



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JANUARY 3, 2023
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 - None

3. Approval of Agenda

MOTION R23/1

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 3, 2023, be approved.

CARRIED

4. Minutes of Previous Meetings

MOTION R23/2

MOVED AND SECONDED

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.

CARRIED

5. Petitions and Delegations - None

6. Correspondence

- a) Congratulations - Ted Olynyk | Manager, Community Relations Vancouver Island
- b) North Island Timber Supply Review - Public Discussion Paper

**MOTION R23/3
MOVED AND SECONDED**

THAT correspondence a) to b) be received.

CARRIED

**MOTION R23/4
MOVED AND SECONDED**

THAT Cllr Burchett be authorized to attend a meeting with the Ministry of Forests regarding correspondence item b).

CARRIED

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

**MOTION R23/5
MOVED AND SECONDED**

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.

CARRIED

b) Council Dress Code

**MOTION R23/6
MOVED AND SECONDED**

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.

Opposed Cllr Burchett, Cllr Gilkin, Cllr Poulsen

DEFEATED

c) Code of Conduct Bylaw

**MOTION R23/7
MOVED AND SECONDED**

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.

CARRIED

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

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

**MOTION R23/8
MOVED AND SECONDED**

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.

CARRIED

e) Memorial Plaque for former Mayor John MacDonald

**MOTION R23/9
MOVED AND SECONDED**

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.

CARRIED

** Cllr Poulsen returned to the meeting*

f) Committees Report

**MOTION R23/10
MOVED AND SECONDED**

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.

CARRIED

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports

a) Relations Building Session – John France Acting CAO

**MOTION R23/11
MOVED AND SECONDED**

THAT Council receive the Relations Building Session 2023 Preparation report.

CARRIED

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

**MOTION R23/12
MOVED AND SECONDED**

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

THAT Council proceed with first reading of the OCP bylaw at the February 21st council meeting.

CARRIED

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

**MOTION R23/13
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 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.

CARRIED

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

**MOTION R23/14
MOVED AND SECONDED**

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

THAT Council approves Option "C" in the staff report.

Opposed Cllr Burchett

CARRIED

**MOTION R23/15
MOVED AND SECONDED**

THAT staff be directed to prepare an amendment bylaw to Bylaw No. 490 – Remuneration.

Opposed Cllr Burchett

CARRIED

e) Revenue Anticipation Bylaw – Lisa Clark CFO

**MOTION R23/16
MOVED AND SECONDED**

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.

CARRIED

f) Discussion on the Orientation binder

**MOTION R23/17
MOVED AND SECONDED**

THAT Council receive the Orientation binder presentation.

CARRIED

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

13. Bylaws - None

14. New Business - None

15. Public Question Period - None

16. In Camera

**MOTION R23/18
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 IC22/106
MOVED AND SECONDED**

THAT Council receives the OCP Review staff report.

CARRIED

**MOTION IC22/107
MOVED AND SECONDED**

THAT Council approve option 3 in the staff report regarding First Nation consultation.

CARRIED

**MOTION IC23/3
MOVED AND SECONDED**

THAT Council approves the hiring of Keir Gervais as the Village of Sayward Chief Administrative Officer effective January 16, 2023.

CARRIED

**MOTION IC23/5
MOVED AND SECONDED**

THAT this item be added to a future meeting for discussion; and,

THAT staff be directed to contact the letter writer to let them know that Council will be looking at a recognition program in the future, but this particular item should be addressed directly through the Fire Department.

CARRIED

18. Adjournment

The meeting was adjourned at 9:35 PM

Original signed by "M. Baker"
Mayor

Original signed by "L. Clark"
Corporate Officer