



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
OCTOBER 4, 2022 - 7:00 PM
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded 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 October 4, 2022, be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on September 20, 2022, be adopted.

THAT the minutes from the Special Council meeting held on September 28, 2022, be adopted.

5. Petitions and Delegations - None

6. Correspondence

a) **VIRL Strategic Planning Exercise** – see attached

Recommended Resolution:

THAT correspondence a) be received

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports

a) **Sayward Futures and Sayward Folk Music Agreement - John France, Acting CAO**

Recommended Resolutions:

THAT Council receive, discuss, and provide Staff with direction on the Sayward Futures Society Agreement report; and,

THAT Council authorize the Mayor and Corporate Officer to sign the agreement.

b) Snow Removal/Parking – John France Acting CAO

Recommended Resolutions:

THAT Council receive and discuss the Snow Removal/Parking report; and,

THAT Council direct staff to bring back a report on how best to achieve enforcement and the required bylaw changes.

c) Vandalism/Camera System – John France Acting CAO

Recommended Resolutions:

THAT Council receive, discuss, and provide direction on the Vandalism/Camera system report; and,

THAT Council direct staff to obtain two quotes to replace the camera system; and,

THAT Staff be authorized to replace the camera system to a maximum of \$15,000; and,

FURTHER THAT COVID-19 Reserve funds be used to used to purchase the camera system; and,

FINALLY THAT the 2022-2026 Financial Plan be amended accordingly.

12. Emergency Services/Public Works/Recreation Department Reports - None

13. Bylaws

a) Council Remuneration Bylaw No. 490, 2022

Recommended Resolution:

THAT Council Remuneration Bylaw No. 490, 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. 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 the following sections of the *Community Charter*:

- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 20, 2022
OPEN MEETING - IN PERSON
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley

Regrets: Councillor Norm Kirschner

In Attendance: John France, Acting CAO
Lisa Clark, CFO/Corporate Officer
Jennifer Redshaw, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:00 PM

2. Introduction of Late Items

a) Mayor asked to add a verbal report to item 9.) Mayor's Report

b) CAO asked to add 1 item to Correspondence, c) September 16, 2022, UBCM Re: 2020 CEPF: Flood Mapping: Salmon River Floodplain Modernization

3. Approval of Agenda

MOTION R22/155

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for September 20, 2022, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R22/156

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 6, 2022, be adopted.

CARRIED

5. Petitions and Delegations - None

6. Correspondence

- a) Proclaim Your Support for Circular Economy Month in Canada! – see attached proclamation
- b) Chicken Petition – Staff note there is a council resolution (May 2022) directing staff to report back on regulating chickens (hens) on residential property and other zones within the Village.
- c) UBCM Re: 2020 CEPF: Flood Mapping: Salmon River Floodplain Modernization

MOTION R22/157

MOVED AND SECONDED

THAT correspondence a) to c) be received for information and discussion.

CARRIED

MOTION R22/158

MOVED AND SECONDED

THAT staff be directed to prepare a report regarding backyard chickens in the Village for the November 15, 2022 council meeting.

CARRIED

MOTION R22/159

MOVED AND SECONDED

THAT the Village of Sayward hereby declares Circular Economy Month October 1-31, 2022; and,
THAT we commit to waste reduction, resource conservation, and community education for sustainable living; and

FURTHER THAT we recognize that losing waste to disposal and as litter are local and global threats to the environment; and

FINALLY THAT we will take action to reduce our waste and support the circular economy.

CARRIED

- 7. **Council Reports** - Cllr Poulsen provided a verbal report regarding the Comox Strathcona Regional Hospital District.

- 8. **Reports of Committees - None**

- 9. **Mayor's Report** - The Mayor gave a verbal report to Council regarding his attendance at UBCM.

- 10. **Unfinished Business - None**

- 11. **Staff Reports**

- a) **Orientation New Council – John France, Acting CAO**

MOTION R22/160

MOVED AND SECONDED

THAT Council receive, discuss, and provide Staff with direction on the Council Orientation 2022/23 and Meetings Schedule report; and,

THAT Council direct staff to make reservations, when available, to the Elected Officials workshop planned for Nanaimo February 15-17, 2023, at the Vancouver Island Conference Centre; and,

THAT Council recommend to the new Council that they plan for a relations building and SP process for early spring 2023; and,

THAT the October 18 Council meeting be cancelled; and,

FINALLY THAT staff be directed to procure the services of a facilitator for the relations building and SP process.

CARRIED

MOTION R22/161

MOVED AND SECONDED

THAT all elected officials be required to sign the Code of Conduct bylaw at the November 1, 2022 Inaugural meeting of Council.

CARRIED

b) New Accessibility Requirements – John France, Acting CAO

MOTION R22/162

MOVED AND SECONDED

THAT Council receive and discuss the New Accessibility Requirements; and,

THAT Council direct staff to bring back a report on how to fulfill the requirements of the Act.

CARRIED

c) Kelsey Centre Schedule Michelle Davis, Recreation Manager/Lisa Clark, CFO

MOTION R22/163

MOVED AND SECONDED

THAT Council receive, discuss, and provide Staff with direction on the Kelsey Centre schedule; and,

THAT Council approve the opening of the Kelsey Centre for 5 hours on Saturdays until December 31, 2022; and,

FURTHER THAT \$4,000 be transferred from the COVID Reserve Fund to offset additional facility re-opening expenditures; and,

FINALLY THAT the 2022-2026 Financial Plan be amended accordingly.

CARRIED

12. Emergency Services/Public Works/Recreation Department Reports - None

13. Bylaws

a) Council Remuneration Bylaw No. 490, 2022

MOTION R22/164

MOVED AND SECONDED

THAT Council Remuneration Bylaw No. 490, 2022 be given first, second and third reading.

CARRIED

14. New Business - None

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. In Camera

MOTION R22/165

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 the following sections of the *Community Charter*:

- 90(1)(c) labor relations or other employee relations,
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Rise & Report

MOTION IC22/89

MOVED AND SECONDED

THAT Council receive and discuss the Gazebo upgrades report; and,

THAT the bids for the gazebo works be accepted as laid out in the staff report; and,

THAT COVID-19 Restart Grant funding be used to a maximum amount of \$22,491 not including GST/PST to provide upgrades to the gazebo infrastructure as outlined in the staff report dated September 6 so that access for vulnerable populations is maximized; and,

FINALLY THAT this item be brought out of in camera.

CARRIED

MOTION IC22/81

MOVED AND SECONDED

THAT Council receive and discuss the Public Consultation Rogers Antenna report; and,

THAT the Village of Sayward is satisfied with Rogers' consultation process, as outlined in ISED's Default Public Consultation Process; and,

THAT the proposed tower is a permitted use; and,

THAT the proposed design and location is acceptable; and

FINALLY THAT the Village of Sayward has been consulted and concurs with the tower location.

CARRIED

**MOTION IC22/82
MOVED AND SECONDED**

THAT Council receive, discuss, and provide direction on the Dam Project Update report.

CARRIED

**MOTION IC22/83
MOVED AND SECONDED**

THAT Council accepts that the project works have been completed and that substantial completion be given on the advice of the village’s consultant; and,

THAT Council request an extra year of warranty on the dam project at no cost to the Village.

Opposed Mayor Baker CARRIED

18. Adjournment

The meeting was adjourned at 9:17 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
SEPTEMBER 28, 2022
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley

Absent: Councillor Norm Kirschner

In Attendance: Lisa Clark, CFO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:06 PM

2. Introduction of Late Items - None

3. Approval of Agenda

**MOTION S22/18
MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for September 28, 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.) Grant Opportunity – Category 3 Disaster Risk Reduction - Climate Adaptation

**MOTION S22/19
MOVED AND SECONDED**

THAT the Grant Opportunity – Category 3 Disaster Risk Reduction – Climate Adaptation report received; and,

THAT the application to the 2022 Disaster Risk Reduction - Climate Adaptation Category 3 grant program for installing cooling infrastructure in the Kelsey Centre be approved; and

THAT the Village of Sayward commit to overall management of the grant if the application is successful.

CARRIED

12. Bylaws - None

13. New Business - None

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 - None

16. Adjournment

MOTION S22/20

MOVED AND SECONDED

THAT the September 28, 2022 Special Council meeting be adjourned.

CARRIED

The meeting was adjourned at 7:09 PM

Mayor

Corporate Officer



what does your
dream library
look like?



JOIN US for an
in-person get together
to share your ideas!

We're working

on the 2023-2027
strategic plan and we
want your thoughts and
ideas to help us shape
the library of tomorrow.

Together.

**Oct. 6
6 PM**

674 H'Kusam Way
Sayward Library

Sign up today: virl.bc.ca/strategic-plan



STAFF REPORT

To: Mayor and Council
 From: John France, Acting CAO
 Subject: **Sayward Futures and Sayward Folk Music Agreement**
 Meeting date: October 4, 2022

BACKGROUND

At the August 16, 2022, council meeting, the following resolution was passed:

MOTION R22/137

MOVED AND SECONDED

THAT Council direct the Mayor and the CAO to work with Mr. Sampson to finalize the details regarding the Sayward Valley Folk Music Society's use of the Kelsey Centre for concerts.

CARRIED

Two meetings with Sayward Futures and Sayward Folk Music have been held to work out the details of the agreement.

DISCUSSION

Mayor Baker and the CAO met with Mr. Sampson and Mr. McRae to discuss the terms of the agreement outlined below. The agreement has been shared with them; no response was received at time of the writing of this report. Staff have registered the Village on the MIABC insurance portal and will be testing it prior to the October 4 Council meeting. After further discussion with MIABC staff, our position on having the proponents acquire event insurance is unchanged – it is a solid business practice, and it is affordable. Sayward Futures can also purchase the insurance through their own sources.

Terms of the agreement:

- 1.1 The term of this Agreement will commence on October 15, 2022 and expire on December 31, 2023.
- 1.2 Upon or before the expiry of this Agreement, the parties may, by mutual agreement, renew this Agreement on the same or different terms.
- 1.3 Either party may terminate this agreement by providing written notice to the other party. Such notice shall not result in any penalty or additional charges to the other party. A full accounting, as outlined in 1.6(d), of the events undertaken up to cancellation date will be provided by the Sayward Futures Society to the Village.

- 1.4 The Village will provide the Services in its sole and unfettered discretion and **only if** the Village has sufficient personnel with sufficient capacity to provide and/or manage such Services.
- 1.5 The Sayward Futures Society shall be responsible for providing requests in writing to the Village to reserve the Kelsey Centre including any additional event support items.
- 1.6 The parties further agree:
- a) Sayward Futures Society, Sayward Folk Music and the Village will receive equal billing on all events, regardless of venue. The Village logo will be displayed on all advertising, posters, and web notices.
 - b) The Village will provide the Kelsey Centre for up to six events annually at no cost. The Village will also provide chairs, tables, and staff support at no cost.
 - c) The Village at its sole discretion will operate the concession and retain 100% of the income made by the concession.
 - d) Within 30 days of the expiry of the term, the Sayward Futures Society will provide to the Village a statement of revenues and expenses. Any profit will be shared 50/50 between the Village and the Sayward Futures Society. The Village will not be responsible for any loss. The Village may request a detailed accounting including receipts to support the statement of revenues and expenses. For clarity, the Sayward Futures Society will pay for all performers, advertising, and other event costs not covered in b above.
 - e) The Sayward Futures Society, at their own cost, will provide a certificate of insurance for all events held at the Kelsey Centre. The certificate will include coverage recommended by the Municipal Insurance Association BC (MIABC) and will name the Village as an additional insured. The Village will provide access to the MIABC insurance portal to assist in obtaining insurance but is not promoting the use of this site and only offers it as an alternative to the other insurance options available to the Sayward Futures Society.

Neither Party shall cancel or materially change its insurance coverage without first providing the other with thirty (30) days written notice thereof.

RECOMMENDATIONS

THAT Council receive, discuss, and provide Staff with direction on the Sayward Futures Society Agreement report; and,

THAT Council authorize the Mayor and Corporate Officer to sign the agreement.

Respectfully submitted,

John France, Acting CAO



STAFF REPORT

To: Mayor and Council
 From: John France, Acting CAO
 Subject: **Snow Removal/Parking**
 Meeting date: October 4, 2022

BACKGROUND

The following email prompted the Snow/Removal Parking report.

“Subject: Re: October 4 Meeting

Good morning,

Earlier in the spring after the big snow dump, we talked about reviewing the snow removal plan and making public what the requirements were for keeping the roads and lanes clear of vehicles so that the snow plough could get through. We also talked about outlining the priorities that Public Works have in clearing snow.

I'd like to see a discussion on the next agenda about the snow removal plan for 20 22-23 and have it published in the Sayward Newsletter. I'd suggest we might even send a flyer notice to all the residences in the village.

Has there ever been any follow up with the notices sent out to people with illegally parked vehicles, boats, trailers, motor homes etc. on the roadway in the village? If not, we need some action on that too.

Thanks.

Sue”

Staff do not believe any notices were sent to illegally parked vehicle owners. The writer could also find no resolutions or reports providing staff with direction in either 2021 or 2022 on the snow issue.

Bylaw 26, 1970 regulates traffic but says nothing about this issue but does allow Council to regulate parking, including notable restrictions on the tethering of mules and horses. This bylaw needs to be updated.

DISCUSSION

Staff have begun the process of looking at what is needed to put in place no parking signage (for snow events), enforcement, and bylaw changes for no parking on Village roads during the winter period. More work is needed on the enforcement and bylaw changes needed to make no parking zones legal. Staff recommends:

- Staff recommend the time period for restrictions is between November 15 to March 15, wherein no parking will be permitted on Village roads.

- Enforcement would occur by taking photographic evidence, and date and time. This would be followed by the issuance of a warning for first offence and then a fine for second offence.
- Staff have done a quick review of the existing bylaw 26 and either a new bylaw or amendments are needed for enforcement and fines.

Timing is an issue as winter is approaching. At Council direction, signage could be put in place as soon as possible but would have no legal effect (no enforcement) until after the bylaw changes are completed. Appropriate advertising would also take place. The cost is predicated on the size and number of signs to be placed.

RECOMMENDATIONS

THAT Council receive and discuss the Snow Removal/Parking report; and,

THAT Council direct staff to bring back a report on how best to achieve enforcement and the required bylaw changes.

Respectfully submitted,

John France, Acting CAO



STAFF REPORT

To: Mayor and Council
 From: John France, Acting CAO
 Subject: **Vandalism/Camera System**
 Meeting date: October 4, 2022

BACKGROUND

Purpose of this report:

"During the overnight hours of September 28th, the Age Friendly Van was vandalized – the fuel tank was tampered with (a hole was drilled into the tank) and the fuel was stolen. This is going to be an expensive item to deal with and I have spoken to the CAO regarding next steps. I have outlined the steps that staff are taking below:

- 1.) A police report has been filed, and the RCMP attended this morning. Tony has put down absorbent material in the K/C parking lot as there is a bit of a fuel spill on the pavement.
- 2.) I will be calling ICBC to file a claim, there will be a deductible, towing charge, and shop charge to have the van fixed. I will have more information on costs shortly. The van will be out of commission and not usable by the community until further notice. We will work on getting this info out to the community.
- 3.) We have reviewed our camera footage but unfortunately the cameras are malfunctioning and have not been working properly for some time (very old system), however even if the camera was working properly the angle at which it is pointed would not have provided any footage of the offender. Back in the fall of 2021 I received a quote from Blanchard Security to upgrade the camera system and this was going to be brought to Council for the 2023 budget, **however I recommend that this be a priority and that staff work towards securing the building with the new system ASAP**. The quote I received is attached, I can have it updated and brought to Council next week as a late item including funding sources (see "camera system" section of quote – approx. cost \$10-\$12k).
- 4.) The RCMP has indicated this is not a random event as there has been at least one (possibly two) other reports made to them about fuel tanks being vandalized and fuel stolen in the Sayward area. They have asked that I put something on social media to warn the public, please advise."

Staff also note there have also been incidents of illegal dumping in the share shed area. Since our camera is not working, Staff have not been able to identify the individual(s).

DISCUSSION

Staff will be gathering more information on the costs to fix the vehicle and the timelines to get it back in service - as of the writing of this report the following information has been gathered:

- ICBC accredited shops in Campbell River are backlogged and are not taking any additional work at this time.
- Staff will be working with ICBC for solutions, one option is to hire a local red seal mechanic and submit quotes and receipts to ICBC, this process is yet to be determined.
- Staff have contacted a local mechanic and the earliest date to have the vehicle looked at is Oct 18th. Staff anticipate the van being out of service for at least 3-4 weeks.

Staff will also be looking at securing the vehicle possibly in the Public Works yard. And finally, Staff will put together a service notice advising residents of the vandalism and the impact on service.

In the interim, Staff recommend that quotes be obtained to replace the existing camera system. We do have a quote from the supplier who installed the security system for the Centre. Staff will investigate whether there are any synergies in having them do the camera system given what they have already installed.

Please appreciate in writing this report, Staff wanted to get the issue in front of Council quickly.

RECOMMENDATIONS

THAT Council receive, discuss, and provide direction on the Vandalism/Camera system report; and,

THAT Council direct staff to obtain two quotes to replace the camera system; and,

THAT Staff be authorized to replace the camera system to a maximum of \$15,000; and,

FURTHER THAT COVID-19 Reserve funds be used to used to purchase the camera system; and,

FINALLY THAT the 2022-2026 Financial Plan be amended accordingly.

Respectfully submitted,

John France, Acting CAO



VILLAGE OF SAYWARD

BYLAW NO. 490

A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION

WHEREAS the Council for the Village of Sayward wishes to set by Bylaw, the remuneration for elected officials;

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

1. CITATION

This bylaw may be cited as “**Council Remuneration Bylaw No. 490, 2022**”

2. REMUNERATION TO COUNCIL MEMBERS

a) Remuneration rates for Council members is listed in Schedule “A” attached to and forming part of this bylaw.

b) A Council member may be excused from 4 regular council meetings per calendar year with no decrease in pay. Absences must be approved by the Mayor or CAO prior to the meeting.

c) If the Mayor is unable to perform his/her mayoral duties for more than 30 days, Councillors appointed to the position of Acting Mayor shall be entitled to the same remuneration as the Mayor.

d) Each Councillor shall be provided for their term of office a computing device, including technical support provided by the Village of Sayward.

3. QUALIFYING EXPENSES AND EXPENDITURES

A member of Council who is authorized by Council to represent the Village, engaged in municipal business, or attending a meeting, course or convention is entitled to payment of expenses pursuant to municipal policy.

4. BYLAW REVIEW

This Bylaw shall be reviewed in the fourth year of each Council term.

5. SEVERABILITY

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 invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

6. SCHEDULES

All Schedules attached to this bylaw form part of this bylaw.

7. REPEAL

“Village of Sayward Council Remuneration Bylaw No. 443, 2018”, is hereby repealed in its entirety.

Read a first time on the 20th day of September 2022.

Read a second time on the 20th day of September 2022.

Read a third time on the 20th day of September 2022.

Adopted on the ___ day of _____ 2022.

Certified a true copy of Bylaw No. 490
this ___ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

Item	Amount
Mayor Stipend (monthly)	\$300
Councillor Stipend (monthly)	\$100
Regular Council Meeting (per meeting)	\$340