



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING AGENDA
DECEMBER 13, 2022 - 7:00 PM
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 Committee of the Whole Meeting of Council for December 13, 2022, be approved.

4. Petitions and Delegations - None

5. Correspondence - None

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

Recommended Resolution:

THAT the Committee of the Whole receive and discuss the Orientation Binder.

b) Council Dress Code – Lisa Clark CO/CFO

Recommended Resolution:

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

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

Recommended Resolution:

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

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

Recommended Resolutions:

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; and,

THAT the Committee of the Whole provide direction on the purchase of gifts for the elected officials that were missed due to COVID-19.

e) Committees Report – John France Acting CAO

Recommended Resolutions:

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.

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

Recommended Resolution:

THAT the Committee of the Whole receive, discuss, and provide direction on the Memorial Plaque Verbal Report.

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 - None

13. Adjournment



STAFF REPORT

For: Mayor and Council
Prepared by: John France, Acting CAO
Subject: **Orientation Binder**
Meeting date: December 13, 2022

BACKGROUND

Staff with Council assistance, put together an orientation binder containing useful information, bylaws, budgets, policies, best practices etc. to assist in the learning curve faced by all Council members. The binder will be discussed at the meeting, if Council has any other information, they think would be useful to include in the binder, Staff can append accordingly.

DISCUSSION

Staff will introduce each section of the binder in summary and suggest Council ask questions as each section is discussed.

RECOMMENDATION

THAT the Committee of the Whole receive and discuss the Orientation Binder.

Respectfully,

John France, Acting CAO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Council Dress Code
Meeting date: December 13, 2022

BACKGROUND

Staff were asked to provide information on this topic at the December 13, 2022 Committee of the Whole meeting. If Council chooses to implement a dress code for Council members, it is recommended that this be included in the Council Code of Conduct bylaw that will also be discussed at this meeting.

DISCUSSION

Unfortunately, Staff have located few resources regarding Mayor & Council dress codes in BC for comparison and information collection purposes. Some information was found regarding a proposed dress code in the summer of 2022 for a municipality in Ontario (Sarnia), but the motion to have a dress code implemented was ultimately defeated.

However, implementing a dress code for Mayor & Council could be as simple as providing a list of items that are not considered appropriate business attire and the verbiage in the Code of Conduct bylaw could be something like the following:

“All Council members are asked to wear business attire during council meetings, or business casual attire for meetings with the public. The following list are some items that are NOT considered appropriate business attire:

- * jeans;
- * hats;
- * team jerseys;
- * sweatpants;
- * T-shirts;
- * sneakers; and
- * flip-flops.”

Staff realize this could be a controversial subject for some, and request Council direction.

STAFF RECOMMENDATIONS

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

Respectfully submitted,

Lisa Clark, CFO/CO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Code of Conduct Bylaw
Meeting date: December 13, 2022

BACKGROUND

The *Municipal Affairs Statutes Amendment Act (No. 2) 2021* which came into force on June 13, 2022 contains a legislative requirement for Council to decide not later than May 1, 2023 (within 6 months after the first regular council meeting following the general local elections) whether to review the code of conduct for the Council. Before making a decision, the Council must consider the principles for codes of conduct prescribed by regulation and, if the Council decides to not review the code of conduct, the reasoning for the decision must be made public. If the decision is made to not review the code of conduct, the Council must reconsider that decision before January 1 of the year of the next election (January 1, 2026).

DISCUSSION

Council has requested that the current code of conduct (Bylaw No 442) be reviewed at the December 13, 2022 Committee of the Whole meeting (attached).

If Council decides on any changes to the bylaw, an amendment bylaw will be prepared for Council in the new year. The following timetable is offered for Council's consideration:

Schedule	Action
December 13, 2022	Council reviews Bylaw No. 442 and directs staff to make changes as desired
January 17, 2023	Council reviews DRAFT Bylaw No. XXX Code of Conduct Amendment
February 7, 2023	Council gives first 3 readings to Bylaw No. XXX Code of Conduct Amendment
February 21, 2023	Council gives fourth and final reading to Bylaw No. XXX Code of Conduct Amendment

STAFF RECOMMENDATIONS

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

Optional:

THAT the Committee of the Whole recommends that a Code of Conduct amendment bylaw be prepared for the January 17, 2023 regular council meeting.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachments:

- **Ministry of Municipal Affairs, Responsible Conduct Tools Update Letter**
- **Code of Conduct Bylaw No. 442, 2018**



October 12, 2022

Ref: 271278

Dear Chief Administrative Officers and Corporate Officers,

I am pleased to update you about additional tools that have been developed for local governments to help strengthen the responsible conduct of elected officials. These tools include:

- A new legislative requirement to consider establishing or reviewing a code of conduct,
- A new regulation for the prescribed oath of office, and
- A new education module on the foundational principles of responsible conduct.

Codes of Conduct

As you may be aware, new legislative requirements for codes of conduct came into force on June 13, 2022, with the [Municipal Affairs Statutes Amendment Act \(No. 2\), 2021](#). Within six months after the first regular council or board meeting following the general local elections, a council or board must decide whether to adopt or review a code of conduct for the council or board members. Before making a decision, the council or board must consider the principles for codes of conduct prescribed by [regulation](#). If the council or board decides not to adopt or review a code of conduct, they must make the reasoning behind their decision publicly available. If the council or board decided not to establish or review a code of conduct, they must reconsider that decision before January 1 of the year of the next general local election.

Oath of Office

A person elected or appointed to office must make an oath or solemn affirmation of office or the person will be disqualified from holding office. A council or board may, by bylaw, establish the oath for the purposes of this requirement, or they may use the oath that is prescribed by [regulation](#). The prescribed oath of office has been amended to be more accessible to local governments (i.e., through the creation of a distinct regulation and the use of modern and clear language) and include the foundational principles of responsible conduct.

For clarity, the *Local Government Act* (or *Vancouver Charter*) and the *Local Elections Campaign Financing Act* are the applicable Acts for council and board members to confirm that they have complied with the provision in relation to their [election to office](#). The *Community Charter* (or the *Vancouver Charter*) is the applicable Act for council and board members to indicate that they will abide by the rules related to [conflict of interest](#).

Education Module

The Ministry of Municipal Affairs, in collaboration with our partners at the Union of B.C. Municipalities (UBCM) and the Local Government Management Association (LGMA), have developed an on-demand

eLearning course for elected officials which introduces the foundational principles for responsible conduct. The course entitled *Responsible Conduct Everyday* is based on real life scenarios that require the learner to make choices and reflect on behaviour. Like the Model Code of Conduct and the Forging the Path to Responsible Conduct guide, we hope the new course provides an additional tool to strengthen the practice of responsible conduct.

If you have any questions about these responsible conduct tools, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250-387-4020 or LGGovernance@gov.bc.ca.

Kind Regards,



Tara Faganello
Assistant Deputy Minister

pc: Gary Maclsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Michelle Dann, Executive Director, Local Government Division, Municipal Affairs



VILLAGE OF SAYWARD

BYLAW NO. 442

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR VILLAGE OF SAYWARD COUNCIL

WHEREAS the purposes of the Village of Sayward include providing good government for its community, pursuant to Part 2 and 5 of the "Community Charter".

AND WHEREAS the Village of Sayward seeks to maintain and enhance the quality of life for its residents through effective, responsible and responsive government.

AND WHEREAS the Village of Sayward wishes to establish principles and guidelines for the conduct of its elected officials in providing good government for the Village of Sayward.

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

PART 1 - INTERPRETATION

Definitions

1. In this bylaw, unless the context otherwise requires:

"Bylaw" means this bylaw.

"Chair" means the Mayor or their designate.

"Council" means the elected officials of the Village of Sayward.

"code" or "Code of Conduct" means the Code of Conduct established by this bylaw.

"Chief Administrative Officer" means the Chief Administrative Officer duly appointed by Council.

"Staff" means an employee, contract employee or contactor of the Village.

"Village" means the Village of Sayward.

PART 2 - GENERAL

Principles and Values

2. Council is committed to performing its functions of office truthfully, faithfully and impartially to the best of its knowledge and ability based on the following values:

- (a) to work as a committed team in a spirit of collaboration and community;
- (b) to be caring and respectful in all interactions and relationships;
- (c) to be open and honest, and to adhere to the highest standards of ethical conduct;
- (d) to deliver effective public service through professionalism and creativity; and
- (e) to be accountable to its constituents.

General Conduct of Council

3. *Council* must adhere to the key values and provisions of the *Code of Conduct* and must ensure that:
 - (a) public business is conducted with integrity in a fair, honest and open manner;
 - (b) they respect one another, the public and *Staff* and recognize the unique role and contribution each person has in making the *Village* a better place to work and live;
 - (c) their conduct in the performance of their duties and responsibilities with the *Village* be above reproach;
 - (d) decision-making processes be accessible, participatory, understandable, timely and just, in addition to satisfying the requirements of applicable enactments; and
 - (e) they act with due regard for the broadest public interest.

Unacceptable Behaviour

4. *Council* must refrain from abusive conduct, intimidating or demeaning behaviour or verbal attacks upon the character, professionalism or motives of others.

Compliance with Laws

5. *Council* must comply with all applicable federal, provincial and local laws in the performance of their public duties, including:
 - (a) the *Constitution Act of Canada*;
 - (b) the *Canadian Human Rights Act*;
 - (c) the *Provincial Human Rights Code*;
 - (d) the *Criminal Code*;
 - (e) the *Community Charter*;
 - (f) laws pertaining to financial disclosures and employer responsibilities; and
 - (g) all relevant *Village* Bylaws and policies.

Respect for Process

6. *Council* shall perform their duties in accordance with the policies, procedures and rules of order established by the *Village* governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by *Council*.

PART 3 - MEETINGS

Conduct of Meetings

7. Meetings should be conducted with the objective of making the proceedings as open, transparent, accessible and understandable to the public as possible.

Meeting Preparations

8.
 - (1) *Council* shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.
 - (2) *Council* must not attend meetings under the influence of cannabis, alcohol or other controlled substances, where those substances can affect the decision-making process.
 - (3) Cellular phones should be turned off during meetings, however if an urgent matter requires that a *Council* member respond to an email or text message during the meeting, the cell phone shall be muted or kept in vibrate mode.

Decorum at Meetings

9. (1) *Council* shall not interrupt other speakers, make personal comments or comments relevant to the business of *Council*, or otherwise disturb a meeting.
- (2) Meetings should provide an environment for transparent and healthy debate on matters requiring deliberation by *Council*.
10. *Council* must act in accordance with the procedure bylaw, Roberts Rules of Order and the conduct guidelines of this *Bylaw*.

Mayors Rulings to be Respected

11. *Council* shall respect and abide by the rulings of the *Chair* unless altered by decision of *Council* using the procedures available for challenging the *Chair*.

PART 4 - ADVOCACY

Collaboration and Cooperation

12. It is recognized that *Council* plays a role of representing the interests of their taxpayers, while recognizing the benefits of collaboration and cooperation within the democratic process of decision-making as a local entity.

Council Decisions Paramount

13. *Council* shall respect the diverse interests of their constituents and the role of *Council* to balance the views of their taxpayers and, to that end, *Council* will consider all aspects of an issue, including applying *Council's* key values, prior to making decisions that support *Council's* strategic objectives.

PART 5 – COMMUNICATION AND MEDIA RELATIONS

Village Spokespersons

14. The *Chair* is the spokesperson for the *Village* on *Council* matters, and decisions of *Council* are to be communicated by the *Chair*.

Administrative and Operational Matters

15. The *Chief Administrative Officer* or that person's designate is the spokesperson for the *Village* on administrative and operational matters.

Corporate Correspondence

16. All corporate correspondence shall be sent on the letterhead of the *Village* and shall be used for the purposes of obtaining or giving information or conveying the official position of the *Village* established by resolution of *Council*.

Council Communications

17. (1) Members of *Council* will accurately communicate decisions of *Council* even if they disagree with the majority decision of *Council*.
- (2) Members of *Council* may state that they voted against a *Council* decision but will refrain from making disparaging comments about other members of *Council* or the decision itself.
- (3) Adherence to the above procedures will affirm the respect for and integrity of the decision-making process of the *Council*.

Use of Corporate Letterhead

18. (1) When using *Village* letterhead to present their individual opinions and positions, members of *Council* shall expressly state that the views are their own and do not necessarily represent the views of the *Village* as a whole.
- (2) Members of *Council* shall not use *Village* letterhead for personal matters or to convey an opinion on any matter that has not been specifically approved by *Council*.
- (3) All correspondence on *Village* letterhead must be forwarded to the *Chief Administrative Officer* to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

PART 6 – STAFF RELATIONS

Interaction with Staff

19. *Council*, acting, has the sole responsibility to govern the *Village* in accordance with the *Community Charter Charter, Local Government Act* and other relevant legislation and, as such, *Council* must not:
 - (a) direct or influence, or attempt to direct, influence or issue instructions to any *Staff* in the exercise of their duties or functions;
 - (b) contact or issue instructions to any of the *Village* contractors, tenderers, consultants or other service providers; or
 - (c) make public statements attacking or reflecting negatively on *Staff* or invoke *Staff* for political purposes.

Roles and Responsibilities

20. (1) There are distinct and specialized roles expected of *Staff*, both in carrying out their responsibilities and in dealing with *Council*.
- (2) **Council** shall respect and adhere to the *Village's* governance structure in which *Council* makes policy decisions and *Staff* implements those decisions with appropriate advice, information and analysis.

Accountability for Decisions

21. (1) *Staff* are accountable to the *Chief Administrative Officer* and the *Chief Administrative Officer* is accountable to *Council*.
- (2) The *Chief Administrative Officer* is responsible for the efficient and effective operation of the *Village's* organization and for ensuring the implementation of *Council* decisions and, as such, it is inappropriate for *Council* to involve themselves in matters of administration, departmental management, supervision, personnel or other administrative responsibilities that fall within the jurisdiction of the *Chief Administrative Officer*.

Council is the Governing Body

22. (1) The *Village* as a corporate body represents the entire *Village*, and *Council*, as a whole, is the local government for the entire *Village*.
- (2) *Council* as a whole, not individual members of *Council*, give direction to *Staff* through the passage of *Council* resolutions.

Respecting Corporate Priorities

23. (1) *Council* shall not request *Staff* to undertake work that has not been expressly authorized by *Council*, nor shall they:

- (a) interfere with the administrative functions of the *Village* or the professional duties of *Staff*;
or
 - (b) impair the ability of *Staff* to implement *Village* policy decisions.
- (2) Where a member of *Council* desires work to be undertaken which has not been authorized, the member of *Council* shall submit such request directly to *Council*, or where the member of *Council* believes the request is of a minor nature consistent with corporate policies or formal strategic direction, to the *Chief Administrative Officer* who shall determine if the request can be accommodated without compromising other *Council*-approved directives or if the request needs to be referred to *Council* for consideration of resource allocation.
 - (3) Unless provided in response to a formal request under the *Freedom of Information and Protection of Privacy Act*, information provided to a member of *Council* by *Staff* that would constitute more than a technical clarification will be provided to all of *Council*, so that all *Council* have access to the same information.
 - (4) Information provided to a member of *Council* that is deemed to be significant or which is likely to be used in a *Council* meeting or in a political debate should also be provided to all other members of *Council* and to the *Chief Administrative Officer*.
 - (5) *Council* is not permitted to request any information or work from *Staff* that is not related to the business of the *Village*.

Corporate Resources

24. *Council*, *Staff*, volunteers and other persons representing the *Village* shall not use *Village* resources, including equipment, supplies, websites, facilities or personnel for purposes other than the discharge of their authorized duties in connection with the *Village* and in no event are such resources to be used for personal convenience.

PART 8 – CONFIDENTIAL INFORMATION

Confidential Information Defined

25. Confidential information includes documents and discussions regarding all matters described under section 90 of the *Community Charter* affecting the business affairs of the *Village*, as well as information provided by third party on a confidential basis including, but not limited to the following:
 - (a) information discussed or disclosed at a closed meeting of *Council*;
 - (b) information circulated to *Council* and marked as confidential; and
 - (c) information that is given verbally in confidence in preparation for or following a closed session of *Council*.

Duty to Maintain Confidentiality

26. (1) *Council* shall be aware of their responsibilities under the *Community Charter* and *Local Government Act* and shall fulfill the statutory requirements imposed by such legislation.
- (2) *Council* and *Staff* shall not disclose or release to anyone, either in oral or written form:
 - (a) confidential information acquired, by virtue of their office, unless required by law or authorized by *Council* to do so;
 - (b) the substance of deliberations of a closed meeting of *Council* prior to *Council* adopting a resolution to release the information to the public; or

(c) confidential information that has otherwise been approved to be released to the public.

PART 9 – IMPLEMENTATION AND ENFORCEMENT

Implementation

27. Upon adoption of this bylaw, the *Code of Conduct* described in this bylaw becomes effective and it is the responsibility of those persons affected by the provisions of the *Code* to become familiar with and embrace those provisions.

Compliance

28. The *Code of Conduct* sets out the expectations of *Council* with respect to the standards of conduct for *Council* and is intended to be self-enforcing through understanding and acceptance of the principles and values from which the *Code* was derived.

Citation

29. This bylaw may be cited for all purposes as Code of Conduct Bylaw No. 442, 2018.

Read a first time on the 23rd day of October 2018.

Read a second time on the 23rd day of October 2018.

Read a third time on the 23rd day of October 2018.

Adopted on the 6th day of November 2018.

Certified a true copy of Bylaw No. 442
this ___ day of _____, _____

Chief Administrative Officer
Village of Sayward

Original signed by "J. MacDonald"
Mayor

Original signed by "P. Carver"
Corporate Officer



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Council, Staff and Community Recognition and Gift Policy No 09-02
Meeting date: December 13, 2022

BACKGROUND

Council, Staff, and Community Recognition Policy No. 09-02 outlines procedures for staff to follow when recognizing individuals that deserve thanks, respect, recognition, or gratitude from time to time. The policy includes direction on retirements, resignations, accomplishments, and other circumstances that may deserve recognition. Due to the governance vacuum of 2020 and the COVID-19 pandemic several administrative items such as this were overlooked, and Staff wish to bring the relevant information to Council at this time.

DISCUSSION

Since the beginning of 2020 there have been several resignations and changes at the Village of Sayward office. Staff have reviewed relevant files to determine if the Council, Staff, and Community Recognition Policy No. 09-02 has been followed and offer the following chart for information:

Individual	Date	Circumstance	Gift Entitlement per policy	Lunch or dinner entitlement per policy *	Status/Comments
John MacDonald	March 2020	Resignation/Retirement	\$250	\$350	No acknowledgement per policy
Joyce Ellis	March 2020	Resignation/Retirement	\$150	\$350	No acknowledgement per policy
Bill Ives	November 2020	Resignation	\$50	\$350	No acknowledgement per policy
Wes Cragg	April 2022	Resignation	\$100	\$350	Gift sent summer of 2022
Norm Kirschner	November 2022	Retirement	\$250	\$350	No acknowledgement per policy

*** Lunch/dinner entitlement is typically meant for a group meal for several participants to wish the individual well**

If Council chooses to go ahead with the gift entitlements that have been missed over the last 2 years, a total of \$700 will be spent. For reference, pre-2020 gifts have normally contained items such as personalized glasses, candy, chocolates, and other items in a gift basket, along with a signed card presented to the individual at a Council meeting. Staff request Council direction on this.

Due to the lateness of this issue, Staff suggest lunch or dinner entitlements not be undertaken.

STAFF RECOMMENDATIONS

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; and,

THAT the Committee of the Whole provide direction on the purchase of gifts for the elected officials that were missed due to COVID-19.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachments:

- **Policy No. 09-02 Council, Staff and Community Recognition and Gift Policy**

Village of Sayward
Policy No. 09-02



TITLE: Council, Staff and Community Recognition and Gift Policy

APPROVED: March 4, 2009

RESOLUTION NO.: R09/69

REVISED: August 15, 2017

RESOLUTION NO.: R17/160

A: POLICY

The Village of Sayward believes that Council members, Staff, Community Individuals or Community Organizations deserve thanks, respect, recognition or gratitude from time to time and a gesture of appreciation will be given under these or other special circumstances.

B: DEFINITIONS

Councillor - Council member elected to serve
Staff includes all Staff

C: PROCEDURES

- a) Bereavement: a card will be sent to a Staff member, Councillor or Community Individual who have experienced a loss of a close family member. Under special circumstances, flowers may also be sent.
- b) Accomplishment: a card will be sent to a Staff member, Councillor, a member of the community or Community Organization who has brought positive recognition to the Village.
- c) Councillor or staff member retirement, resignation:
 1. Retirement - Conditions
 - Staff - Employee must be over the age of 50 with a minimum of 5 years of service.
 - Councillor – Any length of service.
 2. Resignation - Conditions
 - Staff - Employee must be over 5 years of service.
 - Councillor – Any length of service.
 3. The Village will contribute to a gift for the Staff member or Councillor at \$25/year to a maximum of \$250.
 4. The Village will contribute to a luncheon or dinner to maximum of \$350. The Village will not pay for alcoholic beverages and will use the services of a Village establishment wherever possible. The Mayor or CAO may reduce the length of service requirement in special circumstances for this event and the amount of the contribution.

- d) Special or Other Circumstances: by majority vote by Council, a card will be sent to anyone Council considers deserving of thanks, respect, recognition or gratitude. (Discussions will be held incamera and then reported on in open council).
- e) For a), b), and c) above, the Mayor or CAO may take the appropriate action as outlined in this policy.

Date: March 4, 2009

The CAO is responsible for the enforcement of this policy



STAFF REPORT

To: Mayor and Council
From: John France Acting CAO
Subject: Committees Report
Meeting date: May 31, 2022

BACKGROUND

Staff have taken much of this report from the May 31, 2022 report to Council.

Effective policy governance can be either enhanced by purpose-built committees, as long as the work of Council is not unnecessarily delayed. The determining factor as to whether committees add value is the expectation of Council in establishing or continuing such bodies. What was/is their purpose? Has Council received good advice from these committees over the last year? Do they meet regularly? Do they respect the Council, to whom the committee reports? Does Council invite their chairs to a meeting with Council, or can Council function for a year and never hear from them? (Effective Policy Governance, George B. Cuff)

A review should take place not less than annually of all committees and this may entail the following measures:

1. Effectiveness. What was achieved against goals for the past year or two. Did the outcomes match the direction given to the committees? Was the work done efficient, timely and works to advance Village priorities or strategic planning? Did the group or committee rise to points agreed to in the Terms of Reference or other such agreement?
2. Attendance. Did the committees or groups meet regularly and was there consistent attendance? Is there a clear and concise group that meets as established?
3. Reporting. Were updates on activities, financials, goals, timelines, projects, or initiatives brought to Council and if so, done effectively, in a timely manner and accurate?
4. Purpose. Is there a need for the committee, group, or representation or is this a carry over from previous years or Councils? Is there need for a new committee or group?
5. Appointments. Is the appointed representative meeting regularly with the established group or committee and bring information back in the form of council reports?

Council should review the Strategic Plan, have a good understanding of projects and priorities planned and underway, and then be in a good place to determine needs for committees.

With certainty, if Council resolves to form a committee, Terms of Reference, and all conditions, measures for success, costs if any, authority to act, limitations and ending date, and any other pertinent information should be clearly laid out.

Staff has reproduced information relating to the direction by Council to review the Emergency Preparedness Committee (Select Committee) and the Events Committee (Select Committee) at the Committee of the Whole meeting in December.

DISCUSSION

In the May 31 report, Staff identified the following committees for consideration:

1. Infrastructure Task Force or Committee (Standing or Select)
2. Emergency Preparedness Committee (Select Committee)

It is important that the Village of Sayward is prepared for emergencies and that work is done to ensure that evacuation routes are well mapped out and maintained, that people are appointed to handle varying aspects of emergency operations and communication and there is continued focus on equipment and keeping current.

Subgroups to this could be:

- a) *Marine Emergency and Spill Response*
- b) *Evacuation Routes/ Roles and Responsibilities*
- c) *Emergency Communications Strategy*

3. Events Committee (Select Committee)

While there were several events in the Village of Sayward, it is also clear that there are no longer volunteer pools to help manage these events or help in planning. There is risk of some events being cancelled considering inability to plan and volunteers/staff.

Subgroups to this could be:

- a) *Sayward Valley Folk Festival Focus Group (Public advisory group)*
- b) *Archives, Arts and Entertainment Focus Group (Public advisory group)*
- c) *Local Events Focus Group (Public advisory or organizers) Oscar Daze, Chilli Cook off, Tour de Rock, Canada Day, Christmas Parade etc.*
- d) *Kusam Klimb Committee (Service Groups, organizers, and volunteers)*

4. Parks and Recreation (Select Committee)

5. Economic Development (Select Committee)

Staff have purposely highlighted the comment “**Council should review the Strategic Plan**” before making a decision on how to proceed on committee creation. Two factors are at play here. First, Council has not determined its priorities for the coming four years and it is vital that all issues, projects, and initiatives are considered as a whole before focussing on a decision taken in the absence of this process. And second, the Village has limited resources, both staffing and funding and this too plays into the importance of looking at the totality of a strategic plan as a draw on

resources. And finally, Staff suggest Council give itself time to be more acquainted with the responsibilities you have assumed.

RECOMMENDATIONS

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.

Respectfully Submitted,

John France Acting CAO