



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
NOVEMBER 2, 2021  
HYBRID TEAMS & OPEN MEETING  
KELSEY CENTRE**

**Present:** Mayor Mark Baker  
Councillor Sue Poulsen  
Councillor Tom Tinsley  
Councillor Norm Kirschner

**Regrets:** Councillor Wes Cragg

**In Attendance:** Ann MacDonald, CAO  
Lisa Clark, CFO  
Melissa Coates, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:00 PM.

**2. Introduction of Late Items**

**MOTION R21/262**

**MOVED AND SECONDED**

THAT the following late items be added to the agenda:

- a) Staff Report – Salmon and White River Flood Hazard Study and Recommendations (Add to agenda under Item 11)
- b) Staff Report – CAO Updates (Add to agenda under Item 11)

**CARRIED**

**3. Approval of Agenda**

**MOTION R21/263**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for November 2, 2021 be approved as amended.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R21/264**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on October 19, 2021 be adopted.

**CARRIED**

**5. Petitions and Delegations**

- a) Darryl Lyons: request that Council reconsider restoring Question Period at the beginning of meetings.

**6. Correspondence**

- a) Vancouver Island Regional Library Appointments due December 10, 2021
- b) David Eby, AG re: BC Housing opportunities in Sayward
- c) Tara Faganello, ADM re: Amendments to the Community Charter

**MOTION R21/265  
MOVED AND SECONDED**

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

**CARRIED**

**MOTION R21/266  
MOVED AND SECONDED**

THAT Council appoints Councillor Kirschner as Trustee and Mayor Baker as Alternate on the Vancouver Island Regional Library Board of Trustees for 2022.

**CARRIED**

**7. Council Reports**

- a) Councillor Kirschner – Reconsidering a Motion

**MOTION R21/267  
MOVED AND SECONDED**

THAT Council receive Councillor Kirschner’s report for information and discussion.

**CARRIED**

**MOTION R21/268  
MOVED AND SECONDED**

THAT Council rescind motion R21/258.

**CARRIED**

**MOTION R21/269  
MOVED AND SECONDED**

THAT Council rescind motion R21/233.

**Opposed Cllr Poulsen**

**CARRIED**

**8. Reports of Committees - None**

**9. Mayor’s Report - None**

**10. Unfinished Business - None**

## **11. Staff Reports**

### **a) Salmon and White River Flood Hazard Study and Recommendations**

#### **MOTION R21/270**

#### **MOVED AND SECONDED**

THAT the draft Salmon and White River Flood Mapping Study be received; and,

THAT Council endorse the next and final public engagement of the report to seek public input on November 18<sup>th</sup> at the Kelsey Centre from 1:00 – 4:00pm for drop in map viewing; and 5:30 – 7:00pm for a presentation by planning consultants from McElhanney; and,

FINALLY, THAT Staff be directed to align the findings of this report with the draft OCP and to update the floodplain bylaws to include the most updated Flood Construction Levels for new development.

**CARRIED**

### **b) CAO Updates**

#### **MOTION R21/271**

#### **MOVED AND SECONDED**

THAT the CAO Updates report be received for information and discussion.

**CARRIED**

### **c) Shared Fire Service – (Referred from October 19, 2021 Regular Council meeting)**

#### **MOTION R21/272**

#### **MOVED AND SECONDED**

THAT the Shared Fire Service staff report be received for information and discussion; and,

THAT staff invite CAO Dave Leitch, SRD and Area A Director Gerald Whalley to an upcoming meeting to make a presentation on an SRD led fire service at their earliest convenience.

**CARRIED**

### **d) Making the Administrative Building Safe and Accessible to Citizens**

#### **MOTION R21/273**

#### **MOVED AND SECONDED**

THAT the Making the Administrative Building Safe and Accessible to Citizens staff report be received for information and discussion; and,

THAT staff be directed to seek to obtain the \$5,500 grant from MIABC and use the funds along with \$5,845.99 from the COVID-19 Reserve fund to procure key fobs and the upgraded alarm system as described in this report and the attached quote for the sum of \$11,345.99; and,

FURTHER THAT staff be directed to include the additional \$12,161.17 in the 2022-2026 Financial Plan to install the upgraded camera security system; and,

FINALLY THAT staff return to Council with a quote to upgrade the Admin offices to provide a safe working environment for staff, including three quotes for air improvement, exchange and cooling in the administrative building and Kelsey Centre.

**CARRIED**

**a) Ticketing Bylaw No. 422, 2021**

**MOTION R21/274**

**MOVED AND SECONDED**

THAT Ticketing Bylaw No. 422, 2021 be given fourth and final reading.

**CARRIED**

**13. New Business - None**

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

**13. In-Camera – None**

**14. Adjournment**

**MOTION R21/275**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for November 2, 2021 be adjourned.

**CARRIED**

**The meeting was adjourned at 7:55 PM.**

Original signed by "M. Baker"

**Mayor**

Original signed by "L. Clark"

**Corporate Officer**