



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
August 17, 2021
KELSEY CENTRE GYMNASIUM**

Present: Mayor Mark Baker
Councillor Norm Kirschner
Councillor Sue Poulsen
Councillor Tom Tinsley (via TEAMS)

In Attendance: Ann MacDonald, CAO
Lisa Clark, CFO

Regrets: Councillor Wes Cragg

1. Call to Order

Meeting was called to order at 7:02 PM.

2. Introduction of Late Items

MOTION R21/185

MOVED AND SECONDED

THAT the following late items be added to the agenda:

- a) Staff Report – Schedule I Fees and Charges Business License (Add to agenda under Item 11 h)
- b) Correspondence from Jack Lawson re Armstrong Fire Evacuees (Add to correspondence)

CARRIED

3. Approval of Agenda

MOTION R21/186

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for August 17, 2021 be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R21/187

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on July 20, 2021 be adopted.

CARRIED

5. Petitions and Delegations

a) Stuart Masterman Highland Engineering, Village of Sayward Drainage Plan 2021

MOTION R21/188

MOVED AND SECONDED

THAT the presentation by Stuart Masterman, Highland Engineering be received.

CARRIED

6. Correspondence

a) Minister Beare, July 27, 2021 Re: Connected Communities

b) UBCM President Brian Frenkel, August 11, 2021 Re: Canada Community Building Fund Gas Tax Fund Top up Payment, \$61,221.83

c) Funding Agreement between BC Healthy Communities Society (BCHC) and Village of Sayward Re: Grant \$5,000

d) Sasha Prynn, Program Officer, UBCM, July 14, 2021 Re: Active Transportation Grant Approval \$18,617

e) Municipal Insurance Association of BC AGM

f) Correspondence from Jack Lawson, Re: Armstrong Fire Evacuees – New Item

MOTION R21/189

MOVED AND SECONDED

THAT correspondence (a) to (f) be received.

CARRIED

7. Council Reports – None

8. Reports of Committees – None

9. Mayor's Report

a) Formation of Select Committee to review options for Kelsey Centre

MOTION R21/190

MOVED AND SECONDED

THAT Council receives the Mayor's Report; and,

THAT staff be directed to compile a Terms of Reference for a select committee to review options to increase revenues at the Kelsey Centre and return to Council for its review; and,

THAT Council appoints at least one member to sit on this Select Committee.

Opposed Cllr Kirschner, Cllr Tinsley, Cllr Poulsen

DEFEATED

b) Sayward Valley Fire Services Review – verbal and report from SRD

MOTION R21/191

MOVED AND SECONDED

THAT Council receives the Mayor's Report; and,

THAT Staff be directed to draft a letter outlining Council's concerns with the study and its recommendations; and,

THAT the Village of Sayward work to promote and strengthen the current model by advertising a public meeting for village and valley residents to discuss the options in the report and to commence the financial planning for 2022 and a new shared services agreement to replace the one about to expire.

CARRIED

10. Unfinished Business – None

11. Staff Reports

a) Council attendance at the 2021 UBCM Conference

MOTION R21/192

MOVED AND SECONDED

THAT Council receives the 2021 UBCM Conference staff report for information and discussion; and,

THAT Council appoints the following members to attend the 2021 UBCM virtual conference, Obstacles to Opportunities: Mayor Mark Baker, Cllr Sue Poulsen, Cllr Cragg and Cllr Kirschner.

CARRIED

b) OCP Review - Timing and Schedule of Final Approval Process

MOTION R21/193

MOVED AND SECONDED

THAT Council receives the OCP Review staff report for information and to clarify next steps and dates with the Official Community Plan; and,

THAT Council endorses the dates and timing for the OCP review and adoption as contained in this staff report.

CARRIED

c) Insurance Claim for Community Health Clinic

MOTION R21/194

MOVED AND SECONDED

THAT Council receives the Community Health Clinic staff report for information and discussion; and,

THAT Council approves repurposing of surplus operating funds to cover the deductible cost of \$2,500 and other costs associated with replacing the damaged appliances; and,

THAT staff return to Council at a later date to report on any additional costs incurred by this flooding event.

CARRIED

d) Financial Statements/Variances to July 31, 2021

MOTION R21/195

MOVED AND SECONDED

THAT Council receives the Financial Statements/Variances to Jul 31, 2021, staff report for information and discussion.

CARRIED

e) Municipal Insurance Authority (MIA) Voting Delegate and Alternate

MOTION R21/196

MOVED AND SECONDED

THAT Council receives the MIA Voting Delegate and Alternate staff report for information and discussion; and,

THAT Council appoints Norm Kirschner as the voting delegate, Cllr Wes Cragg as alternate #1, and Ann MacDonald as alternate #2.

CARRIED

f) Reserve Policy Amendment

MOTION R21/197

MOVED AND SECONDED

THAT the Reserve Policy Amendment staff report be received for information and discussion; and,

THAT Council approve Reserve Policy #300-07 as amended.

CARRIED

g) Village of Sayward 2021 Drainage Plan

MOTION R21/198

MOVED AND SECONDED

THAT Council receives the final 2021 Drainage Plan for information and discussion; and,

THAT Council approves the expenditure of \$8,000 to cover the initial work as identified as Item 5.1.4 for work this Fall including \$5,000 from the Drainage Fund and \$3,000 from operating surplus provided that all permitting can be in place in time; and,

THAT staff be directed to apply for the Community Emergency Preparedness Fund (CEPF) Disaster Mitigation Fund to cover the Short-Term costs of \$713,000.

CARRIED

h) Staff Report – Schedule I Fees and Charges Business License Fee

MOTION R21/199

MOVED AND SECONDED

THAT Council receives the Amend Schedule I Fees and Charges Bylaw No. 451 staff report for information and discussion; and,

THAT Council amend Schedule I of Bylaw No. 451 Fees and Charges Bylaw, A Bylaw to establish fees for Municipal Services to establish the business license fee for mobile vendors at \$100 and,

THAT Council direct staff to pursue Option B to resolve the current zoning discrepancy with respect to permitting mobile vendors carrying out a business in the municipal campground.

CARRIED

12. Bylaws

a) Bylaw No. 476 Bylaw to Establish Reserve Funds for Specific Purposes

MOTION R21/200

MOVED AND SECONDED

THAT the Reserve Bylaw No. 476 staff report be received for information and discussion;
and,

THAT Reserve Fund Establishment Bylaw No. 476, 2021 be given first, second and third
reading.

CARRIED

13. New Business – None

13. Public Question Period (maximum 15 minutes) – None

14. In-Camera

MOTION R21/201

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)(c) of the *Community Charter* to discuss labour relations or
other employee relations.

CARRIED

15. Adjournment

MOTION R21/202

MOVED AND SECONDED

THAT the Regular Meeting of Council for July 20, 2021 be adjourned.

CARRIED

The meeting was adjourned at 8:36 PM.

Original signed by "M.Baker"

Mayor

Original signed by "A. MacDonald"

Corporate Officer