



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JANUARY 3, 2023 - 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 January 3, 2023, be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

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

THAT the minutes from the Committee of the Whole meeting held on December 13, 2022 be adopted.

5. Petitions and Delegation - None

6. Correspondence

a) Congratulations - Ted Olynyk | Manager, Community Relations Vancouver Island

b) North Island Timber Supply Review - Public Discussion Paper

Recommended Resolution:

THAT correspondence a) to b) be received

7. Council Reports

a) Drainage Issues on MacMillan – see email from Cllr Tinsley and CAO

8. Reports of Committees – Committee of the Whole meeting December 13, 2022

a) Sayward Futures Society – request for donation of supplies from the Kelsey Centre

Recommended Resolutions:

THAT Council endorse recommendation C22/12 made by the Committee of the Whole; and,

THAT the items requested for the Light Up Parade on December 16, 2022 be provided to Sayward Futures Society at no cost.

b) Council Dress Code

Recommended Resolutions:

THAT Council endorse recommendations C22/15 and C22/16 made by the Committee of the Whole; and,

THAT a dress code be added to the Code of Conduct bylaw; and,

THAT the topic of jeans in the dress code be discussed by Council at the January 3, 2023 regular meeting.

c) Code of Conduct Bylaw

Recommended Resolutions:

THAT Council endorse recommendation C22/19 made by the Committee of the Whole; and,

THAT section 8(2) of the Code of Conduct bylaw be reviewed by legal counsel.

d) Council, Staff and Community Recognition and Gift Policy No 09-02

Recommended Resolutions:

THAT Council endorse recommendation C22/21 made by the Committee of the Whole; and,

THAT the purchase of gifts proceeds for the individuals listed in the staff report.

e) Memorial Plaque for former Mayor John MacDonald

Recommended Resolutions:

THAT Council endorse recommendation C22/22 made by the Committee of the Whole; and,

THAT the budget for the plaque be set at \$2500 maximum; and,

THAT this item be included in the 2023 financial plan.

f) Committees Report

Recommended Resolutions:

THAT Council endorse recommendation C22/23 made by the Committee of the Whole; and,

THAT this report be added to the Strategic Planning session to be held in the spring of 2023.

9. Mayor's Report - None

10. Unfinished Business

- a) Discussion from December 13, 2022 Committee of the Whole meeting on whether to allow jeans in the dress code section of the Code of Conduct bylaw.

11. Staff Reports

- a) Relations Building Session – John France Acting CAO

Recommended Resolution:

THAT Council receive the Relations Building Session 2023 Preparation report.

b) OCP Review, Issues and Schedule of Final Approval Process 2023 – John France Acting CAO

Recommended Resolutions:

THAT Council receive and discuss the OCP Review, Issues and Schedule of Final Approval Process 2023 report; and,

THAT Council provide direction on the OCP final engagement process; and,

THAT Council provide direction on the FN engagement step.

c) Opportunity – UBCM FireSmart Community & Funding Supports – John France Acting CAO

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2023 FireSmart Community and Fundings Supports grant be authorized for submission to the UBCM; and,

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

d) Council Remuneration Options – Return item – John France Acting CAO

Recommended Resolution:

THAT Council receive, discuss, and provide Staff with direction on the Council Remuneration Options report.

e) Revenue Anticipation Bylaw – Lisa Clark CFO

Recommended Resolutions:

THAT Staff be directed to prepare a Revenue Anticipation Bylaw for the January 17, 2023, council meeting; and,

THAT the Mayor and Corporate Officer be authorized to sign the necessary forms to procure the temporary loans with the Municipal Finance Authority.

f) Discussion on the Orientation binder – Please bring your binder to the meeting

Recommended Resolution:

THAT Council receive, discuss, and provide comments as necessary on the Orientation binder presentation.

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

13. Bylaws - None

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)(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.

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
DECEMBER 6, 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 Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

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 7:01 PM

2. Introduction of Late Items

MOTION R22/203

MOVED AND SECONDED

THAT a verbal report regarding Council pay be added to Item 14. New Business.

CARRIED

3. Approval of Agenda

MOTION R22/204

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 6, 2022, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R22/205

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 15, 2022, be adopted.

CARRIED

5. Petitions and Delegations

- a) Presentation of the Draft OCP by Sydney Rankmore, MCRP Community Planner Urban Systems

6. Correspondence

- a) BC Yukon Command notice and advertising support request
- b) Crisis in Campbell River Hospital email
- c) AVICC Workshop suggestions and hotels for 2023 convention
- d) BCED Breaking News Update
- e) Sayward RCMP Policing Report July 1 - September 30
- f) The Hon. Harjit S. Sajjan, P.C., OMM, M.S.M., CD, M.P. – PacifiCan
- g) Girl Guides of Canada's British Columbia Council - Guiding Lights Across BC
- h) Congratulations from Mosaic - Mayor Baker and Council
- i) Sayward Futures – Letter of Support
- j) Generator Noise - Letter from Ms. Archer
- k) SRD Board Chair Election

MOTION R22/206

MOVED AND SECONDED

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

CARRIED

MOTION R22/207

MOVED AND SECONDED

THAT staff be directed to write a letter on behalf of Council regarding correspondence item b.)

CARRIED

MOTION R22/208

MOVED AND SECONDED

THAT staff be directed to work with Urban Systems to apply for the BCEDA REDIP grant opportunity for the campground project.

CARRIED

MOTION R22/209

MOVED AND SECONDED

THAT staff be directed to write a letter of support on behalf of Council for Sayward Futures Society regarding correspondence item i.)

CARRIED

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - verbal

MOTION R22/210

MOVED AND SECONDED

THAT Council receives the Mayor's verbal report for information and discussion.

CARRIED

MOTION R22/211

MOVED AND SECONDED

THAT staff be directed to contact Mainroad North Island Contracting on behalf of Council to arrange a meeting with the Mayor, Deputy Mayor, and staff regarding road maintenance issues.

CARRIED

10. Unfinished Business - None

11. Staff Reports

a) Policy Update Project & Credit Card Limit Change – Lisa Clark CFO/CO

MOTION R22/212

MOVED AND SECONDED

THAT Council receives the Policy Update Project report for information and discussion; and,
THAT Council approves Policy #300-03 - Credit Card Policy as amended.

CARRIED

b) Public Nuisance Bylaw – Lisa Clark CFO/CO

MOTION R22/213

MOVED AND SECONDED

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

CARRIED

MOTION R22/214

MOVED AND SECONDED

THAT Public Nuisance Bylaw No. 417 be given third reading.

Opposed Mayor Baker, Cllr Burchett, Cllr Gilkin, Cllr Poulsen, Cllr Tinsley

DEFEATED

MOTION R22/215

MOVED AND SECONDED

THAT Staff be directed to bring a report outlining options regarding a new Public Nuisance Bylaw to the January 17, 2023 regular council meeting.

CARRIED

c) Strategic Plan and Sayward Projects and Initiatives Template Update – John France Acting CAO

MOTION R22/216

MOVED AND SECONDED

THAT Council receives the Strategic Plan and Sayward Projects and Initiatives Template Update report for information and discussion.

CARRIED

MOTION R22/217
MOVED AND SECONDED

THAT staff be directed to put a thank you notice in the January 2023 Sayward News for Tracey Payne and the volunteers involved with the senior's lunches and dinners.

CARRIED

d) Grant Application Tourism 2023 – John France Acting CAO

MOTION R22/218
MOVED AND SECONDED

THAT Council receives the Grant Application Tourism 2023 report; and,

THAT Staff be directed to apply for the BC Destination Development Fund grant opportunity for the campground project.

CARRIED

e) Relations Building Session – John France Acting CAO

MOTION R22/219
MOVED AND SECONDED

THAT Council receives and approves the Relations Building Session 2023 report; and,

THAT Council approve the proposal from Possibil for \$1,772 and the proposed dates, January 21, 9-1, and February 11, 9-1.

CARRIED

f) Fire Service Agreement SRD Report – John France Acting CAO

MOTION R22/220
MOVED AND SECONDED

THAT Council receives and discusses the Fire Services Agreement Report; and,

THAT Council approves the extension and authorizes the Mayor and Corporate Officer to sign the extension agreement.

CARRIED

g) Kelsey Centre Operations – Michelle Davis Recreation Manager

MOTION R22/221
MOVED AND SECONDED

THAT Council receives the Kelsey Centre Operations report for information and discussion.

CARRIED

h) Van Brocklin Land Exchange Agreement and Road Closure BYLAW – John France Acting CAO

MOTION R22/222
MOVED AND SECONDED

THAT Council receives the Van Brocklin Land Exchange Agreement and Road Closure Bylaw report; and,

THAT Council approves the advertising of the Bylaw on the Village website and in the monthly newsletter.

CARRIED

i) Regional Grant Opportunity – UBCM Emergency Support Services

MOTION R22/223

MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 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 Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

12. Emergency Services/Public Works/Recreation Department Reports

a) Emergency Program Update – Tom Tinsley Emergency Program Coordinator

MOTION R22/224

MOVED AND SECONDED

THAT Council receive the Emergency Program Update report for information and discussion.

CARRIED

13. Bylaws

a) 2022-2026 Five Year Financial Plan Amendment Bylaw

MOTION R22/225

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 491, 2022 be given fourth and final reading.

CARRIED

b) Highway Closure and Dedication Removal Bylaw No. 492, 2022

MOTION R22/226

MOVED AND SECONDED

THAT Highway Closure and Dedication Removal Bylaw No. 492, 2022 be given first, second, and third reading.

CARRIED

14. New Business – Council pay – verbal report from CFO

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 R22/227

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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

17. Rise & Report

MOTION IC22/110

MOVED AND SECONDED

THAT Council receives the Van Brocklin Land Exchange Agreement and Road Closure report, and,

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

CARRIED

18. Adjournment

The meeting was adjourned at 10:23 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
DECEMBER 13, 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 Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

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 7:02 PM

2. Introduction of Late Items

MOTION C22/10

MOVED AND SECONDED

THAT correspondence from Sayward Futures Society be added as 5. a); and,

THAT an in camera item be added as item 12. in accordance with section 90(1)(c) labor relations or other employee relations.

CARRIED

3. Approval of Agenda

MOTION C22/11

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole meeting for December 13, 2022, be approved as amended.

CARRIED

4. Petitions and Delegations - None

5. Correspondence

a) Sayward Futures Society – request for donation of supplies from the Kelsey Centre

MOTION C22/12

MOVED AND SECONDED

THAT the Committee of the Whole recommends that the items requested for the Light up Parade on December 16, 2022 be provided to Sayward Futures Society at no cost.

CARRIED

6. Council Reports - None

7. Reports of Committees - None

8. Unfinished Business - None

9. Staff Reports

a) Orientation Binder – John France Acting CAO, Lisa Clark CO/CFO

MOTION C22/13

MOVED AND SECONDED

THAT the Committee of the Whole defer the discussion of the Orientation Binder to the January 3, 2023 meeting of Council.

CARRIED

b) Council Dress Code – Lisa Clark CO/CFO

MOTION C22/14

MOVED AND SECONDED

THAT the Committee of the Whole receive the Council Dress Code staff report for information and discussion.

CARRIED

MOTION C22/15

MOVED AND SECONDED

THAT the Committee of the Whole recommends to Council that a dress code be added to the Code of Conduct bylaw.

Opposed Cllr Burchett

CARRIED

MOTION C22/16

MOVED AND SECONDED

THAT the Committee of the Whole recommend that the topic of jeans in the dress code be discussed by Council at the January 3, 2023 regular meeting.

CARRIED

c) Code of Conduct Bylaw – Lisa Clark CO/CFO

MOTION C22/17

MOVED AND SECONDED

THAT the Committee of the Whole receive the Code of Conduct bylaw staff report for information and discussion.

CARRIED

MOTION C22/18

MOVED AND SECONDED

THAT the Committee of the Whole recommended to Council to leave section 8 (2) of the Code of Conduct bylaw as written.

Opposed Cllr Burchett, Cllr Gilkin, Cllr Poulsen, Cllr Tinsley

DEFEATED

MOTION C22/19

MOVED AND SECONDED

THAT the Committee of the Whole recommend to Council that section 8 (2) of the Code of Conduct bylaw be reviewed by legal counsel.

CARRIED

d) Council, Staff and Community Recognition and Gift Policy No 09-02 – Lisa Clark CO/CFO

** Cllr Poulsen declared a conflict of interest and left the meeting*

MOTION C22/20

MOVED AND SECONDED

THAT the Committee of the Whole receive the Council, Staff and Community Recognition and Gift Policy No 09-02 staff report for information and discussion.

CARRIED

MOTION C22/21

MOVED AND SECONDED

THAT the Committee of the Whole recommend to Council that the purchase of gifts proceeds for the individuals listed in the staff report.

CARRIED

e) Memorial Plaque for former Mayor John MacDonald (verbal report) – John France Acting CAO

MOTION C22/22

MOVED AND SECONDED

THAT the Committee of the Whole receive the Memorial Plaque Verbal Report; and,

THAT the Committee of the Whole recommend to Council that the budget for the plaque be set at \$2500 maximum; and,

THAT the Committee of the Whole recommend to Council that this item be included in the 2023 financial plan.

CARRIED

** Cllr Poulsen returned to the meeting*

f) Committees Report – John France Acting CAO

MOTION C22/23

MOVED AND SECONDED

THAT the Committee of the Whole receive and discuss the Committees Report; and,

THAT the Committee of the Whole recommend to Council to add this report to the Strategic Planning session to be held in the spring of 2023.

CARRIED

10. New Business - None

11. 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."

12. In Camera

MOTION C22/24

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.

CARRIED

13. Rise

14. Adjournment

The meeting was adjourned at 8:49 PM

Mayor

Corporate Officer

Lisa Clark

From: Vancouver Island <vancouverisland@bchydro.com>
Sent: Wednesday, December 14, 2022 3:50 PM
To: Mark Baker
Cc: Olynyk, Ted; Louwers, Karla; CAO
Subject: Congratulations

Dear Mayor Baker and Council:

Congratulations to you and all members of the Village of Sayward Council on your recent election.

BC Hydro looks forward to working with Sayward's council and building relationships with all members. We hope that if you have questions regarding BC Hydro issues, such as vegetation management, reliability, or construction, you and your council never hesitate to reach out to Karla Louwers or myself for any assistance.

Again, congratulations to you and your council and thank you for your decision to serve your community.

Sincerely,
Ted Olynyk

Ted Olynyk | Manager, Community Relations
Vancouver Island - Sunshine Coast

BC Hydro
PO Box 1500, 400 Madsen Rd
Nanaimo, BC V9R 5M3

P 250 755 7180
M 250 618 6267
E ted.olynyk@bchydro.com

bchydro.com

Smart about power in all we do.

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Ministry of
Forests

File or Reference: 12820-20/048 - Public Review

December 6, 2022

Re: NORTH ISLAND TSA TSR – PUBLIC DISCUSSION PAPER REVIEW AND COMMENT

To Whom It May Concern:

In July 2020, you received notification that a Timber Supply Review (TSR) on the North Island Timber Supply Area (TSA) was being initiated. First Nations, forest licensees, and the public were invited to review and provide comments on the Data Package (DP) between July 15 and September 28, 2020. We are now inviting you to review and provide comments on the Timber Supply Analysis Public Discussion Paper (PDP) **between December 6, 2022 and February 20, 2023.**

The North Island TSA, located on the northern half of Vancouver Island, was created in January 2017 when the *Great Bear Rainforest (Forest Management) Act* and regulations came into effect. Under the regulations, this new TSA was created from the Vancouver Island portions of the former Kingcome and Strathcona TSAs. The TSA land base area affected by this AAC decision is approximately 714,726 hectares (522,557 forested hectares) and it is administered by the Campbell River Natural Resource District (DCR) office in Campbell River, and the North Island-Central Coast Natural Resource District (DNI) office in Port McNeill.

The DP provided a general description of the TSA, a brief history of the TSA, and a draft of the data and management assumptions that are being applied in timber supply analysis.

The timber supply review is now moving into completion of its second main component, the timber supply analysis, summarized in the PDP. The PDP provides a general description of the TSA, harvest forecasts and alternative timber flows. It provides the province's chief forester with information required to determine the allowable annual cut (AAC) — the maximum volume of timber to be harvested from the TSA each year — for the next 10 years.

The DP and PDP, along with links to additional information on both the North Island TSA and the TSR process can be found at the following website: [North Island TSA](#)

Ministry of Forests

North Island-Central Coast
Natural Resource District

Mailing Address:
2217 Mine Road
Port McNeill, BC
V0N 2R0

Tel: (250) 286-9300
Fax: (250) 286-9490

The PDP may also be reviewed (by appointment only) between 8:30am and 4:30pm at the following Ministry of Forests (FOR) Districts, below. Please note that meetings to review the data package may be held via phone or video conferencing, depending on how the covid-19 restrictions develop in terms of allowing members of the public in district offices:

- Campbell River, 370 South Dogwood Street, Campbell River, Ph (250) 286-9300
- North Island – Central Coast, 2217 Mine Road, Port McNeill, Ph (250) 956-5000

Please email or mail your written comments to:

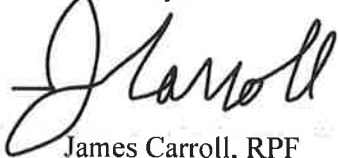
James Carroll, Stewardship Forester
370 South Dogwood Street
Campbell River, BC V9W 6Y7
Email: James.Carroll@gov.bc.ca

Murray Estlin, Stewardship Forester
P.O. Box 7000
Port McNeill, BC V0N 2R0
Email: Murray.Estlin@gov.bc.ca

Please provide comments prior to February 20 2023. The chief forester will consider public input, and other information required under the Forest Act when a new AAC is determined.

Thank you again for your interest in the North Island TSA TSR.

Sincerely,



James Carroll, RPF
Stewardship Forester, FOR - DCR



Murray Estlin, RPF
Stewardship Forester, FOR - DNI

Attachment(s): Overview Map of the North Island TSA

pc: Erin Moore, Timber Supply/Geomatics Forester, Forest Analysis and Inventory Branch

CAO

From: CAO
Sent: December 29, 2022 1:35 PM
To: Tom Tinsley
Cc: Mayor and Council
Subject: RE: Above Macmillan Mountain Water Concerns Continued

Good day....please see my responses below. I will also include this email on the January 3 council agenda.

FYI...I have sent two emails to Mosaic referencing the drainage issue above Dyer and McMillan. I have also tied this issue to the Couverdon subdivision process – but that is a decision for council to make (subdivision approval). Both emails asked for dialogue and for maintenance work to be done. More needs to be done, we need to make them fully aware of their responsibilities and engage them in fixing the problem...tying into our plan and asking them to pay for a portion of the work.

Last comments...Council has budgeted and completed improvements on drainage in past and is looking to make major improvements hopefully soon. Staff review/inspect drainage in the problem areas weekly to ensure water is flowing freely, but we cannot be there 24/7, we simply do not have the resources. We certainly must engage forestry to ensure they are doing proper drainage maintenance especially when new forested areas are cleared upstream of the village. I believe with the past changes made by forestry to the natural water flows in the area above McMillan and Dyer are a major contributing factor. Changes they need to make should be complimentary to our drainage plan.

John France
Acting Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)



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.

From: Tom Tinsley <tom.tinsley@saywardvalley.ca>

Sent: December 28, 2022 10:56 AM

To: CAO <cao@saywardvalley.ca>

Cc: Mayor and Council <MayorandCouncil@saywardvalley.ca>; Tom Tinsley <tom.tinsley@saywardvalley.ca>

Subject: Above Macmillan Mountain Water Concerns Continued

Hi CAO John,
cc to Mayor and Council

Although we know the village is taking steps to eventually hopefully rectify the seasonal subject water issues the following latest water activity was reported to me by various residents relative to the topic over this past Christmas break. Some of it I also observed myself. I have numbered them just for ease of back reference or questioning and they are in no priority order.

1. At various points the culvert along the old forest road above the village was about 2 inches from overflowing and part of that was from downed tree branches clogging it. *Noted: have included this in emails to Mosaic. Staff cannot clear ditches or culverts in this area, it is private property and we do not want to part of their drainage problem. It is theirs to fix.*
2. Some citizens made an effort to remove some of the clogged branches where it was safe to do relative to the rapid and heavy water movement risks. *Noted: as above, citizens are trespassing on private property and should exercise caution.*
3. Sandbag usage was done for the usual homes on Macmillan that feel the drainage overwhelming affect.
4. One owner was up at 4:30 AM placing bags as his garage was about 6 inches deep in water.
5. The above owner needed to wait till later that day for more bags to be delivered and in the meantime the water washed away a lot of his landscape cloth on one side of his house. *Noted: Staff were on the scene before seven AM and responded well. More sandbags were delivered, and we can place more if needed.*

Suggested points of future potential discussion for Council at a future regular meeting as we continue to work on this project.

1. Is it possible for village operations staff to provide better mitigation in the area. Potential ideas *Noted, see above, private property* – A. Provide even more ready filled stacked sand bags in the subject area for home owner use. *Noted, yes, we can and did.* B. Machine dig out the channel in the field more fully. *Noted: Staff did have certain areas approved by biologist, cleared, mainly at culvert ends and some ditches. However, the ditch adjacent to the playing field is designated fish bearing and therefore has restrictions on when and how it can be worked. We can follow up on this part.* C Remove branches in the road culvert above that is on village property. *Noted, please advise where the branches are located. Staff inspect the head walls on McMillan and Dyer every week. Ditches are also viewed and necessary work noted. The main issue here is forestry activity tied to heavy weather events, we know this and staff take extra precautions.*
2. Would it make sense to block off Macmillan to flow through traffic with sandbagging basically in place each season. There are other accesses from each end of Macmillan as we know. *Noted, for Council discussion*

3. Ensure a file of all resident complaints and emails on the topic (such as mine here)are on file at the Village to help with any further grant applications for project work. (We probably already are keeping a file of them but just in case.) **Noted, OK**
4. Explore a Village (further?) direct letter writing campaign to the forestry operator above relative to their current responsibilities and with a possible reference to their previous potential lack of meeting their responsibilities on the lands above . In short – More direct regular documented communication with the forestry company currently and the forestry industry generally as well as the provincial ministry. **Noted, for Council discussion**

All the Best !

Thanks

Tom Tinsley
Councillor
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
Phone or text 250-898-7067 direct



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.



STAFF REPORT

For: Mayor and Council
From: John France, Acting CAO
Subject: Relations Building Session 2023 Preparation
Meeting date: January 3, 2023

DISCUSSION

Our consultant – Ms. Deborah Rossouw, Possibil – has been putting together the program for the sessions. Staff thought it would be helpful to summarize a few of the logistics:

1. There will be two four-hour sessions January 21, 9-1, and February 11, 9-1, both at the Kelsey Centre. The sessions will be split between the gym and the multi-purpose room; the consultant will provide details at the sessions.
2. Coffee, tea, snacks and lunch will be provided at both sessions.
3. The consultant has provided homework to be completed by Council prior to the sessions, please see below. A PDF has already been sent to you to complete the assigned homework.

The consultant has requested Staff attend both sessions.

STAFF RECOMMENDATION

THAT Council receive the Relations Building Session 2023 Preparation report.

Respectfully submitted,

John France, Acting CAO

Session Outline

Hi John

We're aware the program was *initially* only for the Council. As we reflected on this, the following thoughts arose for us:

- All participants will be getting the same workbook. With the focus on trust, a wider group will bring a more diverse perspective.
- We hope to establish a work environment that is healthy for all. If Council and staff all learn the same skills together, there would be continuity of behaviour.
- When pairing participants for the skills practices, having a larger group of 8 participants, allows for a variety of interactions and more emotionally safe practice conversations.

The *between-session assignment* is a personal learning opportunity aimed to bring insight.

At Session 2, they will learn about their style preferences plus how to have a necessary conversation. This will set them up with skills to have necessary conversations in private with the person(s) they most need to iron things out with. We do not recommend that anyone has a necessary conversation in a public forum... it needs to be in private. If the Councillors need to have conversations with other members of Council, they need to do that in private.

We would greatly appreciate that all participants complete their pre-work *before* the workshop starts. This will give them a few weeks prior to Session 1 to reflect on the concepts and come prepared to explore and discuss their ideas in a meaningful way at Session 1, which is on January 21st.

Kindly forward the following two attachments to all of the participants, by no later than January 3, 2023:

- Harvard Business Review Article by Amy Jen Su
- Relationship building Program Pre-work - this document has live links to 3 videos.

Participants need to:

- Read the HBR article
- Watch the three videos and answer the questions in writing
- Bring their written responses to Session 1 of the program.

If you have any questions pertaining to any of the above, please let me know.

In addition, whom should I contact re logistics for Session 1? I'd appreciate having their contact information well in advance.

Many thanks for your support and advice.

Kind regards

Deborah and Dene Rossouw



STAFF REPORT

For: Mayor and Council
 Prepared by: John France Acting CAO
 Subject: **OCP Review, Issues and Schedule of Final Approval Process 2023**
 Meeting date: January 3, 2023

PURPOSE

The purpose of this report is to receive Council direction on next steps for the Official Community Plan (OCP) process.

BACKGROUND

Council entered into a contract with Urban Systems (US) to review and update Bylaw No. 308, Village of Sayward Official Community Plan (OCP) in February 2021. Staff turnover and completion of community and First Nations engagement has delayed completion of the OCP. More work is needed especially on the First Nations engagement portion. Community engagement has included surveys, three supporting reports, and a well-attended public engagement event in the Gazebo on July 21, 2021. The supporting reports (FireSmart, Age Friendly and Active Transportation) have been completed by Vancouver Island University (VIU) and are included in the OCP. Only the Housing Needs report is incomplete, but it is in draft form. The Village received four grants to complete these reports, and all were done in support of the OCP.

Most of the OCP work has been completed by Urban Systems, with Vancouver Island University completing the four support reports. So far, the OCP has cost \$119,332 with \$68,617 coming from grants, and Council has approved another \$5,200 to complete the process.

DISCUSSION

The Housing Needs report will be presented to Council at the January 17th Council meeting. The OCP draft will be presented to Council at the February 21st Council meeting. The next steps in the process include the following:

1. Council to consider the approval of the draft OCP and 1st reading of the Bylaw. Staff will then ensure the OCP is sent to all affected agencies and organizations (Does Council approve of the February date?).

2. Council to provide direction on the consultation with First Nations (FN) and Village residents (direction needed now).
3. Set the date for the public hearing on the OCP including having the consultant available to present the OCP, and, with Council and Staff, respond to questions from the public (can be done at first reading).
4. Second and third reading dates will flow from the public hearing outcomes. Final reading is also to be determined.

Pursuant to Council direction on step 2 above, Staff will put together letters to FN affected by the OCP; the letter should outline the process, underscore specific FN engagement sections in the draft OCP, offer presentations to FN Councils, and invite comments. The letters will be drafted after Council discussion and direction on content.

RECOMMENDATIONS

THAT Council receive and discuss the OCP Review, Issues and Schedule of Final Approval Process 2023 report; and,

THAT Council provide direction on the OCP final engagement process; and,

THAT Council provide direction on the FN engagement step.

Respectively submitted,

John France
Acting CAO



STAFF REPORT

For: Mayor and Council
Prepared by: John France, CAO
Subject: **Opportunity – UBCM FireSmart Community & Funding Supports**
Meeting date: December 5, 2022

BACKGROUND

To consider an application to the 2023 Community Resiliency Investment (CRI) FireSmart Community & Funding Supports grant program from the Union of BC Municipalities (UBCM) to further the Village of Sayward's efforts to reduce the risk of damage to private and public property resulting from wildfires.

DISCUSSION

The Community Resiliency Investment (CRI) grant is a provincial program intended to reduce the risk and impact of wildfire to communities in BC. The general goal of FireSmart is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to public and private property assets. The program can contribute up to 100% of the cost of eligible activities provided the application has a Council or Board resolution indicating support for the proposed activities and a willingness to provide overall grant management. The maximum funding available is \$100,000. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants may submit one application per intake. There is an open intake for this grant and applications can be submitted between October 1, 2022 and December 31, 2023. Protective Services through the Strathcona Regional District would assist Village staff with coordinating and implementing the suggest granted activities.

Item	Budget
Phase 1 FireSmart Structure Protection Equipment	\$45,000
FireSmart Renovation: Replace Firehall #1 exterior staircase with non-combustible (metal) materials.	\$24,000
WSPP-115 – Training for Structure Protection	\$6,000
2 members of Sayward Fire Department attends provincial Wildfire Resiliency and Training Summit 5-day conference in North Vancouver.	\$6,000
Fire and Life Safety Educator Training	\$4,000
Wildfire Tabletop Exercise	\$3,000
Residential Curbside Wood Debris Chipping	\$3,000
FireSmart Critical Infrastructure Assessments for Village Infrastructure	\$2,000
FireSmart Swag (public giveaways)	\$2,000
Community Drop in FireSmart education session	\$600
Total	\$95,600

FireSmart Structure Protection

Applicants are eligible to purchase up to \$45,000 (per year) of structure protection equipment from the designated FireSmart Structure Protection Trailer list. The Village will purchase the equipment as recommended in Phase 1 of the FireSmart Structure Protection guide (Attachment A).

Curbside Wood Debris Chipping

The Village will offer a free community chipper service for all residents to remove natural wood debris from properties who have placed this debris at the end of their driveway. As per the conditions of this grant all chips will be disposed of at a location that satisfies the *Use and Disposal of Wood Chips Generated by FCFS-Funded Projects* UBCM policy (Attachment B).

Wildfire Resiliency and Training Summit

On May 10-14 2023, the Wildfire Resiliency and Training Summit is hosted in Vancouver. This week-long Summit will focus on community wildfire resiliency and wildland urban interface training will kick off with a three-day in person conference at the Sheraton Vancouver Wall Centre, where we will listen to captivating speakers who are leaders in wildfire resiliency. We will also share best practices as well as our collective experience and insights through informative workshops, and expert panels. This will be followed by two days of training exercises in North Vancouver for BC's firefighting professionals.

RECOMMENDATIONS

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2023 FireSmart Community and Fundings Supports grant be authorized for submission to the UBCM; and,

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

Written by: Shaun Koopman – Protective Services Coordinator
 Frank Morgan – Fire Chief

Respectfully submitted,

John France, CAO

Attachment A – List of Items in Phase 1 FireSmart Structure Protection Equipment

Table 5: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up		
Category	Item	Quantity
Pump	Mark 3/Wick 75	2
	Pump Tool Kit	3
	Suction Hose	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	4
Berm	Portable Berm	2
Hose	1.5" x 100ft	15
	1.5" X 50ft	20
	Econo x 50ft	50
	Econo x 25ft	40
Nozzle	Econo	5
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30
Portable Tank	2500 Gal	1
	Drain Kit	1
Ladder	Extension	1
Impact Tool	Impact Driver	1
Poly	Rolls	2
Tape	SPU Flagging	5 x 5 colours
Saw	Hand	1
Safety	Fire Extinguisher	1
	First Aid	1
	Cones	1
	Total Estimated Cost	\$44,609.00



Community Resiliency Investment Program
FireSmart™ Community Funding & Supports
Additional Information on the Use and Disposal of Wood Chips
Generated by FCFS-Funded Projects

1. Issue

A small number of approved applicants under the FireSmart Community Funding & Supports program have requested the ability to use wood chips generated through approved FireSmart activities for residential areas for landscaping purposes on residential properties.

2. Current FireSmart Community Funding & Supports Requirements

Currently, the FireSmart Community Funding & Supports program requires that all vegetative debris from residential properties or homeowners who have undertaken their own vegetation management be disposed of off-site.

3. FireSmart Research & Evidence

- Research into the role that different types of mulch and woody debris (i.e. wood chips) can play when influencing wildfire spread within a community supports a conservative approach to the re-distribution of this material in proximity to structures. For example, in low fuel moisture conditions such as a high or extreme fire danger rating, the low fuel moisture conditions of both mulch and woody debris support a very high probability of ignition potential from fire brands (embers).
- Applying or re-distributing the woody debris within the community to be used around gardens and homes on smaller lots would not be consistent with core recommendations from Firesmart BC. In addition, wood chips dry out faster and stay dryer longer than bark mulch and therefore present a higher threat than bark mulch from a garden center.
- The threat from embers generated by wildfires may seem small, but they should not be underestimated — 50% of home fires caused by wildfires are started by embers. This video is a good demonstration of a moderate ember attack. Many wildfires have a lot more embers than this video shows and this does not include the radiant heat factor that will prepare fuel to ignite.

4. Additional Guidance

The CRI Management Committee has confirmed that the requirement that all vegetative debris from residential property or home owners who have undertaken their own vegetation management be disposed of off-site should remain.

However, if approved applicants wish to allow residential property or home owners to use woody debris generated through approved FireSmart activities for landscaping purposes on residential properties, with the understanding that woody debris plays in a role contributing to fire ignition, this can be allowed only outside of the FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3 (i.e. ~100 metres beyond residential structures).



**First Nations'
Emergency Services Society**
OF BRITISH COLUMBIA



Forest Enhancement
Society of British Columbia





STAFF REPORT

To: Mayor and Council
 From: John France, Acting CAO
 Subject: **Council Remuneration Options – Follow up Report**
 Meeting date: January 3, 2023

BACKGROUND

Council reviewed and passed a new remuneration bylaw (Bylaw No. 490) in October 2022. Staff were asked to bring the bylaw back for a second look in the new year.

DISCUSSION

Staff have calculated a number of remuneration options:

Option A - reduced monthly stipend (\$300 for Mayor, \$100 for Councillor for all options) plus \$200 for each regular council meeting attended. Staff calculated two more options to provide Council with a broader range to consider.

Option B - simply increases the per meeting stipend to approximate the 2022 budget plus 5% to provide some relief to the averaging of meeting numbers. ***This is the remuneration in effect now as per Bylaw No. 490***

Option C - provides for a per meeting stipend on regular, special and COW meetings (again using the approximate 2022 budget).

Option D - an additional option has been added for a stipend for Council and COW meetings only.

Please note all options are based on the average number of meetings 2018-2021.

An amendment bylaw to amend Bylaw No. 490 will be prepared for the next meeting if so directed by Council.

Staff suggest that if Council's goal is to encourage attendance at all Council meetings, Option C is the best option.

Council Remuneration Options

Type	Regular	IC	Special	COW	Budget 2022	
					Mayor	\$ 9,360
2018	19	12	3	0	Council	\$ 28,800
2019	22	25	6	8		
2020	16	15	7	3		\$ 38,160
2021	20	11	4	7	5%	\$ 1,908
Total	77	63	20	18		\$ 40,068
Average	19	16	5	5		

Stipend Mayor \$300/month Stipend Council \$100/month

Option A All Council \$200 for each regular Council meeting

Stipend M	12	1	\$ 300	\$ 3,600
Stipend C	12	4	\$ 100	\$ 4,800
Meeting	19	5	\$ 200	\$ 19,000
				\$ 27,400

Option B All Council \$340 for each regular Council meeting

Stipend M	12	1	\$ 300	\$ 3,600
Stipend C	12	4	\$ 100	\$ 4,800
Meeting	19	5	\$ 340	\$ 32,300
				\$ 40,700

Option C All Council \$220 for each regular, Special and COW Council meeting

Stipend M	12	1	\$ 300	\$ 3,600
Stipend C	12	4	\$ 100	\$ 4,800
Meeting	29	5	\$ 220	\$ 31,900
				\$ 40,300

Option D ALL Council \$270 for each Regular and COW council meeting

Stipend M	12	1	\$ 300	\$ 3,600
Stipend C	12	4	\$ 100	\$ 4,800
Meeting	24	5	\$ 270	\$ 32,400
				\$ 40,800

RECOMMENDATIONS

THAT Council receive, discuss and provide Staff with direction on the Remuneration Options
Follow up report.

Respectfully submitted,

John France, Acting CAO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Revenue Anticipation Bylaw
Meeting date: January 3, 2023

BACKGROUND

It is common practice for local governments to use a line of credit or short-term borrowing to fund expenses leading up to property tax collection – to bridge the period where expenses flow normally, but taxes to fund those services have yet to be received. A revenue anticipation borrowing bylaw is used to provide these funds. The Village of Sayward has seldom used the approved overdraft, however having one in place is a good management practice.

DISCUSSION

Monthly demands on cash flow for the Village are relatively consistent, however cash from revenue streams are not. The bulk of municipal cash inflows are concentrated in June and July when annual property tax revenues are collected, and the Provincial Small Communities Grant is received (approximately \$375k). On average, the Village's monthly net cash flow to cover operating expenses is approximately \$100,000 - \$110,000 and this does not include budgeted capital projects. A Revenue Anticipation Bylaw will allow for short term financing from the Municipal Finance Authority (MFA) not exceeding the sum of seven hundred thousand dollars (\$700,000). The total authorized is 75% of the 2021 total tax levy plus outstanding amounts from other governments.

The line of credit, if unused, will not incur costs for the Village. Staff will prepare a report to Council to inform them if funds are used, and will outline the amounts, and interest charged - current rate is 4.69% per annum and fluctuates with the market.

RECOMMENDATIONS

THAT Staff be directed to prepare a Revenue Anticipation Bylaw for the January 17, 2023, council meeting; and,

THAT the Mayor and Corporate Officer be authorized to sign the necessary forms to procure short term financing from the Municipal Finance Authority.

Respectfully submitted,

Lisa Clark, CFO