



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
FEBRUARY 15, 2022 - 7:00 PM  
HYBRID TEAMS & OPEN MEETING  
COUNCIL CHAMBERS**

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

**1. Call to Order**

**2. Introduction of Late Items**

**3. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for February 15, 2022, be approved.

**4. 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 accordance with Section 90(1)(i) of the *Community Charter* that Council may give consideration to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**5. Minutes of Previous Meetings**

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on February 1, 2022, be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 8, 2022, be adopted.

**6. Petitions and Delegations - None**

**7. Correspondence**

a) District of Stewart, Office of the Mayor, Jan 28, 2022, Re: BC Wildfires Petition - Letter of Support

b) UBCM, Rebecca Bishop, Feb 1, 2022, re: 2021/22 C2C Program - Payment Letter

c) Sayward RCMP, Cpl. Chris McMillan, re: Sayward Policing Report for October 1, 2021-December 31, 2021

d) BC Epilepsy Society, Deirdre Syms, Interim Executive Director, Feb 4, 2022, re: Purple Day for Epilepsy Awareness - request for Proclamation from Mayor and Council designating March 26, 2022, as International Purple Day. Attached Draft Proclamation

e) MIABC, Heidi Scribner, Administrator and Board Secretary Feb 8, 2022, re: Expressions of Interest to Serve on the MIABC's Board of Directors

**8. Council Reports - None**

**9. Reports of Committees - None**

**10. Mayor's Report - None**

**11. Unfinished Business - None**

**12. Staff Reports**

**a) Investing in Canada Infrastructure Grant Update**

Recommended Resolutions:

THAT staff submit an application for grant funding application for the Village of Sayward Stormwater Quality Infrastructure Improvements through the Investing in Canada Infrastructure Program –Environmental Quality; and

THAT Council supports the project and commits to its share of \$464,880 of the project, as well as cost overrun contingencies.

**b) Regional Grant Opportunity - Emergency Operation Center**

Recommended Resolutions:

THAT as part of the Village of Sayward's ongoing work in relation to emergency radio communications, that an application for financial assistance under the Community Emergency Preparedness Fund 2022 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Régional District (SRD); and

THAT the Village of Sayward agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.

**c) Regional Grant Opportunity – Emergency Support Services**

Recommended Resolutions:

THAT motion R21/280 be amended as follows:

THAT as part of the Village of Sayward's ongoing work in relation to emergency preparedness, that an application for financial assistance under the Community Emergency Preparedness Fund 2022 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

THAT the Village of Sayward agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.

**d) Kelsey Centre Update**

Recommended Resolutions:

THAT Council receives this information as an update February 15, 2022.

**e) 2021 COVID-19 Expenses**

Recommended Resolutions:

THAT a total of \$19,730 be transferred from the COVID-19 Reserve fund to offset additional expenditures and lost revenues related to COVID-19 for the 2021 fiscal year.

**f) Co-op Community Spaces Grant**

Recommended Resolutions:

THAT Staff together with Sayward Futures Society submit an application for grant funding for the Kelsey Centre versus the community garden at the Village of Sayward through Sayward Futures Society for the Co-op Community Spaces Grant; and,

THAT the Climate Action Revenue Incentive Program reserve funds in whole or part be redirected to the community gardens in light of deferral of the Solar Panel Project at the water treatment plant.

**13. Bylaws**

**a) Revenue Anticipation Bylaw No. 480, 2022**

Recommended Resolution:

THAT Revenue Anticipation Bylaw No. 480, 2022 be given fourth and final reading.

**14. New Business**

**15. 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."

**16. Adjournment**



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING  
MINUTES  
FEBRUARY 1, 2022  
HYBRID TEAMS & OPEN MEETING  
COUNCIL CHAMBERS**

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

**In Attendance:** Jason Johnson, CAO  
Lisa Clark, CFO  
Melissa Coates, Finance/Admin Clerk

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

**1. Call to Order**

Meeting was called to order at 7:00 PM

**2. Introduction of Late Items -None**

**3. Approval of Agenda**

**MOTION R22/8**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for February 1, 2022, be approved.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R22/9**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on January 18, 2022, be adopted.

THAT the minutes from the Committee of the Whole meeting held on January 25, 2022, be adopted.

**CARRIED**

**5. Petitions and Delegations**

a) **Mary Ruth Snyder – Executive Director, Campbell River & District Chamber of Commerce**

**MOTION R22/10  
MOVED AND SECONDED**

THAT the Village of Sayward become a member of the Campbell River and District Chamber of Commerce.

**CARRIED**

**6. Correspondence**

- a) UBCM, The Compass, Jan 26, 2022, re: Province, UBCM commit to review local government finance
- b) Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, re: COVID-19 Update: Meetings and Safety Plans
- c) Aniko Nelson, Strathcona Regional District, re: Wood Stove Exchange Program
- d) Brian Bedford, Ministry of Municipal Affairs, re: Investing in Canada Infrastructure Program, application intake extended to February 23, 2022

**7. Council Reports - None**

**8. Reports of Committees - None**

**9. Mayor's Report**

The Mayor provided a verbal report welcoming the new CAO, Jason Johnson to the Village of Sayward.

**10. Unfinished Business**

The CFO provided a verbal report with history on the Share Shed.

**11. Staff Reports**

**a) 2022 Local Government Elections**

**MOTION R22/11  
MOVED AND SECONDED**

THAT Lisa Clark, CFO be appointed Chief Election Officer for the 2022 Local Government Election, with power to appoint other election officials as required for the administration and conduct of the 2022 Local Government Election pursuant to Section 58 of the *Local Government Act*.

**Opposed Cllr Cragg CARRIED**

**MOTION R22/12  
MOVED AND SECONDED**

THAT Jason Johnson, CAO be appointed Deputy Chief Election Officer for the 2022 Local Government Election.

**Opposed Cllr Cragg CARRIED**

**b) Development Variance Permit Application – 701 and 711 Kelsey Way**

**MOTION R22/13**

**MOVED AND SECONDED**

THAT Council require that Lots 701 and 711 Kelsey Way (legal address) be consolidated by way of a registered subdivision prior to the issuance of a DVP; and

THAT the owners provide an overview of their intended development plans of the property to show how the relocation of the accessory building within the current front setback can be relocated to accommodate better use of the property; and

THAT the attached correspondence be sent to the owners of Lots 701 and 711 Kelsey Way in reply to their application for a DVP.

**CARRIED**

**c) Council Appointments Schedule 2022**

**MOTION R22/14**

**MOVED AND SECONDED**

THAT Council receive the Council Appointment Schedule 2022 report for information and discussion.

**CARRIED**

**12. Bylaws**

**a) Council Procedure Amendment Bylaw No. 479, 2022**

**MOTION R22/15**

**MOVED AND SECONDED**

THAT Council Procedure Amendment Bylaw No. 479, 2022 be given fourth and final reading.

**CARRIED**

**b) Revenue Anticipation Bylaw No. 480, 2022**

**MOTION R22/16**

**MOVED AND SECONDED**

THAT Revenue Anticipation Bylaw No. 480, 2022 be given first, second and third reading.

**Opposed Cllr Cragg CARRIED**

**c) DRAFT Fireworks Regulation Bylaw No. XXX, 2022**

**MOTION R22/17**

**MOVED AND SECONDED**

THAT Council receives the DRAFT Fireworks Regulation Bylaw No. XXX, 2022 staff report for information and discussion.

**CARRIED**

**13. New Business**

**a) Municipal Signing Authority**

With the changes in Council positions (new Deputy Mayor) and Staff (new CAO), new financial signing authorities are required to conduct Village business.

**MOTION R22/18**

**MOVED AND SECONDED**

THAT Council authorizes Mayor Mark Baker, Deputy Mayor Sue Poulsen, Chief Administrative Officer Jason Johnson, and Chief Financial Officer Lisa Clark to be the signing authorities respecting municipal financial matters for the Village of Sayward.

**CARRIED**

**14. Public Question Period - None**

**15. In-Camera – None**

**16. Adjournment**

**The meeting was adjourned at 7:47 PM.**

---

**Mayor**

---

**Corporate Officer**



**VILLAGE OF SAYWARD  
MINUTES  
COMMITTEE OF THE WHOLE MEETING  
FEBRUARY 8, 2022  
HYBRID TEAMS & OPEN MEETING  
COUNCIL CHAMBERS**

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

**Regrets:** Councillor Wes Cragg  
Councillor Norm Kirschner

**In Attendance:** Lisa Clark, CFO  
Jason Johnson, CAO

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

**1. Call to Order**

Meeting was called to order at 7:00 PM.

**2. Introduction of Late Items - None**

**3. Approval of Agenda**

**MOTION C22/3**

**MOVED AND SECONDED**

THAT the agenda for the Committee of the Whole Meeting of Council for February 8, 2022 be approved.

**CARRIED**

**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**



**a) Financial Plan 2022-2026 Version 2**

**MOTION C22/4**

**MOVED AND SECONDED**

THAT the Committee of the Whole receive the Financial Plan 2022-2026 version 2 report for information and discussion.

**CARRIED**

**12. Bylaws - None**

**13. New Business - None**

**14. Public Question Period - None**

**15. In-Camera - None**

**16. Adjournment**

**The meeting was adjourned at 8:32PM**

---

**Mayor**

---

**Corporate Officer**

**Lisa Clark**

---

**Subject:** FW: BC Wildfires Petition  
**Attachments:** BC Wildfires Petition\_Letter of Support.pdf

**From:** Tarra Barker <[admin@districtofstewart.com](mailto:admin@districtofstewart.com)>  
**Sent:** January 28, 2022 10:58 AM  
**To:** Tarra Barker <[admin@districtofstewart.com](mailto:admin@districtofstewart.com)>  
**Cc:** Gina McKay <[gmckay@districtofstewart.com](mailto:gmckay@districtofstewart.com)>; Tammy McKeown <[cao@districtofstewart.com](mailto:cao@districtofstewart.com)>  
**Subject:** BC Wildfires Petition

Good day BC Community Local Government Elected Leaders,

As resolved at the District of Stewart's Regular Council meeting of January 24, 2022, in support of the District of Lillooet's correspondence sent to BC Municipalities in December, Mayor & Council of the District of Stewart have sent the letter of support to Mr. Taylor Bachrach, MP for Skeena-Bulkley Valley, and Hon. Nathan Cullen, MLA for Stikine.

The letter is attached for reference to join the District of Lillooet Council's efforts to bring about change in BC.

Best regards,  
Tarra

**Tarra Barker**

**District of Stewart**

Canada's Most Northerly Ice-Free Port  
705 Brightwell Street | P.O. Box 460  
Stewart BC V0T 1W0 | 250 636-2251  
[www.districtofstewart.com](http://www.districtofstewart.com)



This e-mail and attachments (if any) have been sent only to the intended recipient(s) and may be confidential or privileged. If you have received this e-mail and attachments in error, please contact District of Stewart immediately and delete this e-mail and attachments without reading them. Any unauthorized use, copying, disclosure or dissemination of this e-mail and attachments is strictly prohibited. Where this e-mail contains attachments, District of Stewart does not accept responsibility for changes made to them without our advice. Thank you.



# DISTRICT OF STEWART

Office of the Mayor

January 28, 2022

Mr. Taylor Bachrach, MP for Skeena-Bulkley Valley  
House of Commons  
Ottawa, Ontario K1A 0A6

sent via email to: [Taylor.Bachrach@parl.gc.ca](mailto:Taylor.Bachrach@parl.gc.ca)

Dear Mr. Bachrach,

**Re: BC Wildfires Petition – Letter of Support**

Council considered correspondence from the District of Lillooet at the January 24, 2022 Regular Council Meeting, and made a resolution to support the community's BC Wildfires Petition.

The BC Wildfires petition that was previously sent to BC Municipalities from the District of Lillooet, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We support the District of Lillooet's belief that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Stewart calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working to re-evaluate and change those that are not.

We respectfully request that you present our letter supporting the District of Lillooet's BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

On behalf of Council, thank you for your consideration of this request.

Sincerely,

Gina McKay  
Mayor  
District of Stewart

Cc: Hon. Nathan Cullen, MLA for Stikine  
District of Lillooet  
Councils of BC Communities

February 1, 2022

Mayor Baker and Council  
Village of Sayward  
652 H'Kusam Way  
Sayward, BC, V0P 1R0

**RE: 2021/22 C2C Program – Payment Letter**

Dear Mayor Baker and Council,

Thank you for submitting the final report and financial summary for the Community to Community Forum event held on November 16, 2021 with the K'omoks First Nation.

The final report notes a total expenditure of \$1,666.00. Based on this, a payment in that amount will follow shortly by electronic fund transfer. This transfer represents final payment of the grant and is based on 100% of the total reported expenditure.

On behalf of the Union of BC Municipalities and the First Nations Summit, I would like to congratulate the Village of Sayward on the success of your event and hope that you will consider applying under this program again in the future.

As a reminder, the next C2C funding intake will launch very soon for 2022/23 forums.

If you have any questions, please contact Local Government Program Services at 250 356-5193 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Rebecca Bishop  
Program Officer, Local Government Program Services

cc: *Lisa Clark, CFO*

*The Regional Community to Community Forum program is administered with the First Nations Summit and is funded by the Province of BC and the Government of Canada.*



# Sayward Policing Report

Royal Canadian Mounted Police  
Gendarmerie Royal du Canada

To: Mayor, Council, and Regional District

Policing Report for October 1, 2021 – December 31, 2021

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of October to December 2021. During these months, Sayward RCMP had a total of 116 calls for service, down from 135 for the same period last year..

<b>Report statistics October 1 – December 31, 2021:</b>	<b>Village</b>	<b>Rural</b>
911-FALSE/ABANDONED CALLS: 4	4	0
Abandoned Vehicles: 1	0	1
Animal Calls: 3	1	2
Assault: 5	3	2
Breach of Peace: 1	1	0
Breach Bail: 0	0	0
Cause a Disturbance: 3	2	1
Check Wellbeing: 4	1	3
Checkstop Program / Road Block: 1	0	1
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 8	0	8
Coroner's Act: 0	0	0
False Alarms: 11	2	9
Firearms Act: 0	0	0
Impaired OP Motor Veh: 0	0	0
Mental Health Act: 0	0	0
Mischief: 3	2	1
Missing Persons: 0	0	0
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 3	0	3
Sex Assault / Interference: 0	0	0
Theft: 7	2	5
Traffic-Other Moving including Bulk VT's & Warnings: 15	9	6
Unspecified Assist: 7	4	3

**Traffic Stats for the period:**

- 45 written Warnings
- 84 written Violation Tickets
- 3 ATV Permits

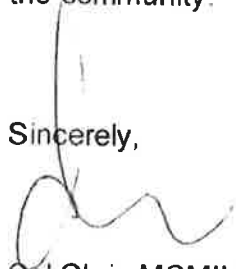
**Community Interactions:** Due to COVID19 pandemic very little interaction with public

**Boat Patrols for the period:** 2

**Significant files and police interactions:** None very calm reporting period.

**Staffing:** Cst Frank VEILLETTE has transferred out and Amber ROSSI has moved into the community.

Sincerely,



Cpl Chris MCMILLAN  
Detachment Commander  
Sayward RCMP



February 4<sup>th</sup>, 2022

Via Email: [village@saywardvalley.ca](mailto:village@saywardvalley.ca)

Mayor and Council  
Village of Sayward  
PO Box 29  
652 H'Kusam Way  
Sayward, BC V0P 1R0

To Mayor and Council,

Epilepsy is one of the most common neurological conditions, however, it has the least recognition in society. The BC Epilepsy Society is a provincially incorporated non-profit organization and a federally registered charitable organization that serves the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and works to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will take place on March 26<sup>th</sup>, 2022. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from Mayor and Council designating March 26<sup>th</sup>, 2022, as International PURPLE DAY® for Epilepsy Awareness in the Village of Sayward. Included with this letter is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,  
Deirdre Syms  
Interim Executive Director  
BC Epilepsy Society



2022 Proclamation Draft

"Purple Day"

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy that will improve the quality of life of British Columbians living with epilepsy:

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS People in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness on Purple Day;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any age and stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day is a health promotion effort that encourages people to raise awareness of epilepsy so that we can create a society that embraces the beauty of difference and understand how we can all come together to make the world a better place:

NOW THEREFORE I [Insert Name and Title] DO HEREBY PROCLAIM Saturday March 26<sup>th</sup>, 2022 as

"PURPLE DAY"

in the Village of Sayward.



**From:** Heidi Scribner <hscribner@miabc.org>  
**Sent:** Tuesday, February 8, 2022 4:22 PM  
**Subject:** Expressions of Interest to Serve on the MIABC's Board of Directors

The 35<sup>th</sup> Annual General Meeting (AGM) of the Municipal Insurance Association of BC's (MIABC's) subscribers will take place in Whistler in September 2022 in conjunction with the UBCM Convention. Further details on the precise date and time of the AGM will be provided in due course.

This year, the five Regional Area Association representatives are up for election. These positions, previously appointed by the five Area Associations (AKBLG, AVICC, LMLGA, NCLGA, and SILGA) of the Union of BC Municipalities (UBCM), are now elected positions. As with all MIABC Board positions, the following criteria are applicable:

**Eligibility**

As stipulated in Article 3.04 of the Reciprocal Insurance Exchange Agreement (RIEA), those interested in serving on the MIABC's Board must satisfy the following qualifications:

Any individual may be a member of the Board provided that, and for long as, he or she:

- is a person who is nineteen (19) years of age or more;
- is not a person who is of unsound mind, having been so found by a Court of Canada or elsewhere;
- is not a person who has the status of a bankrupt;
- is a councillor, mayor, alderman, director, officer, or employee of a Subscriber; and provided that no other councillor, mayor, alderman, director, officer, or employee of the Subscriber is also a member of the Board; and has at least one of the following four qualifications:
  - at least two years' experience in accounting, finance, or local government purchasing;
  - at least two years' experience in the insurance industry;
  - at least two years' experience with local government risk management or an enterprise risk management program; or
  - at least two years' governance experience in a regulated or publicly traded entity.

Please carefully review these criteria and ensure any prospective representative is qualified to have their name put forward to serve on the MIABC's Board of Directors. Please also note that the BC Financial Services Authority (BCFSA) must formally approve all Board members. In order to do so, prospective representatives will be required to prepare a Personal Information Return package, the details of which will be provided upon request. Directors currently serving on the MIABC Board have already been approved by the BCFSA and therefore need not provide a Personal Information Return package.

Interested candidates may contact Lance Kayfish, Chair of the Nominating Committee, care of the MIABC's Chief Risk Officer, Maryam Z. Sherkat, at [msherkat@miabc.org](mailto:msherkat@miabc.org). We ask that prospective representatives contact us with expressions of interest no later than **March 15, 2022**.



**Heidi Scribner**

Administrator & Board Secretary

Tel: 604-449-6347 | Fax: 604-683-6244 | [hscribner@miabc.org](mailto:hscribner@miabc.org)

**MUNICIPAL  
INSURANCE  
ASSOCIATION  
OF BRITISH  
COLUMBIA**

**Municipal Insurance Association of BC**

#200 - 429 West 2<sup>nd</sup> Avenue

Vancouver, BC V5Y 1E3

[www.miabc.org](http://www.miabc.org)



**REGISTER NOW**

**2022 MIABC  
Risk Management  
Conference**

Build Back Better:  
Adapting to Risk and Leveraging Opportunities

**April 12-14, 2022**





## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO  
**Subject:** Investing in Canada Infrastructure Grant Update  
**Meeting date:** February 15, 2022

---

### BACKGROUND

On January 11, 2022, Council passed the following resolution:

**MOTION S22/7  
MOVED AND SECONDED**

THAT Council authorize staff to make application to the Investing in Canada Infrastructure Program – Green Infrastructure for short-term and medium-term upgrades to the drainage system; and,

THAT Council authorize staff to retain Urban Systems for a total of \$8,545.

**Opposed Cllr Cragg      CARRIED**

Urban Systems (Urban) has been working on this application over the last few weeks and Staff are keeping in touch. The application deadline has been extended to February 23, 2022.

### DISCUSSION

As part of the application requirements the Village Council is required to make a resolution that Council supports the project and commits to it's share of the costs. The funding formula for this project is as follows:

Government of Canada contribution: 40%

Province of BC contribution: 33%

Village of Sayward contribution: 27%

One thing to note that Urban came across while preparing the application, is that this funding stream is looking to fund projects that will improve environmental quality.

In order to increase the probability of a successful application, it has been recommended that the Village add a few upgrades on top of what Highland originally recommended in the Drainage Plan that more directly address improving stormwater quality. The proposed structures (jellyfish filters) would be placed by the park and pond areas and each cost around \$35,000 to supply and install. Urban has estimated two for a total of \$70k. This would bring the total project up to around \$1,788,000 and as a result, Sayward's contribution to \$464,880. It is felt that these additions would increase the likelihood of receiving funding.

Staff recommend that the Village's portion of the project be either fully or partially debt financed through the Municipal Finance Authority (MFA) for a term of 20 years. Assuming the entire amount is financed with an interest rate of 3.09% (current indicative market rate) the estimated annual principal and interest payments on the full \$464,880 would amount to \$33,026.

The annual cost of debt financing (\$33,026) would translate to an annual cost per household of approximately \$150.

Staff have determined that Community Works Fund Reserve (gas tax) monies are available for this project, in the amount of approximately \$150,000. This would reduce the amount needed through borrowing. Staff anticipate the project starting in 2023 so final determination of funding can be discussed later this year.

After discussions with MFA, Staff have determined that approval of the electors will not be required for this particular debt financing. This is in accordance with Section 7 of the Municipal Liabilities Regulation.

On February 10, 2022 a discussion was held with Urban Systems and they now have final information required to submit the grant application.

Note that also on February 10, 2022, the CAO had a conversation with Urban and the SRD regarding development in the 54-acre parcel owned by Couverdon/Island Timberlands where part of the drainage project is targeted. The Village of Sayward and Developer would need to work together for drainage solutions for long term solutions if and when this section is developed.

## **RECOMMENDATIONS**

THAT staff submit an application for grant funding application for the Village of Sayward Stormwater Quality Infrastructure Improvements through the Investing in Canada Infrastructure Program –Environmental Quality; and

THAT Council supports the project and commits to its share of \$464,880 of the project, as well as cost overrun contingencies.

Respectfully submitted,

---

Lisa Clark  
CFO



## STAFF REPORT

For: Mayor and Council  
Prepared by: Jason Johnson, CAO  
Subject: **Regional Grant Opportunity – Emergency Operation Centre**  
Meeting date: February 15, 2022

---

### BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund (CEPF) 2022 Emergency Operations Centre (EOC) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District in order to enhance radio communications at the Village's Emergency Operation Centre (office) by installing commercial grade VHF antennas.

### DISCUSSION

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The intent of the EOC funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises. Eligible applicants can submit one application per intake or participate as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District (SRD) be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The deadline submission for this grant is February 25, 2022. In order to be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that the Village of Sayward authorizes the Strathcona Regional District to provide overall grant management. Protective Services, through the SRD, would provide overall supervision and coordination of the project.

### RECOMMENDATIONS

THAT as part of the Village of Sayward's ongoing work in relation to emergency radio communications, that an application for financial assistance under the Community Emergency

Preparedness Fund 2022 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

THAT the Village of Sayward agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.

Respectfully submitted,

---

Jason Johnson, CAO



## STAFF REPORT

For: Mayor and Council  
Prepared by: Lisa Clark, CFO  
Subject: **Regional Grant Opportunity – Emergency Support Services**  
Meeting date: February 15, 2022

---

### BACKGROUND

On November 16, 2021 Council made the following resolution:

#### **MOTION R21/280**

#### **MOVED AND SECONDED**

THAT Council approve application to the UBCM 2022 Community Emergency Preparedness Program grant in collaboration with the Strathcona Regional District; and,

THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the Village of Sayward if the application is successful.

**CARRIED**

### DISCUSSION

Staff have been informed by the SRD Protective Services Coordinator Shaun Koopman that the language in the original resolution is not satisfactory to the grant funder, UBCM. This is strictly an administrative item and Staff recommend Council amend the resolution.

### RECOMMENDATIONS

THAT motion R21/280 be amended as follows:

THAT as part of the Village of Sayward's ongoing work in relation to emergency preparedness, that an application for financial assistance under the Community Emergency Preparedness Fund 2022 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

THAT the Village of Sayward agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.



Respectfully submitted,

---

Lisa Clark, CFO

**Attached:** November 16, 2021 Staff report



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Subject: **Regional Grant Opportunity – Emergency Support Services**  
Meeting date: November 16, 2021

---

### BACKGROUND

To consider a regional application to the Community Emergency Preparedness Fund (CEPF) Emergency Support Services grant program from the Union of BC Municipalities (UBCM) to procure additional Group Lodging supplies in partnership with the Strathcona Regional District and First Nations.

### DISCUSSION

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000 per applicant. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. In order to be considered as a partner applicant the Village of Sayward is required under the CEPF Application Guidelines to submit a resolution that clearly states that they authorize the Strathcona Regional District to provide overall grant management. The deadline for the current intake is January 28, 2022.

This proposed project would build on the Village's foundation emergency plan and evacuation plan by procuring \$7,000 worth of additional cots and blankets to be stored in the Emergency Support Services shipping container (seacan) behind the Kelsey Centre. Group Lodging facilities are facilities that are not normally used for living purposes; however, they have been adapted to provide shelter style accommodations for large numbers of people who have been displaced from their homes as a result of an emergency or disaster. At a Group Lodging facility, individuals

will normally be provided with a sleeping space, meals, as well as information about the situation.

## **RECOMMENDATIONS**

THAT the Regional Grant Opportunity – Emergency Support Services staff report be received for information and discussion, and;

THAT as part of the Village’s ongoing initiative in relation to providing Emergency Support Services for people displaced due to an emergency or disaster, that the 2021 Community Emergency Preparedness Program grant application be authorized for submission to the Union of BC Municipalities in collaboration with the Strathcona Regional District, and;

THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the Village of Sayward if the application is successful.

Respectfully submitted,

---

Ann MacDonald, CAO

**Prepared by:** Shaun Koopman, Protective Services Coordinator, SRD



## STAFF REPORT

**To:** Mayor and Council  
**From:** Jason Johnson, CAO  
**Subject:** **Kelsey Centre Update**  
**Meeting date:** February 15, 2022

---

### BACKGROUND

The Kelsey Centre is an important community asset and business has been adversely affected by the pandemic and a variety of staffing issues. Currently, while the pool remains closed, there is a variety of limited programming. In 2021, the Kelsey Centre had an operating deficit of \$186,943.

Focus now is to curb losses for the Kelsey Centre where possible, and to ensure that programming is in line with community needs and wants and that all options are explored to enhance revenues and curb expenses.

Weekly collaborative meetings have now been scheduled with the CAO and Kelsey Centre Management with the first meeting scheduled for February 14, 2022. An initial meeting took place on February 3, 2022, followed by a general staff meeting Thursday February 10, 2022 to start this process. The purpose of this report is to give a summary of initial findings for informational purposes only.

### DISCUSSION

The Kelsey Centre Staff under direction of the Recreation Manager are charged with the following scope of work:

1. Pool Operations. The team will be contacting small municipality operators and inquire:
  - If pools are open, what is offered for programming and hours under current restrictions. How are they coping with staffing shortages and what have they done to combat this.
  - What have small municipality pools offered prior to restrictions and what do they feel they need to offer.
  - What fees are charged for drop-in rates and other pricing structures (packaged, child/adult/senior) currently and when under no restrictions.
  - Explore expanded hours for holidays for this season.
  - Priority is opening the pool, facilitating the immediate need to recruit Lifeguards as this is the biggest obstacle to opening. The CFO, CAO and Recreation Manager established a new rate for

- Lifeguard, and this will be combined with review of position description to allow for immediate posting of the role.
- We spoke about staff training and requirements to coincide with pool opening and are planning for this to take place.
2. Gym and Multi-Purpose Room Hours Days and Hours
    - The Recreation Manager will explore programming and scheduling to determine if consecutive days versus the current Monday, Wednesday, and Friday model will assist with staffing challenges while allowing rental of space and creation of community functions.
    - The Recreation Manager will contact smaller municipalities and inquire on rates, packages, operating days, and hours both pre and post restrictions and what they are offering for space rentals (Gym, Multi-Purpose Room, Pool and Weight Room) and rates as comparisons.
    - The Recreation Manager and CAO will have collaborative discussions on rental rate structures for all rental space identifying user groups that may be interested locally and how to attract outside community business coupled with build out of community events.
  3. Fitness Instructor
    - Recreation Manager, the CAO and CFO have agreed on a rate for this position. For future planned aquatic fitness, we will explore rate again if required once the pool is able to open.
  4. Fees and charges Bylaw
    - The Recreation Manager received the relevant portion of this bylaw from CAO for review of rates for review of current rates. The CAO will schedule subsequent discussions with the team once other comparable municipal data is received by the Kelsey Centre staff and reviewed.
  5. Senior Programs
    - The Recreation Manager has reported that there is some discourse currently with our historical senior user groups at Kelsey Centre. While attendance to Senior programming has been limited owing to restrictions/pandemic, there is now concern over application of user rates for drop in programming (which were historically offset by grants now long expired).
    - Kelsey Centre Staff is exploring further grants and developing programming for seniors. This may look like working with a defined Senior's Working Group (if it exists or can be created) to help collaboration towards programming.
  6. New Programming
    - The team is exploring other programming to drive revenue without need of major start up costs, utilizing current assets.
    - New Programming is intended to be a collaborative process with primary user groups.
  7. Weight Room
    - CAO, CFO and Recreation Manager agreed we would seek approval for a \$6000 budget line for equipment replacement, enhancements, and flooring with goal to offset this by grant and/or donated items. Equipment is due for replacement and the weight room was recognized as an asset to the community.
    - The Kelsey Centre team will explore user rates for drop-in as well as possible "punch card" promotions once work on refurbishment is completed.

8. Digital Board/ Signage Options

- CAO and Recreation Manager agreed that there is a need to update the pricing board in the Recreation Centre lobby. The team will investigate digital options and other best and associated costs and report to CAO. Updates to website information also being addressed.

**RECOMMENDATIONS**

THAT Council receives this information as an update February 15, 2022.

Sincerely,

---

Jason Johnson  
CAO



## STAFF REPORT

**To:** Mayor and Council  
**From:** Lisa Clark, CFO  
**Subject:** 2021 COVID-19 Expenses  
**Meeting date:** February 15, 2022

---

### BACKGROUND

COVID-19 and the associated public health orders issued by the Province in 2021 resulted in additional expenditures and lost revenues for the Village of Sayward. Staff are working through year-end entries and have analyzed this data. Below is a chart outlining COVID-19 related costs for 2021:

Item	Cost
Masks	\$ 127
Various signage, plexiglass door for Village office	\$1,254
Various cleaning supplies, sanitizers	\$ 661
Ipad and otter box for Kelsey Centre – to scan vaccination passports	\$ 600
Filter for air handling unit @ Kelsey Centre	\$ 699
<b>Total Expenditures</b>	<b>\$3,341</b>

In addition, the following chart outlines estimated lost revenues at the Kelsey Centre due to closures and reduced attendance:

	2017	2018	2019 Average	2021 Shortfall		
Revenues (user fees for recreational programming including pool, weight room, afterschool program, showers, gym, concession sales)	20,583	24,806	19,860	21,750	5,361	<b>16,389</b>

### DISCUSSION

Considering these costs and revenue shortfalls were incurred in direct relation to the COVID-19 pandemic, Staff suggest funds from the COVID-19 Safe Restart Grant for Local Governments be used to offset these expenditures and lost revenues. A revised table of funds in the COVID-19 Reserve is below:

Item	Amounts
<b>Grant Amount</b>	<b>\$268,000</b>
2020 COVID-19 Expenses	\$ 5,660
Laptops for remote Council meetings	\$ 5,733

Public Address Sound System for Mayor and Council and public use	\$ 15,915
Upgrades to access and egress, windowed doors if possible, disabled opener (Kelsey Centre)	\$ 13,592
Hazmat suits and dock for sewage lagoon	\$ 10,276
Keyless entry systems for Village office and Kelsey Rec Centre doors	\$ 5,846
Duct cleaning in Kelsey Centre and Village office	\$ 2,600
2021 COVID-19 expenses (as seen in chart above)	\$ 3,341
2021 lost revenues due to COVID-19	\$ 16,389
<b>Total Expenditures:</b>	<b>\$ 79,352</b>
Balance of COVID-19 Reserve as at Dec 31, 2021	\$ 188,648

### STAFF RECOMMENDATIONS

THAT a total of \$19,730 be transferred from the COVID-19 Reserve fund to offset additional expenditures and lost revenues related to COVID-19 for the 2021 fiscal year.

Respectfully submitted,

---

Lisa Clark, CFO





## STAFF REPORT

**To:** Mayor and Council  
**From:** Jason Johnson, CAO  
**Subject:** Co-op Community Spaces Grant  
**Meeting date:** February 15, 2022

---

### BACKGROUND

The Co-op Community Spaces Program was established to improve community health and well-being by building places for Western Canadians to come together, build social connections and enable community development.

Applications for the 2022 Co-op Community Spaces will be open from Feb 1 – March 1st, 2022. Projects can apply for between \$25,000 and \$150,000 in capital funding in three categories being Recreation, Environmental Conservation and Urban Agriculture.

In 2020, \$121,000 was awarded to the Radisson Recreation Association and their projects included new heating system and exchanger for the recreation center, ball diamond, upgrades to the concession booth and swimming pool building.

The Kelsey Centre is an important asset to the Village of Sayward and Strathcona Area A residents with 2021 Census populations of 334 and 864 respectively. While the center has experienced closures in whole and part owing to COVID-19, there is strong interest to see services open again.

### DISCUSSION

Under the Co-op application guidelines, the Village of Sayward itself would not be eligible to apply for grant funding but would be able to work in partnership with Sayward Futures Society to apply for funding.

Applicants eligible for funding include:

- Registered charities under the Canada Revenue Agency with valid registration numbers
- Registered non-profit organizations under their provincial government with proof of registration (e.g., letters of incorporation)
- **Non-profit organizations partnered with their municipal government who will accept funding and issue receipts on their behalf**
- Community service co-operatives

Projects eligible for funding must:

- **Be available and accessible for community use**
- Align with one of the three funding categories (**recreation**, environmental conservation, or urban agriculture)
- **Be completed within two years**
- **Be a capital project**
- **Be located in British Columbia, Alberta, Saskatchewan or Manitoba**
- **Provide the opportunity for permanent signage**

Projects ineligible for funding include:

- Those that support religious or politically affiliated organizations
- Those that will have adverse environmental impacts
- Those that are third-party fundraising campaigns

Staff has determined what the biggest immediate need(s) are for the Kelsey Centre and within that need, a walk through was done to determine priorities. While the pool and pool bathrooms remain a at the top of the list, it is estimated that the costs for upgrades to these areas far exceed the funds available through this grant. Another high priority is the stairs to the building as they are showing signs of deteriorating however this falls outside the scope of eligibility of this grant.

Staff therefore recommends that the grant focus on:

- Equipment replacement and refurbishment of the weight room
- Floor replacement of the gymnasium, weight room and if funds allow, multipurpose room
- Paint of the gymnasium, kitchen, and back areas
- Backsplash added to the kitchen (last process to complete kitchen)
- Replacement of exterior doors to the Kelsey Centre

With the recent investment the Co-op has made in the valley with the opening of a new grocery store coupled with their commitment to community spaces and their importance to our community combined with much needed projects for the recreation center, Staff recommends to immediately investigate this opportunity with Sayward Futures Society.

## **RECOMMENDATIONS**

THAT Staff together with Sayward Futures Society submit an application for grant funding for the Kelsey Centre versus the community garden at the Village of Sayward through Sayward Futures Society for the Co-Op Community Spaces Grant; and,

THAT the Climate Action Revenue Incentive Program reserve funds in whole or part be redirected to the community gardens in light of deferral of the Solar Panel Project at the water treatment plant.

Sincerely,

---

Jason Johnson  
CAO



## VILLAGE OF SAYWARD

### BYLAW NO. 480

---

#### A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

---

**WHEREAS** the Village of Sayward may not have sufficient cash on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a.) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b.) The whole amount of any sums of money remaining due from other governments;

**AND WHEREAS** there are no liabilities outstanding under Section 177;

**AND WHEREAS** the total amount of liability that Council may incur is seven hundred thousand dollars (\$700,000) made up of the sum of two hundred and fifty thousand dollars (\$250,000), being 75% of the whole amount of the taxes levied for all purposes in 2021, and four hundred and fifty thousand dollars (\$450,000), being the whole amount of the sum of money remaining due from other governments;

**NOW THEREFORE** the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “**Revenue Anticipation Bylaw No. 480, 2022**”.
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of seven hundred thousand dollars (\$700,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Officer.
4. All unpaid taxes, the taxes of the current year when levied, and sums due from other governments or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

5. All the monies so borrowed and the interest payable thereon shall be payable on or before the 31<sup>st</sup> day of December 2022.
6. 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 1<sup>st</sup> day of February 2022.

Read a second time on the 1<sup>st</sup> day of February 2022.

Read a third time on the 1<sup>st</sup> day of February 2022.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2022.

Certified a true copy of Bylaw  
No. 480 this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer