



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
OCTOBER 8, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Norm Kirschner

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

Regrets: Councillor Wes Cragg

1. Call to Order

Meeting was called to order at 7:02 PM.

2. Public Input (maximum 30 minutes)

Debbie Coates	Village priorities should be focused on supplying services such as water and not in buying properties to protect trees.	No answer was required as Council was in agreement
---------------	---	--

3. Introduction of Late Items

4. Approval of Agenda

MOTION R19/250

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 8, 2019 be approved.

CARRIED

5. Minutes of Previous Meetings

MOTION R19/251

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 17, 2019 be adopted.

CARRIED

6. Business Arising

7. Petitions and Delegations - None

8. Correspondence

MOTION R19/252

MOVED AND SECONDED

THAT the following correspondence be received.

CARRIED

- a) Letter: Saving Sequoia Trees on Ambleside

MOTION R19/253

MOVED AND SECONDED

THAT Staff look into tree protection policies/bylaws in other jurisdictions and report back to Council on options and a letter be sent to the requestor advising of the action taken.

CARRIED

- b) Letter: Darryl and Jackie Lyons - RCMP Reports

Note: Mayor noted that an RCMP report would be available at the next Council meeting.

- c) Sayward Futures Society – Canada Day Volunteers

MOTION R19/254

MOVED AND SECONDED

THAT a letter be sent to Sayward Futures Society advising the Village will donate park space and employees to maintain the park to support the event.

CARRIED

- d) Kelly's Bridge – Email from Jeremy Araki Engineer for the project.

MOTION R19/255

MOVED AND SECONDED

THAT Staff bring an estimate to install slats on the bridge to the 2020 budget discussions.

CARRIED

Note: At the Oct 22nd, 2019 Council meeting, this resolution was amended as follows:

MOTION R19/274

MOVED AND SECONDED

THAT resolution R19/255 be amended to read:

MOTION R19/255

MOVED AND SECONDED

THAT Staff be directed to facilitate the installation of safety rails on Kelly's Bridge, and;

THAT this installation be subject to funds available in the 2020 Financial Plan.

CARRIED

- e) SRD News Release - Community Wildfire Protection Plan

- f) Western Forest Products – Burning Notice

MOTION R19/256

MOVED AND SECONDED

THAT Staff advertise the burning notice on the Village of Sayward website, Facebook and bulletin boards. **CARRIED**

9. Council Reports - None

10. Mayor's Reports

a) Report on the 2019 UBCM convention

MOTION R19/257

MOVED AND SECONDED

THAT the Mayor's report on the 2019 UBCM convention be received.

CARRIED

b) Appointment of Deputy Mayor, SRD Rep, and signing authorities:

MOTION R19/258

MOVED AND SECONDED

THAT Cllr Ellis assume the role of Deputy Mayor effective September 21, 2019, and;

THAT Cllr Ellis be appointed as Alternate Director to the Strathcona RD effective September 21, 2019, and;

THAT the Council of the Village of Sayward authorize Mayor John MacDonald, Deputy Mayor Joyce Ellis, Chief Financial Officer Lisa Clark, and Deputy Finance/Admin Officer Mavis Alkenbrack to be the signing authorities respecting municipal financial matters effective October 8, 2019. **CARRIED**

11. Staff Reports

a) Staff Report: FTE Admin 2019 – Brought Back as per Council Direction

MOTION R19/259

MOVED AND SECONDED

THAT Council receives the Consultant's report on the FTE Admin 2019 for discussion.

CARRIED

Note: At the Oct 22nd, 2019 Council meeting, this resolution was amended as follows:

MOTION R19/275

MOVED AND SECONDED

THAT resolution R19/259 be amended to read:

MOTION R19/259

MOVED AND SECONDED

THAT Council receives the Consultant's report on the FTE Admin 2019 and;

THAT Staff be directed to work within the 2.6 FTE for the Admin department.

CARRIED

b) Staff Report: Strategic Plan & 2020-2024 Financial Plan Timetable

MOTION R19/260

MOVED AND SECONDED

THAT Council receives the Acting CAO's report titled Strategic Plan & 2020-2024 Financial Plan Timetable, and;

THAT Council provide Staff with direction on a Strategic Planning session date, and;

THAT Council approve the Financial Plan timetable proposed by Staff. **CARRIED**

Note: The Strategic Planning session was set for November 5, 10-2 with lunch to be brought in.

c) **Staff Report: Dam Update Report**

MOTION R19/261

MOVED AND SECONDED

THAT Council receives the Dam Update Report for discussion. **CARRIED**

Note: The financial numbers were not available at time of writing. Another report will come to the November 5th meeting of Council with any new developments and the costs to complete the project.

d) **Staff Report: Fireworks Bylaw Report**

MOTION R19/262

MOVED AND SECONDED

THAT the report on Fireworks Bylaw Report be received, and;

THAT Council provides direction to Staff. **CARRIED**

Note: A staff report regarding this bylaw will be provided at the November 5th meeting of Council.

e) **Staff Verbal Report on Water Treatment Plant**

MOTION R19/263

MOVED AND SECONDED

That the verbal report on the WTP be received. **CARRIED**

Note: Staff advised that operations were not 100%, still working out a few "bugs", looking at a generator proposal for the 2020 budget process, and working on Staffing issues to attend the plant on a daily basis until such time that it is fully operational.

f) **Staff Report: Policy Updates Project**

MOTION R19/264

MOVED AND SECONDED

THAT Council receives the Acting CAO's report on the Policy Updates Project for discussion, and;

THAT Council directs Staff to obtain legal advice on a zero-tolerance policy on drugs/alcohol while operating a municipal vehicle,

AND FURTHER THAT policy 200-01 be amended to include criminal record checks on Finance Staff. **CARRIED**

12. Old Business

13. Bylaws

a) Indemnification Bylaw No. 458, 2019

MOTION R19/265
MOVED AND SECONDED

THAT Indemnification Bylaw No. 458, 2019 be given fourth and final reading. **CARRIED**

b) Permissive Tax Exemption Bylaw No. 459, 2019

MOTION R19/266
MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 459, 2019 be given first, second and third reading. **CARRIED**

c) Royal Canadian Legion No. 147 Permissive Tax Exemption Bylaw No. 460, 2019

MOTION R19/267
MOVED AND SECONDED

THAT Royal Canadian Legion No. 147 Permissive Tax Exemption Bylaw No. 460, 2019 be given first, second and third reading. **CARRIED**

14. Financial – None

15. New Business

PNP Program Update - Cllr Ives reported that a recent applicant appeared not to be properly prepared for the requirements of the program nor what economic activities the Village was interested in seeing happen through the PNP program. He will share this info with the program managers.

MOTION R19/268
MOVED AND SECONDED

THAT the verbal report from Cllr Ives on the PNP program be received. **CARRIED**

16. Public Question Period (maximum 15 minutes)

Irene Callaghan	Asked why the ORV route stops at her home?	Advised that Council made this the designated route to get to the campground.
Debbie Coates	General discussion on the ORV bylaw – currently the bylaw does not state a permit is required, so until the bylaw is amended riders can drive on the designated route without a permit.	Cllr Ives indicated that the bylaw needs to be amended to include the requirement for a permit. Bylaw needs to come back for a review.
Tom Tinsley	Suggested Council report back to PNP managers the poor quality of applicants.	Cllr Ives reported he had already spoken to PNP managers on this issue.

Debbie Coates	Asked whether a bylaw preventing property owners from removing trees would lower the value of the property.	Advised that the permit process was more of a notice process and not necessarily to prevent removal of trees. Any bylaw would give Council the authority to grant permission to cut down trees protected in the Bylaw.
Debbie Coates	Asked a question on the limits of fireworks, the bylaw states that fireworks cannot be sold, but Schedule B contradicts this.	Staff indicated that the Bylaw needs to be refined and will be brought back to a future Council meeting.
Tom Tinsley	Comment regarding alternatives to fireworks.	
Irene Callaghan	Question on whether the fireworks Bylaw can include seal bombs.	Staff will go over the wording again, most of the information is being drawn from the provincial Fireworks Act and Regulations.

MOTION R19/269

MOVED AND SECONDED

THAT Council directs Staff to bring Off-Road Vehicle Regulation Bylaw No. 446, 2019 back to the November 5th meeting of Council for discussion. **CARRIED**

17. In-Camera

MOTION R19/270

MOVED AND SECONDED

THAT in accordance with Section 92 of the Community Charter, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(k) of the Community Charter to discuss negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public. **CARRIED**

18. Rise and Report

MOTION IC19/108

MOVED AND SECONDED

THAT Council receives the report on the CAO contract for information and discussion, and;

THAT Council approves the CAO contract offer to Lisa Clark at a starting salary of \$87,500 with a term ending December 31, 2024 unless otherwise negotiated. **CARRIED**

MOTION IC19/109

MOVED AND SECONDED

THAT Council approves an extension of the consultant's contract October 15 -31, 2019 on an as needed basis only and using electronic means. **CARRIED**

MOTION IC19/110
Moved AND SECONDED

THAT the report on the Newcastle Dam Decommissioning Project – Scope Change (May 7, 2019) be taken out of in camera. **CARRIED**

19. Adjournment

MOTION R19/271
Moved AND SECONDED

THAT the Regular Meeting of Council for October 8, 2019 be adjourned. **CARRIED**

The meeting was adjourned at 8:47 PM.



Mayor


Corporate Officer