions;
- (b) indemnify a Municipal Official against a judgment or award imposed in an action referred to in paragraph 4(a);

5. INDEMNITY AGAINST MUNICIPAL OFFICIAL

For any action of a Municipal Official that results in a claim for damages against the Village, in accordance with the Local Government Act the Village may seek indemnity or reimbursement from that person where a court makes a finding that the person has been guilty of dishonesty, gross negligence or malicious or willful misconduct.

- 6. Where indemnity is or may be claimed under this bylaw by a municipal official they shall, immediately on receipt thereof, forward to the Corporate Officer appointed by the Council under s.148 of the Community Charter every statement of claim, writ of summons, information, letter, document or advice relating to the claim or prosecution in respect of which the indemnity is or may be claimed.
- 7. Where indemnity is or may be claimed under this bylaw by a municipal official they shall not:
 - (a) voluntarily assume any liability, settle any claim or enter any plea except at their own cost, and no indemnification shall be paid in relation to any such assumption of liability, settlement or plea; or
 - (b) interfere with the Municipality in any negotiation or settlement or in any legal proceedings with respect to such claim or prosecution, including the appointment of legal counsel to defend such claim or prosecution, appointment of which shall be entirely at the discretion of the Municipality or its insurer; and
 - (c) wherever requested by the Municipality or its legal counsel such municipal official shall: assist in securing of information and evidence and the attendance of witnesses and shall themselves, where required by the Municipality of its legal counsel, give evidence; and
 - (d) co-operate with the Municipality in the defense of any action or proceedings or in the prosecution of any appeal taken by the Municipality on behalf of the official.
- 8. Compliance by municipal officials with the provisions of Sections 6 and 7 of this bylaw is a condition precedent to the Municipality's liability to indemnify them as provided in this bylaw.

9. 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 ____ day of _____ 2019.

Read a second time on the ____ day of _____ 2019.

Read a third time on the ____ day of _____ 2019.

Adopted on the ____ day of _____ 2019.

Certified a true copy of Bylaw No. 458
this ____ day of _____, 2109

Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer