



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING AGENDA
NOVEMBER 20, 2021 – 10:00 AM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

- 1. Call to Order**
- 2. Introduction of Late Items**
- 3. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Special Meeting of Council for November 20, 2021 be approved.

- 4. Minutes of Previous Meetings - None**
- 5. Petitions and Delegations - None**
- 6. Correspondence - None**
- 7. Council Reports - None**
- 8. Reports of Committees - None**
- 9. Mayor's Report - None**
- 10. Unfinished Business - None**
- 11. Staff Reports - None**
- 12. Bylaws - None**
- 13. New Business**

a) 2022 Strategic Planning Session

- 14. Public Question Period (maximum 15 minutes)**

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

- 15. In-Camera – Prepare to go in-camera**

Recommended Resolution

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in

accordance with Section 90(1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

16. Adjournment

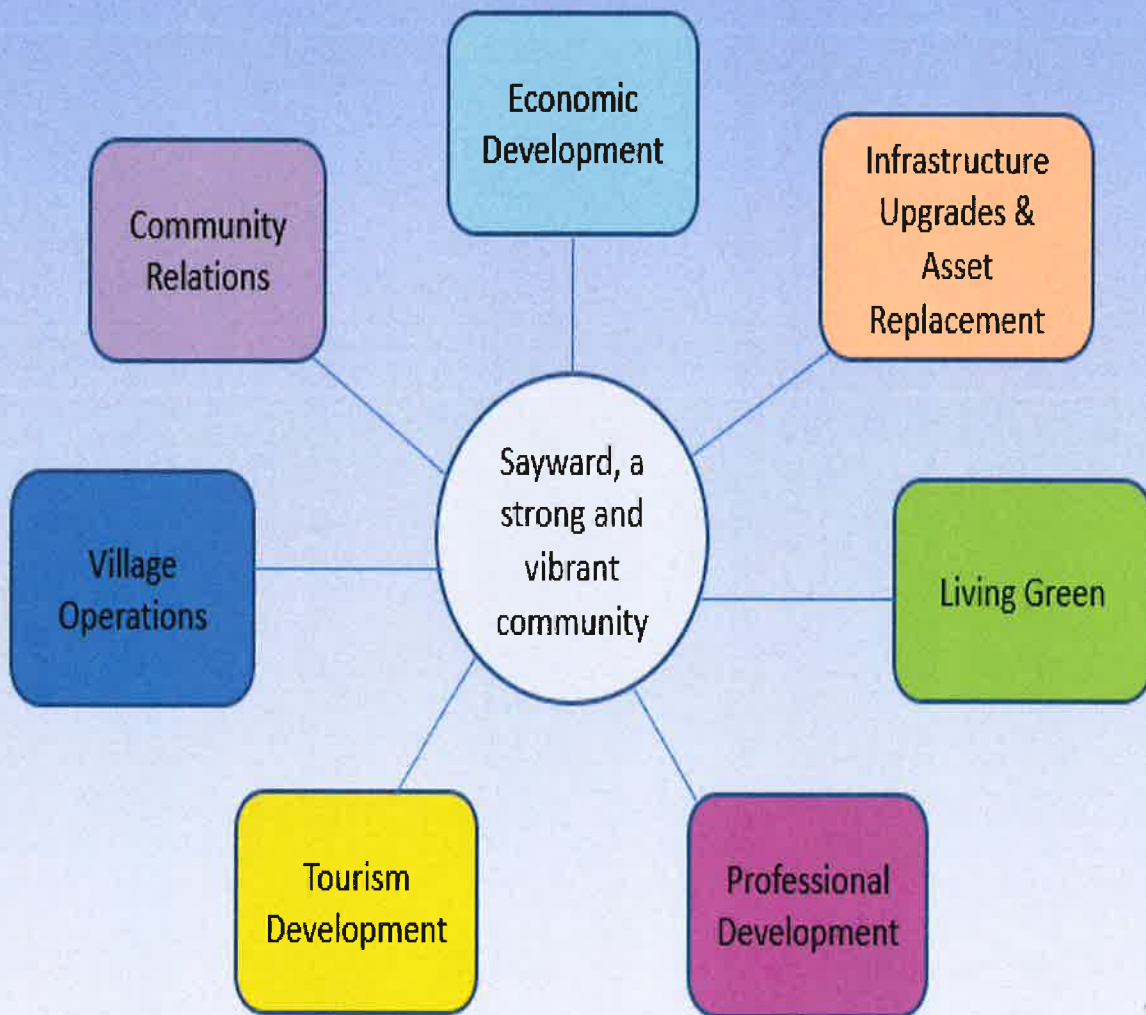
Recommended Resolution:

THAT the Special Meeting of Council for November 20, 2021 be adjourned.



**Village of Sayward
2022 Strategic Plan**

Strategic Plan – Priorities 2022



Community Relations

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Work in improving our relationship with the Show progress toward reconciliation with K'omoks First Nation and other First Nations by regular communications, and ways and means to jointly promote Sayward • Continue to negotiate a Framework Agreement with Western Forest Products regarding the operations at the log sort. • Continue to work with SRD to clarify Shared Fire Service • Develop stronger partnership with Natures Trust • Finalize Fireworks Bylaw and Household Survey • Build a collaborative relationship with Sayward residents by working together collaboratively and requiring a collaborative style of communications with Council and staff • Update and enhance the village website. • Resolve deficiencies with 794 and 	<ul style="list-style-type: none"> • Acknowledge meetings occur on unceded territory; take steps to provide for visual and physical recognition of First Nation habitation in the Sayward area • C2C (Community to Community) event held in 2020. • Agreement in place to clarify terms and communications around early start times of WFP and measures to manage dust and noise. • New Shared Fire Services agreement with SRD or other terms, and clarification of assets • Invite BC Nature Trust reps to Council meeting on a regular basis • Establish projects and initiatives such as interpretive signage with BC NT. • Fireworks bylaw in place and survey results summarized and presented to Council. • Demonstrate collaborative leadership • Online survey for residents to provide input on delivery issues completed and summarized in report. • Website updated further, information current. Grant funds from BC Rural Dividends used for further enhancements. 	<ul style="list-style-type: none"> Summer 2022 Fall 2022 Spring 2020 Summer 2022 2022 2022

<p>765 Sayward Road properties in accordance with legal advice</p> <ul style="list-style-type: none"> • Village to submit Mayor and Council to submit a monthly update to Sayward residents for information and updates of Village initiatives and goals. • Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. • Make arrangements for community cooling centre for community safety during hot summer periods. 	<ul style="list-style-type: none"> • Proceed with legal advice to resolve deficiencies and encroachment of properties • Bi-monthly submissions from the Village Mayor in the Sayward News bi-monthly submissions from Council. • Shared fire services data collected in 2020, new agreement in 2021. Funding obtained from SRD for Recreation Centre & Health Clinic. • Measures for cooling centre in place 	
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Economic Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Encourage and support new housing initiatives. 	<ul style="list-style-type: none"> • Updated development framework including updated Zoning Bylaw and BP calculation process and access to additional staff resources to administer new building and development applications. 	Summer 2022
<ul style="list-style-type: none"> • Finalize Official Community Plan 	<ul style="list-style-type: none"> • OCP Bylaw adopted. 	Summer 2022
<ul style="list-style-type: none"> • Revise and update Zoning Bylaw 	<ul style="list-style-type: none"> • New Zoning Bylaw in place. 	Summer 2022
<ul style="list-style-type: none"> • Revise Building Permit fees to adopt Marshal and Swift estimator for BP fees and construction cost. 	<ul style="list-style-type: none"> • Efficient and fair billing system in place for new building permits. 	2022
<ul style="list-style-type: none"> • Assist and support prospective businesses interested in locating to the Sayward area. 	<ul style="list-style-type: none"> • Investment in Village of new business services; Increased campground usage, more tourist traffic, and more 	2022

<ul style="list-style-type: none"> • Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. • Support existing businesses 	<p>businesses advertising in the Tourist Info Centre.</p> <ul style="list-style-type: none"> • Promote businesses using business licence directory and promotion incentives • Zoning amendments, new business proposals presented to Council, possible revitalization bylaws • Thriving business community 	<p>2022</p>
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Infrastructure Upgrades & Asset Replacement

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Complete Water Master Plan 	<ul style="list-style-type: none"> • Water Master Plan completed 	<p>Summer 2022</p>
<ul style="list-style-type: none"> • Complete Sewage Capacity Study 	<ul style="list-style-type: none"> • Sewage Capacity Study completed 	<p>Summer 2022</p>
<ul style="list-style-type: none"> • Use Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan. 	<ul style="list-style-type: none"> • Report to Council with Plan for Asset replacement strategy discussed. 	<p>Winter 2022</p>
<ul style="list-style-type: none"> • Plan for full replacement of water, sewer, drainage and road infrastructure. 	<ul style="list-style-type: none"> • Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 	<p>2023</p>
<ul style="list-style-type: none"> • 8-10 year Infrastructure Replacement Strategy in place 	<ul style="list-style-type: none"> • Funding obtained and 2020 Drainage Plan gradually and steadily implemented 	<p>2024</p>
<ul style="list-style-type: none"> • Continue to seek grant funding to implement the 2020 Drainage Plan 	<ul style="list-style-type: none"> • Progress made with annual investments in Reserve fund per policy. 	<p>2022</p>
<ul style="list-style-type: none"> • Make progress toward investing in Reserve Funds in accordance with new Reserve Policy 	<ul style="list-style-type: none"> • Newcastle Weir in place and dam removed 	<p>All of 2022</p>
<ul style="list-style-type: none"> • Oversee removal of Newcastle Dam and construction of Newcastle Weir 		<p>2022</p>

<ul style="list-style-type: none"> • Identify short and long-term projects for Kelsey Centre and include in budget discussions. • Approve reserve policy and update bylaw and integrate into financial plan. Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan. • Continue to apply for infrastructure grants 	<ul style="list-style-type: none"> • Includes recommended short-term safety upgrades and equipment replacement. Issues identified and upgrades completed. • Policy presented to Council and approved; Reserve Bylaw adopted. • Grant applications submitted, approved and funds used to improve citizen's lives. 	
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Living Green

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Continue to pursue the goal of becoming a carbon neutral community. 	<ul style="list-style-type: none"> • Solar panels for Kelsey Centre installed 	2022
<ul style="list-style-type: none"> • Establish Water Meter Bylaw for all commercial and industrial development and all new development 	<ul style="list-style-type: none"> • Water Meter Bylaw in place and Village able to collect more information regarding water use. 	Fall 2022
<ul style="list-style-type: none"> • Install Electric Vehicle Charging station 	<ul style="list-style-type: none"> • E-Vehicle Charging station installed 	Fall 2022
<ul style="list-style-type: none"> • Continue to work with the Provincial Government and K'omoks First Nation to secure an economically viable community forest. 	<ul style="list-style-type: none"> • Community Forest secured with KFN and Provincial Government 	2023
<ul style="list-style-type: none"> • Continue to develop the Village trail system. 	<ul style="list-style-type: none"> • Rails on Kelly's Bridge installed, trails maintained Improvements and additions 	2023

<ul style="list-style-type: none"> Continue to expand the Community Garden and flower gardens throughout the Village. 	<p style="color: red;">to existing trail system</p> <ul style="list-style-type: none"> Grant funding received for revitalizing the Community Garden 	2022
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Professional Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Ensure Council, staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place. Continue Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended. Institute a new employee performance evaluation system. 	<ul style="list-style-type: none"> Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place. Training for all Council, Staff and volunteers scheduled, and training taken. Performance evaluation system in place. 	<p>2022</p> <p style="color: red;">2022</p> <p>Fall 2020</p>

Tourism Development

Priorities	Progress Measures	
<ul style="list-style-type: none"> Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens. Work with local organizations and the Regional District to enhance signage and way finding in 	<ul style="list-style-type: none"> Bus stop at campground repaired or replaced; ORV signage installed indicating the location of the designated route. Additional signage installed 	<p>2022</p> <p>2022</p>

<p>Sayward.</p> <ul style="list-style-type: none"> • Support and work with the Tourism Committee. 	<ul style="list-style-type: none"> • Meetings attended and joint initiatives completed 	<p>2022</p>
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Village Operations

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Review and update Village internal policies and procedures with particular attention to There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning Cannabis, Reserves. • Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees and charges. New fees & charges bylaw to be brought forward to Council. • Update Building Permit Fees to align with Marshal & Swift • Review tax ratios • Update the Village of Sayward Official Community Plan using grant funding. 	<ul style="list-style-type: none"> • Additional Policies and Bylaws approved by Council • Review of fees completed, new Fees and Charges Bylaw approved. • Updated tax ratio system. • Grant funding in place, public meetings held, OCP updated. 	<p>2022</p> <p>Fall 2020</p> <p>Spring 2020</p> <p>Summer 2020</p>