



**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

Original signed by "M. Baker"
Mayor

Original signed by "L. Clark"
Corporate Officer