



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
FEBRUARY 7, 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 February 7, 2023, be approved.

- 4. Minutes of Previous Meetings**

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on January 24, 2023, be adopted.

THAT the minutes from the Committee of the Whole meeting held on January 31, 2023, be adopted.

- 5. Petitions and Delegation - None**
- 6. Correspondence**

- a) Decriminalization – FAQ, Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General
- b) Email from Village of Sayward resident - RE: Further examples of db ratings around the 400 area of Macmillan
- c) Email from Village of Sayward resident - RE: In regards to proposed Noise Nuisance Bylaw amendment for the consideration of Village Councillors and Mayor Baker

Recommended Resolution:

THAT correspondence a) to c) be received

- 7. Council Reports - None**
- 8. Reports of Committees - None**
- 9. Mayor's Report**

- a) **Mayor Baker – Designating a second Public Question Period to the beginning of all regular Council meetings and Committee of the Whole meetings – verbal report**

Recommended Resolution:

THAT Council receive and discuss the public question period verbal report from Mayor Baker.

10. Unfinished Business - None

11. Staff Reports

- a) **Memorial Plaque for former Mayor John MacDonald – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receive and discuss the supplier's proof for the Memorial Plaque for former Mayor John MacDonald; and,

THAT Council approve the supplier proof and authorize staff to order the Memorial Plaque.

- b) **2023 Strategic and Financial Planning Process – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receive the 2023 Strategic and Financial Planning Process report; and,

THAT the COW meeting planned for February 14th at 7:00pm be rescheduled to occur 1:00-7:00pm; and,

THAT a COW meeting be planned for February 28th at 7:00pm; and,

THAT the Council meeting planned for March 7th be cancelled.

12. Emergency Services/Public Works/Recreation Department Reports

13. Bylaws

- a) **Revenue Anticipation Bylaw No. 493, 2023**

Recommended Resolution:

THAT the Revenue Anticipation Bylaw No. 493, 2023 be given fourth and final reading.

- b) **Remuneration Amendment Bylaw No. 494, 2023**

Recommended Resolution:

THAT Remuneration Amendment Bylaw No. 494, 2023 be given fourth and final reading.

- c) **Code of Conduct Amendment Bylaw No. 495, 2023**

Recommended Resolution:

THAT Code of Conduct Amendment Bylaw No. 495, 2023 be given first, second and third 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
JANUARY 24, 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
Keir Gervais, Incoming 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 - None

3. Approval of Agenda

MOTION R23/19

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 24, 2023, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R23/20

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 3, 2023, be adopted.

CARRIED

5. Petitions and Delegations

- a) Mr. Craig Nielsen re: Public Nuisance Bylaw (noise) deliberations
See attached document

6. Correspondence

a) Letter from Sayward Futures Society

Staff comments: There are a number of “asks” within this letter that are important in relation to the Council’s Strategic Plan and to the community. Staff suggest at this time, that Council provide general guidance on next steps to Staff and that a follow-up report be prepared by Staff on any Council identified issues, past practices/contracts, and, SFS goals and tie into the Strategic Plan deserve consideration.

b) AVICC, 2023 AGM & Convention, Resolutions Notice Request for Submissions

c) AVICC, 2023 AGM & Convention, Call For Nominations For AVICC Executive

MOTION R23/21

MOVED AND SECONDED

THAT correspondence a) to c) be received.

CARRIED

MOTION R23/22

MOVED AND SECONDED

THAT Staff be directed to bring back to Council a report regarding item 6 a.) Letter from Sayward Futures Society.

CARRIED

7. Council Reports

a) Councillor Tinsley - Drainage Observations Report

MOTION R23/23

MOVED AND SECONDED

THAT Council receives the Drainage Observations Report from Cllr Tinsley, and;

That Staff be directed to further investigate emergency mitigation and response options and bring a report to the February 7, 2023 council meeting for information and discussion.

CARRIED

b) Councillor Burchett – January 19, 2023 MIFLAG meeting - verbal report

MOTION R23/24

MOVED AND SECONDED

THAT Council receive the MIFLAG meeting verbal report from Cllr. Burchett.

CARRIED

8. Reports of Committees - None

9. Mayor’s Report - The Mayor gave a verbal report regarding his attendance at the 2023 Truck Loggers Association Convention and Trade Show in Vancouver.

10. Unfinished Business - None

11. Staff Reports

a) Committee of the Whole Meeting Date Changes – John France, Acting CAO

MOTION R23/25

MOVED AND SECONDED

THAT Council receive the Committee of the Whole Meeting Date Changes report; and,
THAT the COW meetings planned for January 24th and February 28th be moved to January 31st and March 14th respectively.

CARRIED

b) Demographics and Land Base Report December 2022 – John France, Acting CAO

MOTION R23/26

MOVED AND SECONDED

THAT Council receive, discuss, and approve the Demographics and Land Base Report December 2022 with the minor changes suggested by Council.

CARRIED

c) Appointment of CAO and Authorization of Signing Authorities – Lisa Clark, CFO/CO

MOTION R23/27

MOVED AND SECONDED

THAT Mr. Keir Gervais be appointed as Chief Administrative Officer for the Village of Sayward effective January 16, 2023; and,

THAT Council authorizes Mayor Mark Baker, Deputy Mayor Tom Tinsley, Chief Administrative Officer Keir Gervais, and Chief Financial Officer Lisa Clark to be the signing authorities respecting municipal financial matters for the Village of Sayward.

CARRIED

d) Campground Rental Space CAO 2023 – John France, Acting CAO

MOTION R23/28

MOVED AND SECONDED

THAT Council receive the Campground Rental Space CAO 2023 report; and,

THAT Council approves the monthly campground rate of \$350 for the CAO for 12 months ending January 2024 after which time the rate will be reviewed by Council.

CARRIED

e) Green and Inclusive Community Building (GICB) Grant Application 2023 Report – John France, Acting CAO

MOTION R23/29

MOVED AND SECONDED

THAT Council receive the Green and Inclusive Community Building (GICB) Grant Application 2023 Report; and,

THAT Council directs staff to contract with Urban Systems to complete the application for \$7,000 plus disbursements; and,

THAT Staff is directed to submit the application to Infrastructure Canada.

CARRIED

- f) Regional Grant Opportunity – UBCM Emergency Operation Centre – John France, Acting CAO**

MOTION R23/30

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

THAT the Village of Sayward agrees to the 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

- g) Island Coastal Economic Trust (ICET) Campground Application 2023 – John France, Acting CAO**

MOTION R23/31

MOVED AND SECONDED

THAT Council receive the Island Coastal Economic Trust (ICET) Campground Application 2023 report; and,

THAT Council directs staff to apply for an ICET grant and approves the contracting of Urban Systems to help complete the application for \$1,200.

CARRIED

- h) Parcel Tax and DCC Report 2023 – John France, Acting CAO**

MOTION R23/32

MOVED AND SECONDED

THAT Council receive the Parcel Tax and DCC Report 2023 Report; and,

THAT Staff is directed to bring back a report on the cost to analyze a Parcel Tax for both revenue estimates and administrative support details.

CARRIED

- i) Code of Conduct Bylaw – Lisa Clark, CFO/CO**

MOTION R23/33

MOVED AND SECONDED

THAT Council receive the Code of Conduct bylaw staff report for information and discussion; and,

THAT the suggested wording from legal counsel be accepted; and,

THAT a Code of Conduct amendment bylaw be prepared for the February 7, 2023 regular council meeting.

CARRIED

j) Housing Needs Report December 2022 – John France, Acting CAO

MOTION R23/34

MOVED AND SECONDED

THAT Council receive, discuss, and approve the Housing Needs Report December 2022.

CARRIED

k) Public Nuisance Bylaw – Lisa Clark, CFO/CO

MOTION R23/35

MOVED AND SECONDED

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

THAT Staff be directed to bring a draft Public Nuisance Bylaw to the February 7, 2023 council meeting for Council review.

CARRIED

12. Emergency Services/Public Works/Recreation Department Reports

a) Emergency Services Update – Tom Tinsley, EPC

MOTION R23/36

MOVED AND SECONDED

THAT Council receive, discuss, and approve the Emergency Services Update report.

CARRIED

13. Bylaws

a) Revenue Anticipation Bylaw No. 493, 2023

MOTION R23/37

MOVED AND SECONDED

THAT the Revenue Anticipation Bylaw No. 493, 2023 be given first, second and third reading.

CARRIED

b) Remuneration Amendment Bylaw No. 494, 2023

MOTION R23/38

MOVED AND SECONDED

THAT Remuneration Amendment Bylaw No. 494, 2023 be given first, second and third reading.

CARRIED

14. New Business - None

15. Public Question Period

16. In Camera

MOTION R23/39

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)(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. Adjournment

The meeting was adjourned at 8:26 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
JANUARY 31, 2023 - 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.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, 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 C23/1

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for January 31, 2023, be approved.

CARRIED

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) Strategic Planning

MOTION C23/2

MOVED AND SECONDED

THAT the Committee of the Whole receive the Strategic Planning report for information and discussion; and,

THAT Council direct staff to develop a strategic planning process for Council and the senior leadership team per Option 1.

CARRIED

b) Financial Plan 2023-2027

MOTION C23/3

MOVED AND SECONDED

THAT the Committee of the Whole receive the Financial Plan 2023-2027 report for information and discussion.

CARRIED

10. New Business - None

11. Public Question Period - None

12. In-Camera - None

13. Adjournment

The meeting was adjourned at 7:37 PM

Mayor

Corporate Officer

Keir Gervais

From: LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>
Sent: January 26, 2023 2:21 PM
Subject: Decriminalization and what this means for licensees
Attachments: FAQ - Decriminalization FINAL.pdf

Hello,

I am writing today with an update on B.C.'s decriminalization of people who use drugs, and what this means for liquor licensees.

As you may know, B.C. is preparing to decriminalize the personal possession of small amounts of certain drugs. This means that starting **January 31, 2023**, adults will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs, and the drugs will not be seized. The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis. Further information is available at:

<https://www2.gov.bc.ca/gov/content/overdose/decriminalization>

To inform liquor licensees and answer any questions they may have, we have sent them the attached FAQ.

If you have any questions, please email LCRBLiquorPolicy@gov.bc.ca.

Sincerely,

David Hume
General Manager and Assistant Deputy Minister
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General



FAQ – Decriminalization

Overview

What does 'decriminalization' mean?

Health Canada has granted the Province of B.C. an exemption from s. 4(1) of the Controlled Drugs and Substances Act until January 31, 2026.

This means that starting January 31, 2023, adults in B.C. will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs.

The total amount of illegal drugs must be 2.5 grams or less. This includes opioids, crack and powder cocaine, methamphetamine and MDMA.

The trafficking of these drugs or the possession of quantities above these limits remains illegal and subject to criminal charges.

This exemption from prosecution for possession does not mean that the possession of narcotics is permitted in all contexts or that the consumption of drugs cannot be regulated or controlled under other legal authority (including provincial legislation or municipal by-laws).

Why is B.C. decriminalizing the possession of certain illegal drugs?

The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis.

It will help reduce the barriers and stigma that prevent people from accessing lifesaving supports and services. Substance use is a public health matter, not a criminal justice issue.

Licensed Establishments

What does this mean for licensees?

As restaurants, bars and liquor manufacturers are private businesses, licensees retain the right to refuse service and set house rules governing their establishments. This

includes prohibiting patrons from possessing or consuming any illegal drugs within their premises.

Further, the Liquor Control and Licensing Act continues to prohibit licensees from admitting intoxicated patrons, allowing patrons to become intoxicated, and allowing intoxicated patrons to remain in the licensed establishment. This includes intoxication from narcotics.

What if an individual is found using drugs on a business' property?

If a licensee observes drug use, the licensee may request that the individual(s) leave the premises. Additionally, police retain legal authority, under the Trespass Act, to remove people from these premises where the latter have not complied with an establishment's request that they leave. Public intoxication – whether by drugs or alcohol – remains illegal.

Under the Liquor Control and Licensing Act (LCLA), police may issue a ticket to a person who is intoxicated, including by the effect of illegal drugs, in a public place (which includes a bar or restaurant).

What resources are available if patrons possess/use illegal drugs?

If open drug use is occurring in an establishment or if unlawful activities are taking place, you may ask the person to cease the activity or to depart. If they do not comply, police can remove people from the establishment under the authority of the provincial Trespass Act.

Trespass laws allow licensees to refuse entry, or require patrons to leave their establishments, including when the licensee determines it is necessary to maintain the safe operation of the establishment and to comply with licence terms and conditions.

However, adults who are removed by police and found in personal possession of illegal drugs that add up to a combined total of 2.5 grams or less will not be subject to criminal charges, and the drugs will not be seized. Instead, they will be offered information about health and social supports, including local treatment and recovery services, if requested.

Keir Gervais

From: Mark Baker
Sent: January 29, 2023 11:24 AM
To: Keir Gervais
Subject: Fwd: Further examples of db ratings around the 400 area of Macmillan.
Attachments: Screenshot_20230129-095253_Sound Meter.jpg; Screenshot_20230129-095430_Sound Meter.jpg; Screenshot_20230129-095306_Camera.jpg

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From: Cos Saunders <COSMO076@hotmail.com>
Sent: Sunday, January 29, 2023 10:20:39 AM
To: Mark Baker <mark.baker@saywardvalley.ca>; Kohen Gilkin <kohen.gilkin@saywardvalley.ca>; Tom Tinsley <tom.tinsley@saywardvalley.ca>; Sue Poulsen <sue.poulsen@saywardvalley.ca>; Scott Burchett <scott.burchett@saywardvalley.ca>
Subject: Further examples of db ratings around the 400 area of Macmillan.

Good Morning Mayor Baker and Councilors
Burchett, Gilkin, Poulsen and Tinsley

These photos are an example of the approximate DB levels experienced property line vs living area. The first level was checked at the property line. The second shows the indoor DB values at the indoor wall of the neighbouring dwelling closest to the device. The third shows the offending device. Spoiler it is a heat pump my 80 plus year old neighbor uses to heat her home . It is not overly loud . It is very comparable to most other new heat pumps and is currently running at 50 + decibels at the property line . Indoors 12-15 feet and a poorly/ lightly insulated dwelling wall away from the unit it is half that at 25 db and barely noticeable. An amendment to 40 db at the property line would prohibit the use of many heat pumps at night (every night ,not just during the power outages) . And if an exemption is made for heating units, as the Generator is used to power the heating unit in the case of a power outage it would likely be exempted as well and that is something the Village Lawyers would have to look into .

Thank You again for your time and consideration of all sides of this proposal.

Cosmo Saunders
411 Macmillian
Sayward

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Photo #1



Photo #2



Photo #3

Keir Gervais

From: Mark Baker
Sent: January 29, 2023 11:24 AM
To: Mayor and Council; Keir Gervais
Subject: Fwd: In regards to proposed Noise Nuisance Bylaw amendment for the consideration of Village Councilors and Mayor Baker

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From: Cos Saunders <COSMO076@hotmail.com>
Sent: Saturday, January 28, 2023 11:34:43 AM
To: Mark Baker <mark.baker@saywardvalley.ca>
Subject: In regards to proposed Noise Nuisance Bylaw amendment for the consideration of Village Councilors and Mayor Baker

Good Morning Mayor Baker :

I am writing you with some thoughts on the proposed Bylaw amendment and why I consider it an incorrect course of action at this time. I understand the frustration centered around Power outages in this area as we all do . They are frustrating ! Personally I don't need a Generator to power my house, we have a wood stove we can cook on and that provides heat. We stock lanterns and candles to use and know how to get the most from our appliances while they are unpowered (fridge, freezer, HW tank etc.). Unfortunately that is not the case for everyone though. I grew up in Remote areas without Power for much of my life so it is not as much of an inconvenience in our house hold .

I suffer from chronic pain from several bad Car accidents and understand the need for a good night sleep, which with pain you rarely get. I have done intensive programs for pain and medication management and have found a work life balance that works in my case. This does not mean the pain goes away merely that I live life with it.

Many others also suffer pain and disability and I recognize that some are much more severe than my case, I am mobile , I have the ability to ration, to think and speak clearly and I can get in and out of my home in an emergency without undue stress because of a power outage. For some who would have to aid moving their spouse or who have mobility or functional issues this could be life or death if there were no lights, no stair lifts, no support machines etc .

Noise

In our micro neighborhood area (directly around 411 Macmillan) the recent average outside nightly Decibel readings are around 24 to 25 db this is fairly constant throughout the year on a regular basis.

When the wind blows hard it gets louder for a night or two , when it is Oscar days it gets significantly louder for a night or two and when the power goes out and the folks with auto start generators machines fire up it gets louder (more like the wind than the Partiers loud though). We are lucky this year to have had relatively few power outages compared to other years, and many of those were during the day so generator noise was really not an issue in regards to the Bylaw.

I believe if you calculate our nightly environmental noise throughout the year even including the Loud nights for wind, generators, parties, fireworks etc. you will find Sayward is lucky to still be well under the WHO recommended Yearly average of 40db as (sort of) put through in the presentation to council. The WHO recommendations are just that an average over the entire year. Meaning the odd non conforming night is acceptable.

Costs/ vs Performance

A grid tie back up generator is an expensive proposition. Most are going to be around 10-15000 dollars plus another 3-5000 dollars for breaker boxes , rewiring , and installation (if you can get a tradesperson up here at the time). They are engineered to perform a certain way , they are predominantly air-cooled and need air flow to keep them cool . They need to stay within certain temperatures to maintain the life of the electronics that control them and make them function correctly . Heat destroys electronics and will greatly reduce the lifespan of the generator or device . Thus simply wrapping them in insulation blankets etc. is a short sighted and likely costly proposition. As is trying to turn a dry exhaust into a wet exhaust by running it through water . This creates a back pressure that will lead to increased build up in the engine, incorrect air fuel mixtures etc. on the mechanical side of things. PLUS these whole home Generators are designed for a tolerable sound level and already insulated and ventilated for optimal performance with minimal noise pollution. Adding the requirement that Generator produce a Maximum of 40 db at the property line when it is only a handful of nights when the power is out is overly restrictive on an already very costly install that for some is an absolute necessity.

Macmillan specific

Indoors my Db levels on an average night are about 15-20 , my house is not overly well insulated , I would suggest it is about average for the village homes, often we sleep with our windows open and being directly across from our two neighbors, we are close and within direct soundwave paths of their Generators when they start up . When the Power goes out I usually wake up before the Generators of the village kick in . The entire house goes completely silent , the clock in the kitchen sounds like it was born of thunder and the animals stir. Then the Generators start to fire up, they return the ambient noise to the house and I go back to sleep. I dislike the power outage , I envy the folks with Power 😊 but I do not begrudge them the noise. I realize that most have an actual need for power and light and working appliances to care for their loved ones in the rare case the power is lost at night. And in the event of an actual emergency might be the difference between survivors and two casualties if one spouse can use a lift to help extricate their partner from the scene.

In Summary

The added cost / expense to sound proof Generators further seems punitive in this case .

Doing so incorrectly / cheaply may cause major damage to components.

The Yearly Average of 40 db for good sleep the WHO recommends is still applicable to Sayward even with the odd rowdy or loud night or portion there of.

The added expense will deter many (who may very much need a back up system) from being able to install one .

Sleep Quality measurements should be taken inside the home bedrooms, not at the property line and the cost of soundproofing personal sleeping quarters to meet individually desired DB levels in all circumstances where noise levels are within current bylaws should be the onus of the persons residing in that bedroom rather than their community .

Neighbors should approach one another to try to settle these disputes and work towards an amenable solution before involving the council.

We are not large a Urban Center, there are unique factors to living in an area like Sayward that are not experienced in the cities. Like power outages, a predominantly senior population , many of whom have medic alert/ life alert systems which do not function in a power outage lasting any length of time. We also have a number of neighbors whos spouses have suffered serious medical issues and may be partially or fully disabled because of them.

If the Bylaw Passes I think a case can be made for Medical exemptions for physical impairment and disability or lack of cognitive function over persons fully mobile capable of clear thought and speech but suffering from other things

Thank You for your time and thorough consideration of this matter.

Cosmo Saunders
411 Macmillan Drive
Sayward B.C.

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STAFF REPORT

For: Mayor and Council
 Prepared by: Keir Gervais, CAO
 Subject: **Memorial Plaque for former Mayor John MacDonald**
 Meeting date: February 7, 2023

BACKGROUND

At the January 3, 2023 Council meeting, Council agreed to contribute a maximum of \$2,500 towards a Memorial Plaque for former Sayward Mayor John MacDonald.

DISCUSSION

Former Acting CAO John France facilitated input from Sue Poulsen and the supplier that has culminated in the proof provided to Council today for your review and approval.

The cost of the plaque is \$3,369.77 plus taxes.

Sue Poulsen has confirmed her intent to pay the costs over and above the Village's contribution of \$2,500.

RECOMMENDATIONS

THAT Council receive and discuss the supplier's proof for the Memorial Plaque for former Mayor John MacDonald; and,

THAT Council approve the supplier proof and authorize staff to order the Memorial Plaque.

Respectively submitted,

Keir Gervais
 CAO

Attachments:

- **Proof of Memorial Plaque**

LINE DRAWING

NO PRODUCT WILL BE PRODUCED

THIS PROOF IS FOR VISUAL PURPOSES ONLY.
• A NEW ORDER WILL NEED TO BE PLACED TO MOVE FORWARD WITH PRODUCTION.
• PLEASE DISREGARD ANY AUTOMATED EMAILS UNDER LINE DRAWING ORDER:
#6351314 ONCE YOU RECEIVE A NEW PROOF UNDER YOUR NEW ORDER NUMBER.

ORDER #: 6351314

CUSTOMER PO #: 6350104

SALESPERSON: Tammy H. @ ext.3239

DATE: 1/30/2023

Page: 1/1



PRECISION TOOLED PLAQUE

- | | |
|----------|---------------------------------|
| MATERIAL | - Bronze |
| SIZE | - 25"W X 20"H |
| QTY | - NOT FOR PRODUCTION |
| DEPTH | - 1/4" Thick: Painted Edges |
| SHAPE | - Rectangle(or Square) |
| COPY | - Raised Copy-Horizontal Stroke |
| FINISH | - Sand w/Part Printed Surface |
| BORDER | - Inset Single Line Border |
| COLOR | - 2025 Black SATIN Painted |
| STYLE | - Per Artfile Supplied |
| CLEAR | - Satin |
| MOUNT | - (4) #10Machine Screws-CtrSink |
| ROSETTES | - No Rosettes Required |
| PATTERN | - Yes |

UV PRINT

UV - UV Print on Plaque

- | | |
|--------|------------|
| RAISED | RECESSED |
| Bronze | 2025 Black |

PLEASE NOTE THE FOLLOWING:

Quality of final product will reflect artwork supplied
Screws will be painted the background color
Kerned text to allow for production method

VERSION: 1

Layoffs Artist: Alex A. ext 1811

RTF: 2498507



STAFF REPORT

For: Mayor and Council
 Prepared by: Keir Gervais, CAO
 Subject: **2023 Strategic and Financial Planning Process**
 Meeting date: February 7, 2023

BACKGROUND

At the January 31, 2023 Committee of the Whole meeting discussion was held regarding strategic planning options for Council and staff. Council expressed their preference for an in-house facilitated strategic planning process for 2022, and requested that staff report back with scheduling options.

DISCUSSION

As staff reported at the January 31, 2023 Committee of the Whole meeting, it is important that a strategic planning, or priority setting, process is integrated with the Village's financial planning process.

The CAO will lead Council and the senior leadership team through a review of the 2022 Strategic Plan, and make revisions, with the proviso that the revisions will be minor, i.e. removing and/or adding a small number of Priorities and Progress Measures. The *Timelines* for all the *Priorities* and *Progress Measures* will change, accordingly.

A schedule for 2023 financial planning has been planned in conjunction with Committee of the Whole (COW) meetings in February and March, albeit prior to consideration of a strategic planning schedule. Staff have reviewed the Committee of the Whole meeting schedule as well as the Council meeting schedule, in conjunction with the time required to develop and deliver these processes, and propose the following:

- Thursday February 9 2023: **NEW MEETING; 10:00am-2:00pm - Strategic Planning with Senior Leadership Team (staff only)**
- February 14 2023: **REVISED COW MEETING TIME; 1:00-7:00pm - Strategic Planning with Council**

- February 28 2023: **NEW COW MEETING; 7:00pm: Strategic and Financial Planning with Council**
- March 7 2023: **CANCEL COUNCIL MEETING**
- March 14 2023: **COW MEETING; 7:00pm: Strategic and Financial Planning with Council**

This schedule will allow Staff to present the Village's Financial Plan (5 year Operating and Capital budgets) to Council on April 4 for approval. Once these documents are approved, it will be recommended to Council that staff be directed to prepare the 2023-2027 Financial Plan Bylaw and the 2023 Tax Rates Bylaw for first, second, and third readings on April 18. Fourth and final reading of both bylaws will then take place on May 2, which will ensure adoption in time for the legislated May 15 deadline.

RECOMMENDATIONS

THAT Council receive the 2023 Strategic and Financial Planning Process report; and,
 THAT the COW meeting scheduled for February 14th at 7:00pm be rescheduled to occur 1:00-7:00pm; and,
 THAT a COW meeting be scheduled for February 28th at 7:00pm; and,
 THAT the Council meeting scheduled for March 7th be cancelled.

Respectively submitted,

Keir Gervais
 CAO



VILLAGE OF SAYWARD

BYLAW NO. 493

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

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

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

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

AND WHEREAS there are no liabilities outstanding under Section 177;

AND WHEREAS the total amount of liability that Council may incur is seven hundred thousand dollars (\$700,000) made up of the sum of two hundred and eighty-five thousand dollars (\$285,000), being 75% of the whole amount of the taxes levied for all purposes in 2022, and four hundred and fifteen thousand dollars (\$415,000), being the whole amount of the sum of money remaining due from other governments;

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

1. This bylaw may be cited as “**Revenue Anticipation Bylaw No. 493, 2023**”.
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of seven hundred thousand dollars (\$700,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Officer.
4. All unpaid taxes, the taxes of the current year when levied, and sums due from other governments or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

5. All the monies so borrowed and the interest payable thereon shall be payable on or before the 31st day of December 2023.
6. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the 24th day of January 2023.

Read a second time on the 24th day of January 2023.

Read a third time on the 24th day of January 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw
No. 493 this ____ day of

_____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer



VILLAGE OF SAYWARD

BYLAW NO. 494

A BYLAW TO AMEND VILLAGE OF SAYWARD REMUNERATION BYLAW 490, 2022

WHEREAS the Council of the Village of Sayward has adopted a Remuneration Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Council Remuneration Bylaw No. 490, 2022";

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as "**Remuneration Amendment Bylaw No. 494, 2023**".

2. AMENDMENT

Remuneration Bylaw No. 490, 2022 is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the 24th day of January 2023.

Read a second time on the 24th day of January 2023.

Read a third time on the 24th day of January 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw No. 494
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

Item	Amount
Mayor Stipend (monthly)	\$300
Councillor Stipend (monthly)	\$100
Council Meeting (Regular, Special, or Committee of the Whole - per meeting)	\$220



VILLAGE OF SAYWARD

BYLAW NO. 495

A BYLAW TO AMEND VILLAGE OF SAYWARD CODE OF CONDUCT BYLAW 442, 2018

WHEREAS the Council of the Village of Sayward has adopted a Code of Conduct Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Code of Conduct Bylaw No. 442, 2018";

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as "**Code of Conduct Amendment Bylaw No. 495, 2023**".

2. AMENDMENT

Code of Conduct Bylaw No. 442, 2018 is hereby amended as follows:

THAT Part 3, Section 8 (2) be deleted in its entirety and replaced with the following:

- 8 (2) Members of Council must not attend a meeting if their consumption of alcohol, cannabis, or a controlled substance has impaired their ability to participate in the decision-making process.

Read a first time on the ____ day of _____ 2023.

Read a second time on the ____ day of _____ 2023.

Read a third time on the ____ day of _____ 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw No. 495
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer