



**VILLAGE OF SAYWARD  
COUNCIL MEETING AGENDA  
January 8, 2019 – 7:00 PM  
KELSEY CENTRE GYMNASIUM**

**1. Called 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. Approval of Agenda.**

Recommended Resolution:

*That the agenda for the Regular Meeting of Council for January 8, 2019 be approved.*

**4. Minutes of Previous Meetings**

Recommended Resolution:

*That the minutes from the Regular Meeting of Council held on December 18, 2018 be adopted.*

**5. Petitions and Delegations - None**

**6. Correspondence**

Recommended Resolution:

*THAT the following correspondence be received,*

- a) Federation of Canadian Municipalities (FCM) – Membership Renewal

Recommended Resolution:

*That the Village renew its membership with FCM in the amount of \$270.27 for 2019-2020.*

**7. Council Reports - None**

**8. Committee Member Reports – None**

**9. Mayor's Report – None**

**10. Old Business – None**

## 11. Staff Reports

- a) Approval to attend Capilano University PADM 202 Course in Cowichan Bay– Report by CAO

Recommended Resolution,

*THAT the Chief Administrative Officer be authorized to attend the Capilano University PADM 202 “Local Government Finance in BC” course in Cowichan Bay on January 11 & 12, February 8 & 9 and March 8 & 9, 2019 at an estimated cost of \$3,000.*

- b) Amended 2019 Financial Plan Council Meeting Schedule – Report by CAO

Recommended Resolution:

*THAT Council approve the 2019 meeting schedule as amended to review the 2019 Financial Plan, and that the meeting schedule may be changed accordingly to satisfy the requirements of the Community Charter respecting financial planning and accountability. The amendment was required to eliminate a conflict with another function scheduled for Tuesday evenings.*

- c) Investing in Canada Infrastructure Program – Rural and Northern Communities Grant Opportunity – Report by CAO

Recommended Resolution:

*THAT the report from the Chief Administrative Officer be received; and*

*THAT the Council for the Village of Sayward supports an application to the Investing in Canada Infrastructure Program – Rural and Northern Communities grant program to purchase two generators to operate the Village’s sewer lift stations during a power outage, and further*

*THAT the Council for the Village of Sayward supports the project and commits to its share of any ineligible costs or cost overruns associated with the project as currently provided for in the 2019 financial plan.*

## 12. Bylaws

- a) Council Remuneration Bylaw No. 443, 2018

Recommended Resolution,

*THAT Council Remuneration Bylaw No. 443, 2018 be given fourth and final reading.*

## 13. Financial - None

## 14. New Business - None

## 15. 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.”

**16. In-Camera – None**

**17. Rise**

**18. Adjournment**

Recommended Resolution:

*THAT the Regular Meeting of Council for December 18, 2018 be adjourned.*



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
December 18, 2018 – 7:00 PM  
KELSEY CENTRE GYMNASIUM**

**Present:** Acting Mayor Bill Ives  
Councilor Joyce Ellis  
Councilor Norm Kirschner  
Councilor Wes Cragg

**In Attendance:** Paul Carver, Chief Administrative Officer  
Lisa Clark, Chief Financial Officer

**Absent:** Mayor John MacDonald (authorized)

**1. Call to Order**

Meeting was called to order at 7:00 PM

**2. Public Input (maximum 30 minutes)**

Janett Hoare	Is the boil water advisory still in effect?	CAO – Waiting on water sample results until we can lift order.
Debbie Coates	Fisheries have not allowed pond to be dredged as it is a fish bearing waterway, so why do you think it will be allowed now?	CAO – There may be some environmental concerns, and this is why we are hiring professionals to evaluate those requirements.
Janett Hoare	Last report was June 2017 with issues and items of concern, so how is this different now?	CAO – All the information has been provided to Urban Systems for review.
Janett Hoare	Why is staff not applying for this grant? Why are we paying for a contractor?	CAO – We do not have the staff or technical resources to do a grant application such as this.
Debbie Coates	In the report it states its an eyesore to campers. Would like council to think about our taxpayers rather than tourism. Does anyone on council know what's in our reserves? We need to stop spending money!!	

Janett Hoare	Per the report from Urban Systems, on page 3 please clarify the paragraph at the end of Section 4.0, work program. Is this a brand-new design?	CAO – Yes Acting Mayor – This will be discussed further when we go over the report from the CAO.
Debbie Coates	The reason why we are asking these questions now is because there is a vote during the meeting.	CAO – Understood.

**3. Approval of Agenda**

**MOTION R19/01**

**MOVED AND SECONDED**

That the agenda for the Regular Meeting of Council for December 18, 2018 be adopted as amended.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R19/02**

**MOVED AND SECONDED**

That the minutes from the Regular Meeting of Council held on December 4, 2018 be adopted as amended.

**CARRIED**

**5. Petitions and Delegations - None**

**6. Correspondence**

**MOTION R19/03**

**MOVED AND SECONDED**

That the following correspondence be received,

- a) Minister Jinny Sims – UBCM Annual Convention (2018)
- b) Island Health – Community Wellness Granting Program
- c) UBCM – 2019 Age Friendly Grant Application Response

**CARRIED**

**7. Council Reports - None**

**8. Committee Member Reports – None**

**9. Mayor’s Report – None**

**10. Old Business – None**

**11. Staff Reports**

- a) Schedule for Strategic Plan 2019 & Financial Plan 2019-2023

**MOTION R19/04  
MOVED AND SECONDED**

That Council receive the report titled "Schedule for the 2019-2023 Financial Plan" for information and to review, modify and adopt the Plan timeline as required.

**CARRIED**

- b) Community, Culture and Recreation Funding Program Grant Application (Pond and Park Redevelopment Project)

**MOTION R19/05  
MOVED AND SECONDED**

That the Chief Administrative Officer's recommendation to remove the report from the agenda be approved.

**CARRIED**

**12. Bylaws**

- a) Council Remuneration Bylaw No. 443, 2018

**MOTION R19/06  
MOVED AND SECONDED**

THAT Council Remuneration Bylaw No. 443, 2018 be given first, second and third reading.

**CARRIED**

**13. Financial**

**MOTION R19/07  
MOVED AND SECONDED**

THAT the following financial reports be received.

- a) Statement of Revenue and Expenditures for the month ending November 30, 2018.
- b) Accounts Payable Cheque Register Report for the month ending November 30, 2018.

**CARRIED**

**14. New Business - None**

**15. Public Question Period (maximum of 15 minutes)**

Janett Hoare	Can we have a microphone at meetings?	CAO – Yes.
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**16. In-Camera**

**MOTION R19/08**

**MOVED AND SECONDED**

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

**CARRIED**

**17. Reconvene – 8:13 PM**

**18. Rise**

**19. Adjournment**

**MOTION R19/09**

**MOVED AND SECONDED**

That the Regular Council Meeting of December 18, 2018 be adjourned.

**CARRIED**

The meeting was adjourned at 8:15 PM

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Acting Mayor Bill Ives

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Chief Administrative Officer



## Renewing your FCM membership for 2019-2020

Dear Mr. John France,

The Federation of Canadian Municipalities is the national voice of Canada’s local governments. We bring your priorities to the federal government. As an FCM member, you get exclusive access to valuable resources that help you strengthen your community. Not only that, you’re helping to build a better Canada. Together, we’ve made history for local governments of all sizes, in every region of Canada. And we’re just getting started.

**It’s time for the Village of Sayward to renew its FCM membership. Enclosed, please find your member invoice for 2019–2020. I want to thank you for making our partnership a priority.**

For FCM, partnership is everything. For instance, our deepening partnership with the federal government is delivering unprecedented gains for municipalities—from historic new infrastructure investments to the national housing strategy. But the partnership that matters most is the one with local governments like yours.

Our partnership brings together nearly 2,000 municipalities of all sizes, representing more than 90 percent of all Canadians. The fact is, our strength lies in this strong and united voice. It’s our united voice that’s changing how Canada works. That’s why your continued membership is so important.

**Turn this page over to read about how FCM is delivering results—and about the crucial year ahead for local governments. To learn more about how joining FCM benefits your municipality, visit [fcm.ca/membership](http://fcm.ca/membership).**

Imagine a Canada where local leaders have the right tools to build livable and competitive cities and communities. Where the order of government closest to daily life takes its rightful place at the nation-building table. That’s the Canada we’re ready to build. As an FCM member, you can be a part of it.

VICKI-MAY HAMM  
Mayor, City of Magog, Quebec  
FCM President



## ► Delivering results for you

Thanks to our growing influence in Ottawa—from policy analysts to cabinet ministers, from opposition leaders to the Prime Minister—we’re securing historic new investments in municipal priorities. In the last three years alone, FCM’s advocacy has led to Canada’s first-ever **national housing strategy** and an unprecedented **\$180 billion federal infrastructure plan**.

FCM also delivers more and more resources directly to members like you. Resources like our recent *Municipal Guide to Cannabis Legalization*. And of course, capacity-building expertise and

funding delivered through **FCM’s programs** is helping local governments strengthen everything from asset management to climate resilience to Indigenous partnerships.

Our track record with federal governments of all political stripes speaks for itself. In previous years, FCM helped secure milestone gains like the indexed federal Gas Tax Fund and the GST rebate for municipalities. Last year alone, these totalled more than \$3 billion. In fact, **direct transfers to municipalities have nearly tripled since 2005**. That’s a direct result of FCM’s advocacy.

## ► Our crucial year ahead

Right now, an important moment is unfolding across the country—a long-overdue conversation about how orders of government should be working together to serve Canadians. **This opens a window of opportunity for us all**.

Every year, municipalities are expected to do more for Canada. From boosting economic growth to tackling climate change to implementing cannabis legalization. We are all embracing this change. But what hasn’t changed is the outdated fiscal and legislative framework in which we work. It’s time to turn this around.

***With the right long-term tools, we can truly unlock our potential as municipalities.*** That is our message to every national political party heading

into the next federal election—now less than one year away. And to keep our vision front-and-centre, FCM’s elected Board of Directors has directed staff to deploy our most intensive pre-election advocacy push ever.

This strategic effort will be fuelled by our members. For starters, that means supporting FCM’s Special Advocacy Fund ([fcm.ca/AdvocacyFund](http://fcm.ca/AdvocacyFund)), and it means **continuing your membership at this crucial time**. Throughout the year, it’ll mean getting our shared message out—and we’ll help you do just that.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice  
2019-2020  
Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

France, John  
Village of Sayward  
P.O. Box 29 652 K'Husam Way  
Sayward, British Columbia / Colombie-  
Britannique VOP 1R0  
Canada

INVOICE / FACTURE: INV-15567-B1W7Q7  
DATE: 11/02/2018  
ACCOUNT / COMPTE: 31840  
DUE DATE / DATE LIMIT: 04/01/2019

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$110.00	\$110.00	\$5.50	\$115.50
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	311	\$0.1524	\$47.40	\$2.37	\$49.77
Outstanding Advocacy Fund Contribution (voluntary) / Solde de la contribution au fonds spécial de représentation (volontaire)	1	\$100.00	\$100.00	\$5.00	\$105.00
		<b>TOTAL</b>	\$257.40	\$12.87	\$270.27

PAID AMOUNT / MONTANT PAYÉ: \$0.00  
BALANCE DUE / MONTANT DÛ: \$270.27

**PAYMENT / PAIEMENT**

By cheque payable to / Par chèque à l'ordre de  
Federation of Canadian Municipalities  
Fédération canadienne des municipalités

By Electronic Funds Transfer /  
Par transfert électronique de fonds

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
Transit Number/Numéro de transit: 00006  
Account Number/Numéro de compte: 1006063

HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231 TQ 0001

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca  
Ref No. / No. de référence : 31840

Learn all about FCM's Special Advocacy Fund  
<https://fcm.ca/advocacyfund>

Apprenez en plus à propos du Fonds spécial de  
représentation de la FCM  
<https://fcm.ca/fondsderrepresentation>



## STAFF REPORT Regular Meeting

Prepared by: Paul Carver, CAO/CFO  
Subject: Approval to attend Capilano University PADM 202 Course in Cowichan Bay  
Local Government Finance in BC  
Meeting date: January 8, 2019

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### RECOMMENDATION

*THAT the Chief Administrative Officer be authorized to attend the Capilano University PADM 202 "Local Government Finance in BC" course in Cowichan Bay on January 11 & 12, February 8 & 9 and March 8 & 9, 2019 at an estimated cost of \$3,000.*

### BACKGROUND

For the past few years I have been working towards obtaining a Certificate in Local Government through Capilano University. To qualify for the certificate from the BC Board of Examiners, one must complete four (4) core courses, plus one (1) elective. To date I have completed three of those courses, Municipal Law, Local Administration and Local Government Services in BC. This course is highly regarded within the local government orbit in British Columbia, and continually draws a wide array of persons from the government service industry.

### DISCUSSION

The curriculum provided in these courses are carefully developed and fully relevant to my position as CAO with the Village of Sayward. My desire is to have all cores courses, plus the elective completed by the end of 2019, thereby enabling me to obtain my Certificate in Local Government from the BC Board of Examiners shortly thereafter.

The estimated cost to attend the PADM 202 "Local Government Finance in BC" course this spring in Cowichan Bay is \$3,000, which includes course registration fees, hotel accommodation and mileage for each of the three visits.

### ATTACHMENTS:

- Capilano University "Spring and Fall 2019 Courses, Local Government Programs" brochure.

Respectfully prepared,

A handwritten signature in black ink, appearing to read 'Paul R. Carver', written over a horizontal line.

Paul R. Carver  
Chief Administrative Officer/CFO

## Spring and Fall 2019 Courses Local Government Programs

The courses listed below also provide credits toward the:

- Advanced Certificate and Diploma in Local Government Administration - Capilano University
- Local Government Leadership Development Certificate - Capilano University
- Local Government Certificates from the Provincial Board of Examiners

### Spring 2019 *(all courses are 6 days in length)*

Course	Title	Location	Dates
PADM 201 Instructor: Alison McNeil	Local Government Services in BC	Capilano University, North Vancouver Campus	January 18 & 19 February 22 & 23 March 22 & 23
PADM 202 Instructor: Todd Pugh	Local Government Finance in BC	Oceanfront Suites Hotel, Cowichan Bay	January 11 & 12 February 8 & 9 March 8 & 9
PADM 202 Instructor: TBA	Local Government Finance in BC	Ramada Hotel, Kelowna	January 18 & 19 February 22 & 23 March 22 & 23
PADM 203 Instructor: Lisa Zwarn	Municipal Law in BC	Capilano U, North Vancouver Campus	January 25 & 26 March 1 & 2 April 5 & 6
PADM 209 Instructor: Liza Zwarn	Fundamentals of Local Government Corporate Administration	Capilano U, North Vancouver Campus	January 31 & Feb 1, 2 and March 7, 8, 9
PADM 210 Instructor: TBA	Management Fundamentals for Local Government Professionals	Coast Hotel and Convention Centre, Langley and Capilano U, N.Van.	January 24, 25, 26 and Feb. 28 & March 1, 2

### Fall 2019 draft schedule *(September to November – specific dates available in March 2019)*

Course	Title	Location	Dates
PADM 200 PADM 200 PADM 202 PADM 203	LG Administration in BC LG Administration in BC LG Finance in BC Municipal Law in BC	North Vancouver Kelowna North Vancouver Vancouver Island	September, October and November Two days a month for 3 months
<i>Electives:</i> PADM 305 PADM 307	Problem Solving and Decision Making Ethics and the Responsible Local Gov't Professional	Kelowna Lower Mainland	

Course Times: 8:30 a.m. - 4:30 p.m. Tuition Fees: \$1000 per course (estimated; includes course materials)

**For more information, please contact:**

**Alison McNeil, Program Chair** Phone: 604.990.7907 e-mail: [amcneil@capilanou.ca](mailto:amcneil@capilanou.ca)  
**Anna Delaney, Divisional Assistant** Phone: 604.990.7976 e-mail: [adelaney@capilanou.ca](mailto:adelaney@capilanou.ca)

**Website:** [www.capilanou.ca/local-govt/](http://www.capilanou.ca/local-govt/)



**Notice of Financial Plan Review Meetings**  
**Committee of the Whole**

The Village of Sayward Committee of the Whole Meetings for the year 2019 will held in the Council Chambers (Kelsey Center Gym) located at 652 H'Kusam Way at 7:00 PM on the following dates (and/or as needed):

January	Wednesday	16
January	Wednesday	30
February	Wednesday	13
February	Wednesday	27
March	Wednesday	13
March	Wednesday	27

**Notes:**

1. The proposed meeting schedule may be adjusted accordingly to satisfy the Community Charter respecting financial planning and accountability.

**Recommendation:**

*That Council approve the 2019 meeting schedule as amended to review the 2019 Financial Plan, and that the meeting schedule may be changed accordingly to satisfy the requirements of the Community Charter respecting financial planning and accountability. The amendment was required to eliminate a conflict with another function scheduled for Tuesday evenings.*

Respectfully prepared,

Paul R. Carver  
Chief Administrative Officer



**STAFF REPORT**  
**Regular meeting**

**From:** Paul Carver, Chief Administrative Officer  
Shaun Koopman, Protective Services Coordinator

**Subject:** Investing in Canada Infrastructure Program – Rural and Northern Communities  
Grant Opportunity

**Meeting date:** January 8, 2019

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**BACKGROUND**

To consider an application to the “Investing in Canada Infrastructure Program – Rural and Northern Communities” grant program to purchase two generators to operate the Village’s sewer lift stations during a power outage. The Village of Sayward currently owns one a mobile generator that Public Works must move from station to station.

**DISCUSSION**

The governments of Canada and British Columbia are investing up to \$95 million in an initial intake in the “Investing in Canada Infrastructure Program (ICIP), Rural and Northern Communities” grant program (RNC) to support infrastructure projects in communities across the province that have populations of 25,000 or less. Under the ICIP, the RNC grant program is focused on improving the quality of life in rural communities by responding to the specific needs of these communities. The program targets capital infrastructure projects in communities with a population of 25,000 or less and provides additional funding towards projects in communities with populations of 5,000 or less. The program is focused on infrastructure that will support a variety of areas including food security; reliable road, air or marine infrastructure; broadband connectivity; efficient and reliable energy; Indigenous health and education facilities; community, cultural and recreation; local public transit; improved resilience to natural events; and environmental quality. Applications under this program must be submitted by January 23, 2019 to qualify for this intake.

The recent windstorm that knocked out power to our community justifies the funding application to purchase the two stationary standby generators for our two sewer lift stations.

**POLICY/LEGISLATIVE REQUIREMENTS:**

There are no legal implications associated with the ICIP grant opportunity for the project as proposed.

**FINANCIAL IMPLICATIONS**

Successful local governments with populations less than 5,000 will receive 100% funding for approved projects and there is no cap on the maximum allowable funding amount per project.

*Grant Budget*

Proposed Budget	Estimated Cost
Two Generators	\$150,000

**STAFF RECOMMENDATIONS**

THAT the report from the Chief Administrative Officer be received; and

THAT the Council for the Village of Sayward supports an application to the Investing in Canada Infrastructure Program – Rural and Northern Communities grant program to purchase two generators to operate the Village’s sewer lift stations during a power outage; and further

THAT the Council for the Village of Sayward supports the project and commits to its share of any ineligible costs or cost overruns associated with the project as currently provided for in the 2019 financial plan.

Respectfully prepared,



Paul R. Carver, CAO



VILLAGE OF SAYWARD  
BYLAW NO. 443

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A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION

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**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 18<sup>th</sup> day of December, 2018.

Read a second time on the 18<sup>th</sup> day of December, 2018.

Read a third time on the 18<sup>th</sup> day of December, 2018.

Adopted on the \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer