



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
December 2, 2024 - 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. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for December 2, 2024, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the Special Council meeting held on November 12, 2024, be adopted [as presented **or** as amended].
- b) THAT the minutes from the Regular Council meeting held on November 19, 2024, be adopted [as presented **or** as amended].

6. Petitions and Delegations

7. Correspondence

- a) Health Impacts of Winter Season: Information for Community Health Partners & Local Governments

Recommendation:

THAT Council receives correspondence a) for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business – None

12. Staff Reports

a) Restarting Council Corner – Sayward Newsletter

Recommendation:

THAT Council approves the reintroduction of the "Council Corner" in the monthly Sayward Newsletter, beginning in January 2025, with the following guidelines:

1. Each Council member will contribute to the "Council Corner" on a monthly rotating basis.
2. Content will focus on updates from Council, local events, public service reminders, and reflections on current issues affecting the Village.
3. Contributions will be approximately 200-300 words in length.
4. Contributions should remain professional, respectful, and focused on the Council's collective vision.
5. Any visuals submitted should adhere to the Village's branding guidelines.
6. All contributions must be reviewed by the Mayor or designated staff prior to publication to ensure consistency and alignment with the Council's objectives.

b) Governance Procedure Clarification

Recommendation:

THAT Council acknowledges its authority to establish the positions and priorities that guide the actions of its Representatives on external Boards and Committees;

Council recognizes that its Representatives have broad discretion to engage in discussions and decisions externally, provided they remain aligned with Council's previously established positions; AND

Council requests that Representatives on external bodies provide formal reports back to Council on votes or decisions taken in the name of the Village to ensure transparency and keep Council informed on matters impacting the community.

c) Draft Annual Report 2023

Recommendation:

THAT Council:

- A. Approves the general content and structure of the 2023 Annual Report as presented;

- B. Directs staff to proceed with finalizing the graphic design and layout of the report;
- C. Instruct staff to ensure the completed document is published and made available for public inspection no later than December 24, 2024; and
- D. Directs staff to return the document on January 7 Council meeting, following the mandatory 14-day public inspection period, to formally adopt the 2023 Annual Report.

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

14. Bylaws

a) Bylaw 510 – Zoning Amendment Bylaw (for 765 Sayward Road – Site Specific Zoning Amendment)

Recommendation:

THAT Zoning Amendment Bylaw, Bylaw no. 510, 2024 be given first and second readings.

b) Code of Conduct Bylaw, Bylaw No. 512

Recommendation:

THAT Code of Conduct Bylaw, Bylaw No. 512 be given first, second, and third readings.

15. New Business - None

16. 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.”

17. 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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
November 12, 2024
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 Debbie Coates
Councillor Sue Poulsen
Councillor Jason Johnson

In Attendance: John Thomas, Acting CAO/Corporate Officer
Jennifer Redshaw, Recording Clerk

1. Call to Order

The meeting was called to order at 4:10pm.

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION XX/XX

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for November 12, 2024, be approved as presented.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business – None

12. Staff Reports - None

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

14. Bylaws – None

15. New Business – None

16. Public Question Period - None

17. In Camera

MOTION XX/XX

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*:

1. 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

CARRIED

18. Adjournment

The meeting was adjourned at 4:53pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
November 19, 2024
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 Debbie Coates
Councillor Jason Johnson

Absent: Councillor Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Jennifer Redshaw, Recording Clerk

1. Call to Order

The meeting was called to order at 7:00pm

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION R24/T77

MOVED AND SECONDED

- a) THAT the agenda for the Regular Meeting of Council for November 19, 2024, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R24/T78

MOVED AND SECONDED

THAT the minutes of the Committee of the Whole meeting held on October 22, 2024, be adopted as amended.

CARRIED

MOTION R24/T79

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 5, 2024, be adopted as amended.

CARRIED

6. Petitions and Delegations

- a) RCMP Crime Statistics – Cst. Rossi (Late Item)

7. Correspondence

- a) Regional Recreation Services Feasibility Study
- b) Comox Strathcona Waste Management – GHG Emissions Reduction Strategy

MOTION R24/T80

MOVED AND SECONDED

THAT correspondence b) be received for information.

CARRIED

- c) Consultation and Engagement on the GoC's Draft Salmon Aquaculture Transition Plan for BC

MOTION R24/T81

MOVED AND SECONDED

THAT staff research the possibilities of eligible grants related to the Aquaculture Transition Plan.

CARRIED

- d) AVICC Media Advisory re: Watershed Security & Land Conservation Issues

MOTION R24/T82

MOVED AND SECONDED

THAT Council receive correspondence a), c), d) for information.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

- a) SOFI Report Follow-up

MOTION R24/T83

MOVED AND SECONDED

THAT the Staff Report be received for information and discussion.

CARRIED

b) Connected Coast Project – October Update

MOTION R24/T84

MOVED AND SECONDED

THAT Council receives this follow-up report for information.

CARRIED

c) AVICC 2025 Convention Attendance by Council

MOTION R24/T85

MOVED AND SECONDED

THAT Council receives the follow-up staff report for information; AND

THAT Council authorizes Cllr Coates and Cllr Johnson to attend AVICC 2025 on behalf of the Village of Sayward and to report back to the Council.

Opposed Cllr Burchett

CARRIED

d) Sayward Fire Protection Services – 5 Year Financial Commitment

Note: (no report attached)

MOTION R24/T86

MOVED AND SECONDED

THAT Council resolves to commit a total of \$250,000 in funding towards the capital and equipment upgrades to the Joint Sayward Fire Service over a 5-year period.

CARRIED

12. Staff Reports

a) Electoral Area A Director Report: re Kelsey Centre

Note: Director Whalley was invited to appear before Council as a Delegate to discuss the Director's Report but was unable to attend.

MOTION R24/T87

MOVED AND SECONDED

THAT Council receives this report for information; AND

THAT staff be directed to draft a press release on the matter with additional information.

CARRIED

b) Strategic Planning Session – January 2025

MOTION R24/T88

MOVED AND SECONDED

THAT Council receives this report for information.

Opposed Cllr Burchett

CARRIED

MOTION R24/T89

MOVED AND SECONDED

THAT Council selects January 18 to 19, 2025 to host the two-day Strategic Planning session as an In-Camera Workshop of Council to be held in the Kelsey Centre, pursuant to section 90(1)(l) *"discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing the annual report under section 98"*; AND

THAT Council approves the draft agenda for the two-day session as outlined below;
AND

THAT Council designates A/CAO John Thomas as the Strategic Planning Facilitator for this session.

Cllr Burchett did not vote, therefore abstained.

CARRIED

c) Draft Interim Housing Needs Assessment Report

MOTION R24/T90

MOVED AND SECONDED

THAT Council receives the Interim Housing Needs Report and Housing Needs Analysis reports as attached; AND

THAT Council directs staff to publish the report and analysis on the Village's website.

Cllr Burchett did not vote, therefore abstained.

CARRIED

d) LGLA March 12-14, 2025

Council Meeting paused at 7:49pm and resumed at 8:12pm.

Cllr Burchett left the meeting prior to the meeting resuming.

MOTION R24/T91

MOVED AND SECONDED

THAT Council defer this topic to the next council meeting.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) Administration Reports

i. CFO

ii. Fire Chief

iii. Recreation and Culture

iv. Public Works

MOTION R24/T92

MOVED AND SECONDED

THAT Council receives the staff reports as information.

CARRIED

14. Bylaws

a) Bylaw 510 – Zoning Amendment Bylaw (for 765 Sayward Road – Site Specific Zoning Amendment)

MOTION R24/T93

MOVED AND SECONDED

THAT Council receives this report for information; AND

THAT Council directs staff to provide notification as per section 467 of the Local Government Act; AND

THAT Council directs staff to return the bylaw for first and second reading during the December Regular Council Meeting.

CARRIED

b) DRAFT – Code of Conduct

MOTION R24/T94

MOVED AND SECONDED

THAT Council receives the draft Code of Conduct Bylaw for review; AND

THAT Council directs staff to return the draft Code of Conduct Bylaw for first, second, and third reading on December 2, 2024.

CARRIED

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION R24/T95

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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
3. 90(1)(L) discussion with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under

section 98.

CARRIED

18. Adjournment

The meeting was adjourned at

Mayor

Corporate Officer

HEALTH IMPACTS OF THE WINTER SEASON: INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS

The winter season increases the risk of adverse health outcome due to cold, snowfall, flooding and power outages during winter storms. The effects of long-term drought and wildfire also contribute to weakened trees, rockfalls, and landslides during winter rain events.

Who is most at risk during the winter season?

At-risk Groups	Cold	Power Outages	Flooding & Landslides
Those experiencing homelessness	❄️		❄️
Those living in marginal housing or experiencing energy poverty	❄️	❄️	
Those living on floodplains, beside streams, on alluvial fans, or at the base of burned slopes			❄️
Those who live alone or are socially isolated	❄️	❄️	❄️
Those with limited mobility	❄️	❄️	❄️
Those who use substances	❄️	❄️	❄️
Those who depend on electric medical devices		❄️	❄️
Those who spend a lot of time outdoors (working, recreating or driving)	❄️		❄️
Those with certain medical conditions (e.g., diabetes, peripheral neuropathy)	❄️		
Those taking certain medications (e.g., beta blockers)	❄️		

At-risk groups were identified from various sources, including [HealthLinkBC](#) and Prepared BC's [emergency guides and resources](#).

What kinds of health impacts might we see during the winter seasons?

- **Trenchfoot:** a non-freezing cold injury due to continuous exposure to cold and wet, resulting in tingling, itching, burning, or blistered feet that are prone to infection and require medical attention.
- **Frostbite:** occurs when exposed ears, nose, toes, or cheeks begin to freeze and results in tingling, stinging, or aching followed by numbness and change in skin texture (firm, waxy, white, gray or yellow in color). Frostbite should be evaluated by a medical professional.

- **Hypothermia:** occurs when body heat is lost faster than it can be replaced, and can occur quickly during cold, wind, rain, or sudden immersion, or much more gradually in homes kept below 18°C, especially in older adults. Hypothermia is a medical emergency.
- Unsheltered people who camp in marginal areas may be vulnerable to rapidly rising flood waters, collapsing banks, or windfall from damaged or drought-weakened trees. They are also at risk of [fire, burns](#), and CO poisoning when using fuel-burning devices to heat enclosures. You can reduce these risks by creating **outdoor designated camping areas** with basic services to bring people away from danger zones and into closer contact with support services.

In the event of a flood, the community should be aware of the many [hazards within the impact zone](#):

- Drownings, often when trying to cross moving water on foot or in vehicles;
- Electrical hazards when equipment inside or outside the home is submerged;
- Respiratory hazards, like mould and asbestos release, during remediation activities;
- Infections due to exposure of wounds to contaminated water, or if contaminated food crops, food products, or water are consumed. Advice for sorting food can be found in this [food salvaging guide](#).

How can we prepare communities for the winter season?

- Encourage community members to download the [WeatherCAN app](#) or your local emergency management app in order receive timely alerts.
- Establish winter shelters and warming centers in communities, promote the use of the [EmergencyMapBC](#) to find winter shelters and warming centers, and update the map with your own community's information.
- Encourage household preparedness using PreparedBC's collaboratively developed guides on [Severe Winter Weather and Storm Preparedness](#), [Flood Preparedness](#), and [Landslides](#).
- In regions with recent wildfire activity, advise community members on [Landslides and Flooding Risks due to Wildfire](#).
- Government of BC's [Carbon Monoxide resources and FAQs](#).
- In the event of a flood, the webpage on [Flooding and Your Health](#) and [What happens during flood](#) (PreparedBC) provide comprehensive information on:
 - Preparing households and making emergency plans
 - Evacuation information
 - Assessing and [disinfecting your drinking water](#) and water supply
 - Assessing [septic systems](#)
 - Assessing food supply and food safety
 - Dealing with stress and trauma
 - What to do [after a flood](#).

Where can we find resources for mental health and wellness?

- For those who live alone or are otherwise socially isolated, encourage people to sign up for the [Red Cross Friendly Calls Program](#), where community members are matched with a trained Red Cross volunteer to provide day-to-day connection, support, and informational resources.
- Island Health [Mental Health and Substance Use Services](#)
- FNHA [Mental Health and Wellness Supports](#)
- For those who identify as Métis:
 - Healthcare navigation support can be accessed via healthservicerequest@mnbc.ca
 - Mental Health navigation support can be accessed via mentalwellnesscoordination@mnbc.ca
 - For 24/7 Métis Crisis Line call 1-833-Metis-BC (1-833-638-4722)



Melissa Joe
Regional Manager, EPH – Vancouver Island Region
First Nations Health Authority



Ryan Kuhn
Director, HEM – Island Health
Health Emergency Management (HEMBC)



Leona Shaw
Executive Director.
Ministry of Environment, Climate Change, and Food
Security
Métis Nation British Columbia



Reka Gustafson
VP Population and Public Health &
Chief Medical Health Officer
Island Health



STAFF REPORT

To: Mayor & Council
From: John Thomas, A/CAO
Subject: Restarting Council Addition in Sayward Newsletter – Request for Guidance
Meeting date: December 2, 2024

BACKGROUND

The purpose of this report is to seek guidance from Council on restarting the inclusion of individual Council member contributions in the monthly Sayward newsletter, specifically with the reintroduction of a "Council Corner" section. This initiative would allow each Council member to rotate writing a brief article or message for inclusion, offering insights, updates, and reflections on issues impacting the community.

It is understood that historically Council members contributed to this communication in a dedicated section, allowing the community to hear directly from their representatives. Reintroducing this feature would enhance transparency, foster greater community engagement, and help keep residents connected to the work being done by Council.

DISCUSSION

The inclusion of a "Council Corner" section would allow each Council member to provide input and share relevant information with the public on a rotating basis. The goal is to ensure that the newsletter is informative, reflective of Council's activities, and provides a personal touch from individual members. To maintain consistency and clarity, it is proposed that each Council member rotate monthly, ensuring that all members have an equal opportunity to contribute while keeping the content diverse and engaging.

Some key guidelines for inclusion in the "Council Corner" section could include:

- ✓ **Content Focus:** Contributions should focus on issues relevant to the community, such as updates on Council initiatives, local events, public service reminders, and reflections on current matters facing the Village. Personal opinions should be kept to a minimum, with an emphasis on Council's collective vision and goals for the community.
- ✓ **Tone:** The tone should remain professional, respectful, and inclusive, fostering a sense of unity and community pride. Contributions should aim to inform, engage, and encourage positive civic participation.

- ✓ **Length:** Each contribution should be approximately 200-300 words in length, ensuring brevity and readability.
- ✓ **Frequency:** Each Council member would be assigned to write for the "Council Corner" on a rotating monthly basis, ensuring equitable distribution of the opportunity to engage with residents. A suggested rotation could be Mayor Baker, Councillor Poulsen, Councillor Johnson, Councillor Burchett, and Councillor Coates.
- ✓ **Approval Process:** As the entity largely controlling the distribution of materials, the Village has some responsibility to ensure it is not a witting participant in the distribution of inappropriate materials. Contributions should be submitted for review by the Mayor or designated staff member before publication to ensure consistency and alignment with Council's objectives.

Staff recommends that Council proceeds with restarting monthly contributions beginning, January 2025 on a rotational basis. Staff also recommend that Council discuss and confirm its direction with respect to the guidelines outlined above along with any other parameter Council may consider appropriate.

STAFF RECOMMENDATIONS

THAT Council approves the reintroduction of the "Council Corner" in the monthly Sayward Newsletter, beginning in January 2025, with the following guidelines:

1. Each Council member will contribute to the "Council Corner" on a monthly rotating basis.
2. Content will focus on updates from Council, local events, public service reminders, and reflections on current issues affecting the Village.
3. Contributions will be approximately 200-300 words in length.
4. Contributions should remain professional, respectful, and focused on the Council's collective vision.
5. Any visuals submitted should adhere to the Village's branding guidelines.
6. All contributions must be reviewed by the Mayor or designated staff prior to publication to ensure consistency and alignment with the Council's objectives.

Respectfully submitted,

Original signed

John Thomas, A/CAO



STAFF REPORT

To: Mayor & Council
From: John Thomas, A/CAO
Subject: Governance Procedure Clarification
Meeting date: December 2, 2024

BACKGROUND

The purpose of this report is to request clarification from Council regarding the governance procedures for Council's representative on external Boards, Committees, and Commissions, specifically in relation to confirming Council's positions and the process for reporting back to Council.

DISCUSSION

Council has made several appointments to various external boards and committees including: Strathcona Regional District Board (SRD), Vancouver Island Regional Library Board, Mid Island Forest Lands Advisory Group (MYFLAG), Comox Strathcona Waste Management Board, and Comox Strathcona Regional Hospital District Board. The role of Council representatives on external Boards, Committees, and Commissions is an important aspect of ensuring that the interests and perspectives of the Village are effectively communicated. However, there appears to be some uncertainty regarding the governance procedures for confirming Council's positions before representatives engage with these external bodies, as well as the process for reporting back to Council following meetings or decisions.

Seeking clarification on these important procedures will help Council establish a more consistent and transparent approach, ensuring that Council's positions are clearly defined and aligned with the Village's broader goals and priorities. Additionally, with clearly established procedures, staff will be better positioned to support Council and Council Representatives in ensuring they are equipped with information so that they can best represent the Village's interests externally. This will also facilitate smoother communication between the external bodies and the Village, allowing for timely and efficient execution of decisions where appropriate.

There may be instances where representatives are asked to make decisions or provide input on unforeseen matters during meetings. Guidance on how to navigate these situations will help ensure consistency in representation and decision-making. Additionally, establishing a clear process for reporting back to Council will ensure that important developments are communicated effectively, enabling Council to make informed decisions as necessary.

By clarifying these governance procedures, Council can help provide the necessary guidance and support to its representatives, ensuring that they are empowered to fulfill their roles effectively while maintaining transparency and accountability. Council's guidance on these matters will be valuable in determining the most effective way forward, ensuring that both the representatives' roles and the broader interests of the Village are well-supported.

STAFF RECOMMENDATIONS

Option 1:

WHEREAS the Village of Sayward Council holds the authority to set priorities and positions on behalf of the municipality;

AND WHEREAS Council Representatives on external Boards, Committees, and Commissions are entrusted with the responsibility to engage on behalf of the Village, with broad discretion to address relevant topics in alignment with Council's direction;

AND WHEREAS it is important to ensure transparency and accountability in the actions taken by Council Representatives on external bodies;

NOW THEREFORE BE IT RESOLVED THAT:

- A. Council acknowledges its authority to establish the positions and priorities that guide the actions of its Representatives on external Boards and Committees;
- B. Council recognizes that its Representatives have broad discretion to engage in discussions and decisions externally, provided they remain aligned with Council's previously established positions; AND
- C. Council requests that Representatives on external bodies provide formal reports back to Council on votes or decisions taken in the name of the Village to ensure transparency and keep Council informed on matters impacting the community.

Option 2: Status Quo.

Respectfully submitted,

Original signed

John Thomas, A/CAO



STAFF REPORT

To: Mayor & Council
From: John Thomas, A/CAO
Subject: Draft Annual Report 2023
Meeting date: December 2, 2024

BACKGROUND

The purpose of this report is to present the draft 2023 Annual Report for Council's review. This draft document outlines the proposed content and structure of the final report. Following Council's feedback, final edits and graphic design will be completed, with the goal of publishing the finalized report by December 31, 2024, or early in the new year.

DISCUSSION

All municipalities in British Columbia are required to prepare and publish an annual report outlining their goals and objectives for the upcoming year and demonstrating progress toward the previous year's goals and objectives. The annual report must include, at a minimum, the following:

- ✓ Audited financial statements
- ✓ List of permissive tax exemptions
- ✓ Municipal services and operations overview
- ✓ Progress report on performance with respect to established objectives (Council Strategic Plan)
- ✓ Statement of objectives for future year
- ✓ Details on any declaration of disqualification made against individual Council members during the year; and
- ✓ Any other information Council deems appropriate in the annual report.

The annual report must be made available for public inspection. Once the report is published, Council must wait 14 days before holding a meeting to formally adopt it, with a legislative deadline of June 30 each year.

This year's deadline has passed. Therefore, it is in Council's best interest to expedite the review and adoption process to ensure compliance and transparency with the community. With the completion of this task, the Village would be current (caught up) with its annual legislative reporting obligations.

STAFF RECOMMENDATIONS

THAT Council:

- A. Approves the general content and structure of the 2023 Annual Report as presented;
- B. Directs staff to proceed with finalizing the graphic design and layout of the report;
- C. Instruct staff to ensure the completed document is published and made available for public inspection no later than December 24, 2024; and
- D. Directs staff to return the document on January 7 Council meeting, following the mandatory 14-day public inspection period, to formally adopt the 2023 Annual Report.

Respectfully submitted,

Original signed

John Thomas, A/CAO

Attachment:

Draft Annual Report – 2023.



Village of
Sayward

2023 Annual Report



The Village of Sayward P.O. Box 29, 652 H'Kusam Way

Sayward B.C. VOP 1R0

CONTENTS OF THE ANNUAL REPORT

Map of Sayward	3
Indigenous Acknowledgement.....	4
About Sayward.....	5
Message from the Mayor.....	6
Government – 2023 Council.....	7
Declaration of Disqualifications of Council Members.....	8
CAO's Desk.....	9
2023 Village Staff.....	10
Fire & Rescue Department	11
Public Works	13
Recreation, Events, & Culture	14
Finance	15
Statement of Permissive Tax Exemption.....	16
2023 Audited Financial Statement.....	18
2023 Statement of Financial Information (SOFI).....	19
Progress Report – 2023 Strategic Objectives.....	20
Looking Ahead – 2024 Goals and Objectives.....	27

Map of Sayward

Map will be inserted.

DRAFT

Indigenous Acknowledgement

K'ómoks First Nation

For thousands of years indigenous people occupied the shoreline of eastern Vancouver Island in a place referred to as “the land of plenty”. This Land of Plenty stretched from what is known today as Kelsey Bay in the north, down to Hornby and Denman Island in the south, and included the watershed and estuary of the Puntledge River. The people called K'ómoks today referred to themselves as Sahtloot, Sasitla, leeksun and Puntledge. They lived in Salmon River, Quinsam and Campbell Rivers, Quadra Island, Kye Bay, Comox Harbour and estuary, Baynes Sound, and many other locations throughout the territory.

Excerpt from K'ómoks First Nation

Reference: <https://komoks.ca/>

About Sayward

Statistics:

1. Residential Vacant Lot (2023 Tax Roll): 16
2. Residential Single Family (2023 Tax Roll): 145
3. Residential ALR (2023 Tax Roll): 3
4. Residential Strata (2023 Tax Roll): 32
5. Residential Other (2023 Tax Roll): 8
6. Utilities (2023 Tax Roll): 7
7. Light Industrial (2023 Tax Roll): 8
8. Business (2023 Tax Roll): 29
9. Managed Forest Land (2023 Tax Roll): 7
10. Recreation/Not for Profit (2023 Tax Roll): 11
11. Other folios (2023 Tax Roll): 2
12. # of Private Dwellings: 182
13. 2021 Population: 334
14. 2016 Population: 311
15. Population Growth (2016 to 2021): 7.4%
16. Average Age: 51.9
17. Average Age – Men: 52.8
18. Average Age – Women: 50.8
19. Land Area in Square Kilometres: 4.44
20. Population Density per square kilometre: 75.2
21. Number of Businesses: 47

Message from the Mayor

Dear Fellow Residents

There is a saying: *When it rains, it pours* – turns out, it is true. Here in Sayward we are no stranger to rain. Just as we experience regular rainfall and even powerful wind and atmospheric river systems, it seems what has happened over the last 18 months in terms of our local government is similar in nature – it poured.

When I ran for Council, it was because I cared deeply about Sayward and believed in its potential. I still do. I want only to see our community succeed, grow and sustain itself. Nestled at the mouth of the Salmon River, we are proud people and love living in the natural environment that we are so privileged to call home. I know many of you feel the same.

While we have strived to serve Sayward, we recognize that things have not gone as planned. Despite our best intentions, I and on behalf of Council, we fully acknowledge that some of our actions and decisions may not have met the standard of decorum or good governance. These are not just words; they are realization that we all take to heart. We see the impact that it has had, and we can and must do better.

Our role on Council is one of service – not to ourselves, but service to you, our community and the truth is we came up short. We owe it to our staff and our community at large to reflect, recalibrate, and to do better. For the missteps along the way, I offer my sincerest apology on behalf of myself and the entire Council. I would also like to thank Councillors Tinsley and Gilkin for their service and commitment during this tumultuous time.

Our goal moving forward is clear: to restore good governance and rebuild the trust that you have placed in us. This commitment means making thoughtful changes to ensure we're organized, focused, and truly responsive to our community's needs. We are committed to delivering a governance that reflects the heart of Sayward—a community that is united, resilient, and proud.

Our village is a treasure! It's a small community where we're not just residents but neighbors, friends, and family. We share a unique bond across both Sayward and the Valley, and our paths are intertwined. The Valley and the Village are stronger together; the Valley connects us, and the Village provides essential services on which many rely, including healthcare, education, postal services, and policing. Now is the time to work as one, to bridge our divisions and focus on our shared future. Together, let's honor our connection, our beautiful surroundings, and our collective aspirations for Sayward. Thank you for your continued commitment and support as we move forward on this path to a better tomorrow.

Sincerely,



Mayor Mark Baker

Government – 2023 Council



Back Row, left to right - Councillor Kohen Gilkin, Councillor Scott Burchett
Front Row, left to right – Councillor Sue Poulsen, Mayor Mark Baker, Councillor Tom Tinsley

Declaration of Disqualifications of Council Members

No disqualification of Council Members occurred in 2023.

DRAFT

CAO's Desk

As we reflect on the happenings of 2023, I am pleased to present the annual report for the Village covering the period of January to December 2023. Following the October 2022 Local General Elections, the newly elected Council began 2023 with a full agenda. Among its first priorities were the recruitment of a permanent Chief Administrative Officer and the establishment of strategic priorities for the remainder of the year. Both objectives were successfully achieved within the first quarter, setting the stage for an ambitious focus on key initiatives, including economic development, community relations, Village operations, tourism development, staff professional development, environmental sustainability, and asset management.

Despite some challenges, the Village achieved several important milestones in 2023:

- ✓ Procured a plaque to honor John MacDonald, former Mayor and Councillor, in recognition of his over 14 years of dedicated service, commitment, and contributions to the Village.
- ✓ Securing \$70,000 in grant funding through the Island Coastal Economic Trust Rural Advisory Grant.
- ✓ Establishing vital Reserve Funds through the adoption of a new bylaw.
- ✓ Advancing critical planning initiatives, such as the Official Community Plan.

The Village is a dynamic organization that operates within the same legislative framework as larger population centers, despite having more limited resources and a smaller-scale municipal structure. However, as with any complex organization, unexpected challenges arose. The Village encountered governance difficulties that temporarily impacted progress. Yet, in a democratic society, differences of opinion and perspective are natural and can be constructive when managed thoughtfully. The Village acknowledges that, at times, we fell short and recognizes the need to refocus on the community's priorities with renewed commitment.

Through these challenges, one constant has been the dedication and resilience of Village staff. Their hard work and professionalism have been essential in maintaining day-to-day operations and ensuring that services to the public continued without interruption.

As we move forward, we remain committed to learning from our experiences, strengthening our governance practices, and working collaboratively to serve the best interests of the community.

Together, we will build a stronger, more united Sayward.

John Thomas

A/CAO

2023 Village Staff

The services provided to the public will not be possible without a dedicated team. Throughout 2023, the following persons served on staff for the Village:

- ◆ Keir Gervais
- ◆ Lisa Clark
- ◆ Michelle Davis
- ◆ Anthony Leggat
- ◆ Colin Read
- ◆ Michael Clark
- ◆ Melissa Holmes
- ◆ Debbie Grill
- ◆ John Manson
- ◆ Jennifer Redshaw
- ◆ Sheri Braun
- ◆ Melissa Holmes
- ◆ Justine Lowgood
- ◆ Cara Cavanagh
- ◆ Jordyn Clark
- ◆ Monica Friesen
- ◆ Alex Malinski
- ◆ Sarah Levin
- ◆ Autumn Smith
- ◆ Cassie Soderman
- ◆ Sophia Spence
- ◆ Jen Spooner

Fire & Rescue Department

Department Lead: Frank Morgan

Summary of Calls for 2023

Total Calls – 130

Breakdown:

MVI - 20

First Responder – 82

Duty Officer – 12

Fire Calls – 16

 Hydro – 3

 House – 9

The Sayward Fire/Rescue Department is proud to serve the community with dedication and professionalism, and 2023 was no exception. Our firefighters routinely assist the BC Ambulance Service to ensure timely emergency response. Over the past year, our members stepped in to drive for the ambulance 31 times, and in 18 of those instances, an ambulance crew was unavailable, resulting in waiting times of up to two hours for transport.

Training remains a core focus for the department, with members attending an average of 22 practices over the year. It is worth noting that our core team maintained a significantly higher attendance, underscoring their commitment. While people join the department with the best of intentions, we recognize that life—be it work, family, or other responsibilities—impacts each member's availability. Nevertheless, we are deeply grateful for every contribution, big and small, from our volunteer firefighters.

While 2023 began with a sense of stability, things quickly changed, and the impact has been apparent for the entire community to see. The Fire Service, like the rest of the Village Administration, faced various challenges in 2023 including the spillover effect of the breakdown in governance. Despite these obstacles, we successfully secured grant funding to outfit our structure protection unit with essential equipment, enhancing our preparedness for interface fires—a critical step after recent wildfire threats.

Personnel numbers dipped toward the end of 2023, reaching 16 members, but I am pleased to report that our ranks have since rebounded to 21 members. Community involvement also remained a central part of our mission, with our firefighters participating in events that strengthen our connection to Sayward. Each year, we proudly host or join several local events: our Mother's Day Tea in May, Canada Day Parade in July, Oscar Daze cooling tents, Sayward Valley Show and Shine in August, Fire Prevention Week at the school in October, and Halloween open house in the Village.

December is always busy with the Emergency Services Christmas Party, the Christmas Light Parade, and our Christmas Eve Santa Run—a highlight for families throughout the valley.

Small communities like ours face unique challenges in maintaining fire and rescue services, including limited budgets, a smaller population to recruit volunteers, and evolving regulations that drive up operational costs. Balancing these demands with the need to replace and maintain equipment is an ongoing effort, and we remain committed to finding solutions to provide the best possible service with the resources available.

Thank you for your continued support, and we look forward to serving Sayward with dedication and resilience in 2024 and beyond.

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Public Works

Department Lead – Colin Read

The Village's Public Works Department plays a vital role in ensuring the smooth operation and maintenance of essential services in the Village. Currently staffed by 1 full time, 1 part time and 1 seasonal staff, the Village's department is on the small end and are often facing increasing demand to respond to various matters that may arise. Despite the small size of the community, the scope of Public Works responsibilities is broad, covering key areas that contribute to the safety, health, and quality of life for residents and visitors alike.

Core responsibilities include but are not limited to

Water Services

- ✓ Operation and maintenance of the Village's water supply, treatment plant, and distribution system, including reservoirs, and pipelines.
- ✓ Regular water quality testing to ensure compliance with regulatory standards.

Wastewater and Sewer Services

- ✓ Maintenance of the Village's wastewater collection and treatment systems.
- ✓ Inspection and upkeep of sewer lines to prevent blockages and ensure efficient operation.

Roads and Transportation

- ✓ Maintenance of local roads, sidewalks, and public pathways, including snow removal, sanding, and street sweeping.
- ✓ Repair of potholes, cracks, line painting, to ensure safe travel for all users.

Parks and Green Spaces

- ✓ Care and maintenance of community parks, playgrounds, and recreational areas.
- ✓ Landscaping, tree maintenance, and invasive species management.

Often working behind the scenes, Public Works plays a critical role in maintaining and repairing essential infrastructure to support the Village's operations. In 2023, the department focused on sustaining core services and addressing necessary repairs to ensure the continued functionality of key systems.

The year also saw a transition in departmental leadership due to unforeseen circumstances. Despite these challenges, the Public Works team remained dedicated to delivering the highest level of service possible within the resources available. Their commitment to the community's well-being is both recognized and appreciated.

Recreation, Events, & Culture

Department Lead – Michelle Davis

The Kelsey Centre stands as the heart of the Village's Recreation, Events, and Culture Department, offering a welcoming, multi-purpose space designed to serve residents of all ages. As a hub, it has a history of bringing the community together in a unique way, building connections and memories alike. Equipped with an indoor pool, the Centre provides swim lessons, aquatic fitness classes, and open swim sessions that encourage physical activity and promote water safety. The weight room, featuring a range of modern fitness equipment, supports residents in achieving their health and wellness goals. Together, these facilities play a vital role in fostering active lifestyles and ensuring year-round access to inclusive recreational opportunities for the entire community.

Programs at the Kelsey Centre are thoughtfully tailored to meet the diverse needs of different age groups. Youth programs include engaging after-school activities and summer camps that promote connections and personal growth for the next generation. Equally robust, senior programs offer a variety of opportunities that enhance both physical and social well-being, including gentle fitness classes, arts and crafts, carpet bowling, and pickleball to name a few. A particularly impactful initiative is the Seniors Lunch Program held at the centre, which provides nutritious meals in a welcoming environment, fostering essential social connections that enhance community cohesion and support overall well-being.

2023 was another busy year for the Kelsey Centre. With over 4,000 visitors, the centre marked several significant achievements. A key success was securing \$80,000 in grant funding, including a \$5,000 Plan H Grant aimed at promoting health and wellness initiatives and a \$75,000 Air Conditioning Grant to improve the comfort and functionality of the Kelsey Centre. These grants not only enhanced the department's capacity to deliver high-quality services but also ensured that facilities remain welcoming and accessible year-round.

The department's diverse program offerings continue to build a strong sense of community and inclusivity. Activities such as Crafting Corner, Seniors Social Group, Pickleball, Ping Pong, Dancing, Yoga, and Pottery attract a broad range of participants, fostering intergenerational connections and community engagement. Teen Night and the Afterschool Program provide safe, engaging spaces for youth, while themed evening events bring together residents of all ages, creating memorable experiences that strengthen community ties. The pool remains a cornerstone of the Village's recreational offerings, with a range of programs catering to all ages and abilities. Through these initiatives, the Recreation Department continues to demonstrate its commitment to nurturing a vibrant, healthy, and connected Sayward.

Finance

Department Lead – Lisa Clark

The Finance Department is an essential part of municipal operations, responsible for maintaining the fiscal health of the Village. With directions from Council, the Finance Department develops and oversees the implementation of the five-year (5) financial plan which outlines the goals, planned revenues and spending for the Village.

Quick Stats

Item	2023	2022
Total Assets	\$1,789,219	\$1,039,031
Total Liabilities	\$1,496,457	\$391,093
Net Financial Position (Surplus)	\$292,762	\$647,938
Accumulated Surplus	\$12,158,984	\$11,777,481
Tax Revenue	\$431,483	\$395,163
Government Grants & Transfers	\$1,186,233	\$646,619
Sales of Services	\$122,001	\$82,580

2023 Village of Sayward Annual Report

Statement of Permissive Tax Exemption

The following property in the Village of Sayward was provided with permissive property tax exemption by Council in 2019, for 2020 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$3,008.31

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2021, for 2022 to 2024:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$3,944.60

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2013, for 2014 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Salmon River Main	Nature Trust of BC	\$913.61
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	Salmon River Main	Nature Trust of BC	\$2,661.40
Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140	Salmon River Main	Nature Trust of BC	\$6,461.51
Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125	Salmon River Main	Nature Trust of BC	\$2,145.01
Total Permissive Tax Exemptions			\$19,134.44

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was \$25,571.56.

DRAFT

2023 Audited Financial Statement
Attached Separately.

DRAFT

2023 Statement of Financial Information (SOFI)
Attached Separately.

DRAFT

Progress Report – 2023 Strategic Objectives

COMMUNITY RELATIONS		
Priorities	Progress Measures	Status
• Show progress toward reconciliation with K'omoks First Nation and other First Nations • Continue to negotiate a Framework Agreement with Western Forest Products (WFP) regarding the operations at the log sort • Work with SRD on funding for services jointly used by all valley residents - Recreation, Fire, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board	• Steps taken to provide for visual and physical recognition of First Nation habitation in the Sayward area • Interpretive signage installed at KFN totem Pole and at other key Village locations • Legal Agreement in place to clarify terms and communications around early start times of WFP and measures in place to manage dust and noise • Noise Bylaw amended to permit agreement terms • Data collected and presented to Council early 2022; new agreements in place, funding obtained from SRD for Recreation and Health Clinic	• In Progress – Continuing • Carry Forward • Carry Forward • Carry Forward • In-Progress

ECONOMIC DEVELOPMENT		
Priorities	Progress Measures	Status
• Encourage and support new housing initiatives • Finalize Official Community Plan (OCP) • Revise and update Zoning Bylaw • Support prospective businesses interested in locating to the Sayward area • Work with local organizations and the Tourism Committee to promote tourism and attract business investment to the Sayward area	• Updated development framework including updated Zoning Bylaw • Provide access to additional staff resources to administer new building and development applications • OCP Bylaw adopted • New Zoning Bylaw in place • Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.) • Businesses promoted using business licence directory and promotion incentives • Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP	• In Progress • Carry Forward - Under Review • Carry Forward • In Progress • Carry Forward • Carry Forward

• Support existing businesses	• Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.)	
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ASSET MANAGEMENT		
Priorities	Progress Measures	Status
• Complete Water Master Plan • Complete Sewage Capacity Study • Plan for full replacement of water, sewer, drainage, and road infrastructure	• Water Master Plan approved by Council • Sewage Capacity Study approved by Council • Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy	• Carry Forward • Carry Forward • Carry Forward

LIVING GREEN		
Priorities	Progress Measures	Status
• Establish Water Meter Bylaw for all commercial and industrial development and all new development • Continue to work with the Provincial Government and K'omoks First Nation to secure an economically viable community forest • Continue to expand the Community Garden and flower gardens throughout the Village	• Water Meter Bylaw in place and Village able to collect more information regarding water use • Community Forest secured with KFN and Provincial Government • Staff to research options, including costs • Community Garden revitalized	• Carry Forward • Carry Forward • Carry Forward

PROFESSIONAL DEVELOPMENT		
Priorities	Progress Measures	Status
• Ensure Village Council, staff and volunteers receive adequate emergency management training and the Village has an emergency response plan in place • Continue Village Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended	• Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. • Emergency response plan in place • Council, staff & volunteers <i>Training Plan</i> developed by CAO with budget confirmed • Training taken	• Carry Forward • Carry Forward

TOURISM DEVELOPMENT		
Priorities	Progress Measures	Status
• Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens • Work with local organizations and the Regional District to enhance signage and way finding in Sayward • Support and work with the Tourism Committee	• Off Road Vehicle (ORV) signage installed indicating the location of the designated ORV route • Work with the Tourism Committee to promote Trails • Additional signage installed • Meetings attended and joint initiatives completed • Host one annual meeting with the Tourism Committee to identify initiatives to be included in the Financial Plan	• Carry Forward • Carry Forward • Carry Forward

VILLAGE OPERATIONS		
Priorities	Progress Measures	Status
• Create and staff Public Works on call back up position • Review tax ratios • Determine the ownership and responsibility of breakwater ships and develop strategies to reduce risk	• Public Works back-up hired • Updated tax ratio system • Plan in place to manage breakwater	• Carry Forward • In-Progress • Carry Forward

Looking Ahead – 2024 Goals and Objectives

- ✓ Completion of the Official Community Plan
- ✓ Completion of Zoning Bylaw Update
- ✓ Asset Management Update
- ✓ Plan H Grant – Seniors Connection
- ✓ Drone Training
- ✓ Air Condition Retrofit – Kelsey Centre
- ✓ Procurement of new Mower
- ✓ Building Improvements for the Kelsey Centre, Fire Hall 1, RCMP Building
- ✓ Drainage Improvement Project
- ✓ Hire an Economic Development Coordinator

DRAFT

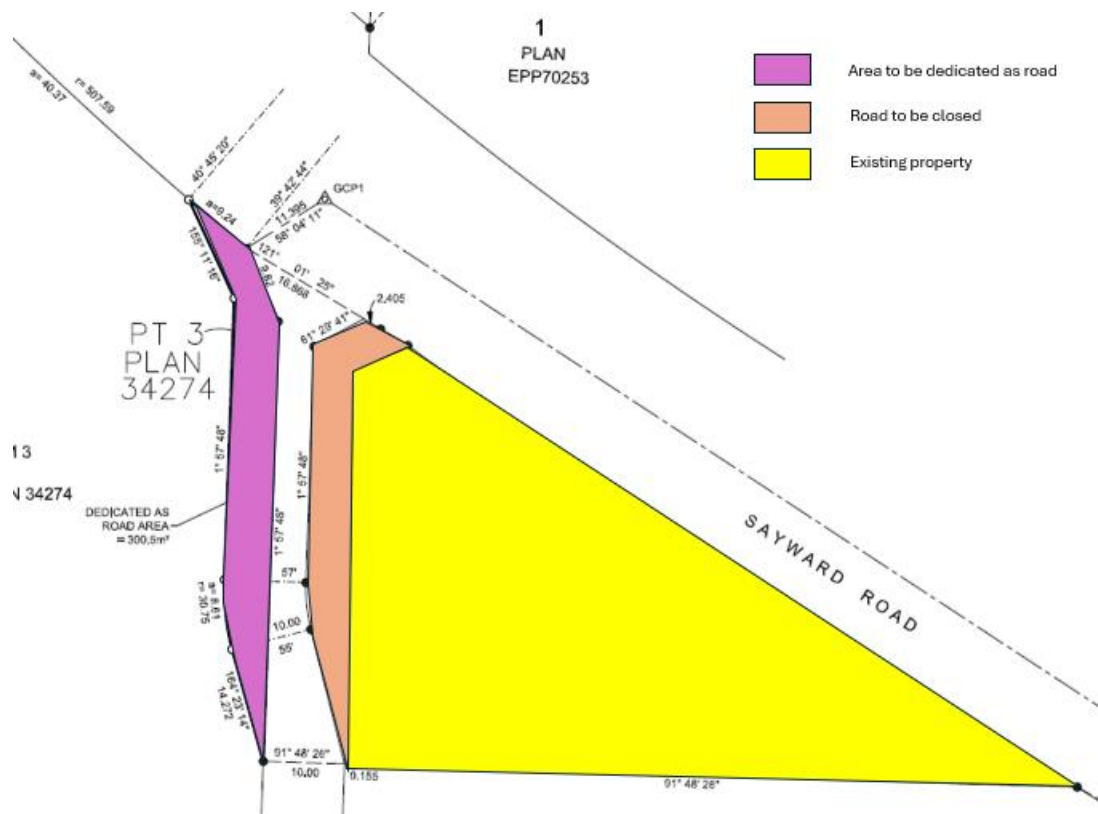


STAFF REPORT

To: Mayor and Council
From: Kevin Brooks, Village Planner, and John Manson, Peng, Approving Officer
Subject: Application to amend setback for 765 Sayward Rd – Site Specific Zoning bylaw amendment
Meeting date: November 19, 2024

BACKGROUND

The Village has been working with the property owners for some time to deal with a historic encroachment of the house within the Village's Road right of way (ROW). To address the issue of encroachment, an agreement was reached to swap a portion of the existing road right of way for a portion of the parcel to the west (761 Sayward Rd) to allow for realignment of the ROW.



The intent of the ROW is to provide future access to land beyond if future development were to occur. The land disposition process review and approval are separate from the proposed zoning amendment.

Official Community Plan

The subject property is currently designated Residential. The Residential designation is intended to allow for residential uses on properties.



The proposed zoning amendment is consistent with the OCP.

Zoning Bylaw

The property is zoned Residential One (R-1) under Zoning Bylaw No 309. R-1 zoning allows for Single detached residential with or without a secondary suite with several accessory uses such as

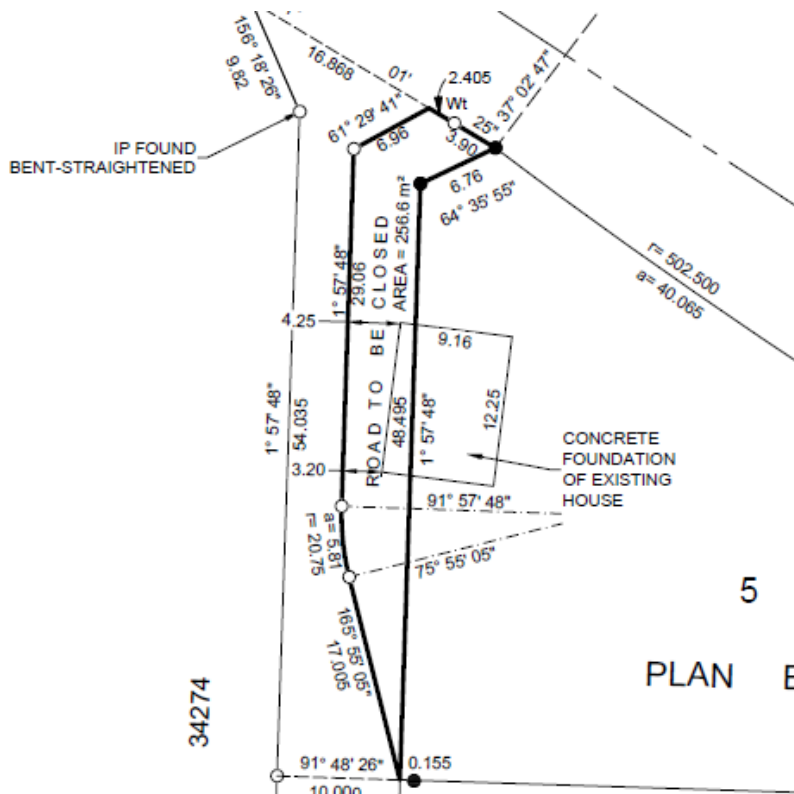
- Home-based business
- Bed & Breakfast
- Boarding;
- Buildings, accessory
- Secondary suites

The property uses are compliant with the Zoning Bylaw, however the existing home encroaches within the Village's right of way. As noted above, the Village has negotiated a land disposition and road dedication that will address the encroachment.

The proposed zoning amendment is to address setback issues associated with the existing house on the property once the land swap is finalized, specifically providing an amendment to allow for the deck and stairs to encroach into the required zoning setback.

The existing R-1 setbacks are:

- a) 6.0m (19.6ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of side lot line on a lot;
- c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way;
- d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.



The proposed amendment will add site specific setback reduction to allow for the deck and stairs to encroach in the required setbacks specifically for this parcel. The proposed amendment is:

- d) 0.6m (2.0ft) of side lot line abutting a public road right-of-way, for Lot 5, plan Epp70253;**

COMMUNICATION AND PROCESS

With the adoption of the suite of Housing Bills in November of 2023, the Village is prohibited from holding a public hearing for zoning amendment for residential lands where the zoning amendment is consistent with the OCP. As noted above, the proposed zoning changes for this residential parcel are consistent with the OCP therefore the Village is prohibited from holding a public hearing under section 464 of the *Local Government Act*. The Village is required to provide notification of no public hearing.

ADDITION BY A/CAO

For the purposes of Public Notices in compliance with section 94 of the Community Charter, the Village utilizes default publication requirements as no alternate notice process has been approved by Bylaw. As a result, notice must be published in a newspaper that is distributed at least weekly for two consecutive weeks. The cost for two weeks' notice is estimated at \$4,150; therefore, staff intends on including new notice procedures in the next iteration of the Council Procedures Bylaw.

STAFF RECOMMENDATIONS

THAT Council receives this report for information; AND

THAT Council directs staff to provide notification as per section 467 of the Local Government Act; AND

THAT Council directs staff to return the bylaw for first and second reading during the December Regular Council Meeting.

Respectfully submitted,

Kevin Brooks
Planner
Village of Sayward

John Manson, Peng
Approving Officer

PUBLIC NOTICE OF NON-PUBLIC HEARING

The Council for the Village of Sayward hereby notifies the public of its intent to amend the Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309 to address a longstanding encroachment of the dwelling at **Lot 5, plan Epp70253** (761 Sayward Road) into the Village's road right-of-way. This proposed amendment aligns with the Village's Official Community Plan. As such, and in accordance with Section 464 of the *Local Government Act*, a public hearing will not be held on this matter.

1
PLAN
EPP70253

Area to be dedicated as road
Road to be closed
Existing property

PT 3
PLAN
34274

DEDICATED AS
ROAD AREA
= 300.5m²

SAYWARD ROAD

13
V 34274

46° 48' 00" 401.59
155° 11' 16" 40.24
59° 32' 43" 11.309
58° 04' 11" 16.866
01° 25' 2.406
61° 28' 41" 2.406
1° 37' 48" 10.00
1° 37' 48" 10.00
57° 10.00
56° 10.00
100° 23' 14" 14.273
91° 48' 26" 10.00
0.155
91° 48' 26"

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.



VILLAGE OF SAYWARD
BYLAW NO. 510, 2024

A BYLAW TO AMEND ZONING BYLAW NO. 309, 2000

WHEREAS the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations for Sayward and vicinity pursuant to Part 14 of the *Local Government Act*;

AND WHEREAS the Council for the Village of Sayward wishes to amend “Zoning Bylaw No. 309, 2000” having due regard to the requirements of the *Local Government Act*;

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 “**Village of Sayward Zoning Amendment Bylaw No.510, 2024**”.

2. AMENDMENT

Bylaw No. 309 being the “Village of Sayward Zoning Bylaw, 2000” is hereby amended as follows:

- a. Section 601, subsection 5 amend 5 c as follows:
 - c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way, ***except for Lot 5, plan Epp70253;***
- b. **Add** a new section, being 5 e as follows:
 - e) 0.6m (2.0ft) of side lot line abutting a public road right-of-way, for Lot 5, plan Epp70253;***

Read a first and second time on the ____ day of _____ 2024.

Public Hearing held on the ____ day of _____ 2024.

Read a third time on the ____ day of _____ 2024.

Adopted on the ____ day of _____ 2024.

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

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer



VILLAGE OF SAYWARD

BYLAW NO. 512

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.

“Confidential Information” is defined within section 37 of this Bylaw.

“Complaint” means a formal allegation that a Council member has breached this Bylaw and which is submitted to the *Integrity Commissioner* in accordance with the complaint procedure set out in this Bylaw.

“Complainant” means a person who has submitted a Complaint to the *Integrity Commissioner*.

“Council” means the governing body of elected officials of the Village of Sayward.

“Council member” or **“member of Council”** means the elected officials of the Village of Sayward.

“Council Procedure Bylaw” means Council Procedure Bylaw No. 416, 2015 as amended or replaced by Council from time to time.

“code” or **“Code of Conduct”** means the Code of Conduct established by this Bylaw.

“Chief Administrative Officer” or **“CAO”** means the Chief Administrative Officer duly appointed by Council and persons duly appointed by Council in an acting or interim capacity.

“Integrity Commissioner” means the person appointed by Council to fulfill the duties and

responsibilities assigned to that position as set out in this Bylaw.

“Personal Information” has the same meaning as defined in the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165;

“Presiding member” means the person who is chairing a Council meeting or Committee of the Whole Council meeting and includes a Council member designated as the member responsible for acting in the place of the Chair.

“Staff” means an employee, contract employee or contractor of the Village and includes the CAO unless otherwise stated in this bylaw or the context requires.

“Village” means the Village of Sayward.

“Workplace” includes, but is not limited to, work sites owned, operated or controlled by the Village, including the municipal hall, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work related conferences and training sessions, and work related travel.

2. Unless otherwise provided in this Bylaw, any other words and phrases used herein have the same meanings as in the *Community Charter*, SBC 2003, and *Interpretation Act*, RSBC 1996, c. 238, or as the context and circumstances may require.
3. A reference to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation or bylaw refers to that enactment, as amended or replaced from time to time.
4. Words in the singular include the plural and gender specific terms include both genders and corporations.
5. Headings in this Bylaw are for convenience only and must not be construed as defining, or in any way limiting the scope or intent of this Bylaw.
6. If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
7. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, and without limitation applies to the use of social media by a member of Council.

PART 2 – GENERAL

Application

8. This Bylaw applies to the conduct of *Council members*.
9. A *Council member* or the CAO may be a Complainant. For greater certainty, all Complaints by *Staff* about a Council member will be subject to the complaint and resolution procedures within the Village’s Respectful Workplace Policy #200-03 as amended or replaced from time to time.
10. This Bylaw does not apply to a Council member’s conduct in their personal life, except to the extent that such conduct reasonably undermines, or has the potential to reasonably undermine, public confidence in the Village governance.

Principles and Values

11. *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

12. *Council members* 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.

Standards of Responsible Conduct

13. *Council members* will demonstrate and abide by the Standards of Responsible Conduct set out below:
- (a) Integrity is demonstrated by the following behaviours and *members of Council* will:
 - (i) be truthful and honest in all matters and in all dealings with their elected colleagues, *Staff*, members of the public, other community and local government stakeholders, the media, and through social media in their role as a representative of the *Village*;
 - (ii) ensure their actions are consistent with the shared principles and values collectively agreed to by the *Village*;
 - (iii) follow through on their commitments in a timely manner;
 - (iv) correct errors in a timely, transparent and reasonable manner;
 - (v) engage in respectful communication, dialogue and debate in all matters and in all dealings at all times;

(vi) make informed and well-reasoned decisions by directing their minds to the merits of the matter before them for consideration, ensuring that they act on the basis of relevant information, legal implications, and in consideration of the consequences of their decisions;

(vii) conduct and comport themselves in a manner that promotes and inspires public confidence and trust in local government and in all of their dealings as a local government official and representative;

(viii) conduct and comport themselves in a manner which avoids any perception of pecuniary or non-pecuniary conflict of interest, improper use of office, or other unethical or illegal conduct;

(ix) conduct and comport themselves in a manner which upholds the public interest by diligently serving citizens and communities within their sphere of influence in a manner which best serves the communities' interests and not their own, or the interests of a select few;

(x) conduct and comport themselves in a manner that is consistent, fair, non-prejudicial, non-discriminatory and unbiased in all their dealings as a local government official and representative;

(b) Respect is demonstrated by the following behaviours and *members of Council* will:

(i) treat every person with dignity, understanding, courtesy, politeness, civility and respect irrespective of differences of opinion, perspectives, beliefs, traditions or values;

(ii) respect the role of the *Chair* or Presiding Member and treat that person with respect and deference at all times;

(iii) abide by the rules of procedure adopted by the Village, including the *Council Procedure Bylaw*;

(iv) respect the distinct roles and responsibilities of Village *Staff*, the CAO and commit to fostering a positive working relationship between *members of Council*, *Staff*, the CAO and members of the public, and other community and local government stakeholders;

(v) refrain from publicly criticizing a member of *Council*, *Staff* or the CAO;

(vi) call for, and expect that respect be shown to *members of Council*, *Staff*, the CAO and members of the public by other citizens, and other community and local government stakeholders;

(vii) value the role of diverse perspectives and will show due consideration for every person's contribution by listening actively and respectfully to another person's perspective or point of view during discussion, debate, collaboration and decision making;

(viii) demonstrate awareness of their own conduct and behaviour, and manage and adjust their conduct and behaviour accordingly and as circumstances warrant;

(ix) create an environment of trust and will consider and be sensitive to how their choice of words, tone, conduct and behaviour can be perceived by a reasonable person as offensive, rude, derogatory, disrespectful, discriminatory, harassing, bullying, aggressive, combative, insulting, inflammatory or otherwise hurtful or inappropriate; and

(x) not engage in conduct or behaviour that is or ought to be known to be indecent, obscene, insulting, abusive or otherwise unbecoming of a member of *Council* and Village representative. This conduct or behaviour includes, but is not limited to:

(i) unwanted physical or sexual contact or comments, and/or any form of aggressive or threatening conduct or behaviour that may or ought to be known to cause harm to Staff or the CAO which makes a person feel threatened, humiliated or intimidated;

(ii) making malicious, vexatious or false allegations against other Council members, *Staff* or the CAO that:

(A) injure or may injure the integrity or character of other *Council members*, Staff or the CAO;

(B) damage the professional or ethical reputation or the prospects of employment of other *Council members*, Staff or the CAO; or

(C) undermine a *Council member's*, Staff's or the CAO's credibility to effectively interact with community members, *Council*, Staff, stakeholders, First Nations, contractors, colleagues in other local governments and public servants in other levels of government;

(iii) continued making of malicious, vexatious or false allegations against other Council members, Staff or the CAO in any forum, including social media, or to other Provincial agencies:

(A) after an investigation of the Complaint, dismissal or rejection of the Complaint under sections 61, 62 and 63 of this Bylaw; or

(B) if the *Council member* has not sought Council to reconsider the *Integrity Commissioner's* decision in accordance with the specified time and procedures set out in the *Council Procedures Bylaw No. 416, 2015* and section 131 of the *Community Charter*; and

(iv) attempted use of a *Council member's* authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing Staff or the CAO with the intent of interfering in Staff's or the CAO's duties;

(c) Accountability is demonstrated by the following behaviours and *members of Council* will:

(i) be responsible for, and will accept responsibility for decisions they make as an elected official or representative of the Village;

(ii) be accountable for their individual actions, and for the actions of the collective governing body;

(iii) actively listen to and consider the opinions, viewpoints and needs of the community in all decision-making, and will allow for meaningful and appropriate opportunities for citizen and community input, engagement, discourse and feedback;

(iv) carry out their business, duties and responsibilities in an open and transparent manner ensuring that the public understands the process and rationale used to reach informed decisions and the reasons and justifications for taking certain actions; and

(v) ensure that information is accessible to the extent possible under law, while also protecting privacy and confidentiality where appropriate, necessary or in accordance with the *Freedom of Information and Protection of Privacy Act*, and the confidentiality provisions of the *Local Government Act* and *Community Charter*.

(d) Leadership and Collaboration is demonstrated by the following behaviours and *members of Council* will:

(i) proactively and routinely monitor and measure their performance in order to ensure the foundational principles with respect to Responsible Conduct are being followed by all *members of Council* and the collective governing body;

(ii) behave in a manner that instills and builds public trust and confidence in local government;

(iii) recognize that vigorous discourse and deliberation on a matter is integral to the democratic process and will encourage healthy, respectful and constructive debate prior to taking a decision with respect to a matter;

(iv) make decisions collaboratively as a collective governing body;

(v) actively participate in debate about the merits of the matter before them;

(vi) without restricting *Council's* authority to reconsider a matter, accepting, respecting and working toward implementation of Council's decisions;

(vii) as leaders of their communities, face challenges, obstacles, controversy and adversity calmly, respectfully, diplomatically, professionally and with due consideration while endeavoring to find effective and appropriate solutions through clear direction to Staff, and to empower each other and *Staff* to face challenges, obstacles, controversy and adversity in the same manner; and

(viii) recognize and value the distinct roles and responsibilities that others play in providing good governance and will commit to fostering a positive working relationship amongst *Council members*, Committee members, member of the public, the media and community and other local government stakeholders.

Unacceptable Behaviour

14. Without limiting the expected standards of conduct set out in section 13 of this Bylaw, *Council members* must refrain from abusive conduct, intimidating or demeaning behaviour or verbal attacks upon the character, integrity, professionalism or motives of others. Further examples of unacceptable behaviour which also will be considered a violation of this Bylaw are set out in Appendix "A" to this Bylaw

Conflicts of interest

15. (1) *Council members* have a statutory duty to comply with the conflict-of-interest provisions as set out in the *Community Charter*.
- (2) *Council* may request that the CAO seek a legal opinion from the Village's solicitor with respect to situations that may result in a real or perceived conflict of interest. For greater certainty, only *Council* as a whole and not individual *Council members* may request a legal opinion with respect to situations that may result in a real or perceived conflict of interest.
- (3) *Council members* are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or associates, business or otherwise;
- (4) A *Council member* is not entitled to review *Confidential Information*, including a privileged legal opinion, CAO's report to Council or Staff's report to Council, or any resolutions passed during an *in camera* Council meeting which has not been released to the public on a subject matter about which a *Council member* has declared a conflict of interest;
- (5) *Council members* must approach decision-making with an open mind that is capable of persuasion.
- (6) *Council members* must not use *Confidential Information* with the intention to cause harm or detriment to Council, the Village or any other person or body;
- (7) *Council members* must protect *Confidential Information* from inadvertent disclosure.
- (8) *Council members* must take reasonable care to prevent *examination of Confidential Information* by unauthorized individuals.

Use of Village property, assets, and premises

16. (1) *Council members* must not make unauthorized use of any Village property, assets, or other resources for personal reasons. In addition, *Council members* must ensure that any property (including cash, cheques, documents, inventories, and equipment) in their care is properly secured and protected at all times. This responsibility extends to the use and security of any corporate credit, email or access code cards.
- (2) *Council members* must use municipal property, equipment, services, supplies, and Staff resources only for the performance of their duties as a *Council member*, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies, and *Staff* resources that are available to the general public may be used by a *Council member* for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Village to a *Council member*, may be used by the *Council member* for limited personal use, provided that the use is strictly personal and not offensive, inappropriate or for personal gain and complies with any applicable Village bylaw, policy, procedure or direction, which may be amended from time to time.

Council Training and Orientation

17. (1) After first being elected, a *Council member* must attend all sessions of orientation training on Village business that are identified as mandatory by the *Chair, Integrity Commissioner* or *CAO* unless doing so is not practically possible and the absence is approved by resolution of Council.

(2) A *Council member* must attend all orientation training or any sessions of training on Village business that are identified as mandatory by *Council, Integrity Commissioner* or *CAO*, unless doing so is not practically possible and the absence is approved by resolution of Council.

Compliance with Laws

18. *Council* and *Council member* 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 Village Bylaws and policies.

Respect for Process

19. *Council members* 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

20. Meetings should be conducted with the objective of making the proceedings as open, transparent, accessible and understandable to the public as possible and in accordance with the prevailing *Council Procedure Bylaw*.

Meeting Preparations

21. (1) *Council members* shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.
- (2) *Council members* 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

22. (1) *Council members* will 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*.
- (3) *Council* and *Council members* must act in accordance with the *Council Procedure Bylaw*, Roberts Rules of Order and the conduct guidelines of this *Bylaw*.

Mayors Rulings to be Respected

23. *Council* members will 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

24. 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

25. *Council members* will respect the diverse interests of their constituents and the role of *Council* to balance the views of their taxpayers and, to that end, *Council members* 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

26. *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

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

Corporate Correspondence

28. 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

29. (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 and Village Email Addresses

30. (1) When using *Village* letterhead or Village email addresses to present their individual opinions and positions, *Council members* 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* will not use *Village* letterhead or Council member Village email addresses for personal matters or to convey an opinion on any matter that has not been specifically been approved by *Council*.
 (3) Before a *Council member* sends, delivers or distributes correspondence on Village letterhead or sends electronic email from Village email addresses to *Council*, a *Council member* must forward such correspondence 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

31. *Council* has the sole responsibility to govern the *Village* in accordance with the *Community Charter, Local Government Act* and other relevant legislation and, as such, *Council members* 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

32. (1) Council members shall respect the powers, duties and responsibilities of the CAO, the Village's Corporate Officer and Chief Financial Officer delineated within a bylaw that addresses delegation of authority by Council (the *Appointment of Officers Bylaw No. 488, 2022*).
 (2) *Council members* will respect that there are distinct and specialized roles expected of Staff and the CAO in both the carrying out of their respective responsibilities and in dealing with *Council*.

- (2) *Members of Council* will 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.
- (3) *Members of Council* are to contact *Staff* including the *Village's* Corporate Officer and Chief Financial Officer, according to the procedures authorized by *Council* and the *Chief Administrative Officer* regarding the interaction of *Council members* and *Staff*. As a general principle, the *Village* adopts the one employee model where *Council's* point of contact with *Staff* is the *Chief Administrative Officer*.

Accountability for Decisions

- 33. (1) *Staff* are accountable to the *Chief Administrative Officer* and the *Chief Administrative Officer* is accountable to *Council*.
- (2) *Staff* shall contact *Council* through contact with the CAO.
- (3) 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.
- (4) *Council* members shall not 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

- 34. (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 *Council members*, give direction to *Staff* through the passage of *Council* resolutions.

Respecting Corporate Priorities

- 35. (1) *Council members* will 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 member* 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

36. *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

37. *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;
 - (c) information that is given verbally in confidence in preparation for or following a closed session of *Council*;
 - (d) decisions, resolutions or report contents, including a *CAO's* or a *Staff's* report, forming part of the agenda for or from a closed meeting of *Council* until a *Council* decision has been made for the information to become public or otherwise redacted;
 - (e) information about the acquisition, disposition or expropriation of land or improvements if disclosure could reasonably be expected to harm the interests of the *Village*;
 - (f) negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages if disclosure could reasonably be expected to harm the interests of the *Village*;
 - (g) advice that is privileged at law; and
 - (h) Personal Information that is prohibited from disclosure under the *Freedom of Information and Protection of Privacy Act*.

Duty to Maintain Confidentiality

38. (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 members* and *Staff* shall not disclose or release to anyone, either in oral or written form:
- (a) *Confidential Information* acquired, by virtue of their office, including *Personal Information*, unless required or permitted 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.
- (3) *Council members* and the *CAO* shall not disclose *Confidential Information* to a *Council* member who has declared a conflict of interest.

Reporting, recording and retaining information

39. (1) It is every *member of Council's* responsibility to ensure that all information collected, produced, or obtained in the course of his or her duties, whether written, oral, or in electronic format, is as accurate as possible. No *member of Council* will willfully mislead *Staff*, other member of *Council*, or the public about any issue of Village concern.
- (2) If a *member of Council* believes that someone may have misunderstood them, they must promptly correct the misunderstanding. Reporting inaccurate or incomplete information, or reporting information in a way that is intended to mislead or misinform those who receive it, is strictly prohibited and could lead to serious consequences including disciplinary action.
- (3) Examples of dishonest reporting include, but are not limited to the following:
- (a) submitting an expense account for reimbursement of business expenses not actually incurred, or misrepresenting the nature or amount of expenses claimed;
 - (b) providing inaccurate or incomplete information to Village management or *Staff* during an internal investigation, audit, or other review, or to organizations and people outside the Village, such as external auditors;
 - (c) making false or misleading statements in any reports or other documents submitted to or maintained for government agencies;
 - (d) failing to provide and/or destroying relevant records when requested to provide such records in order for the Village to respond to a request for records made under the *Freedom of Information and Protection of Privacy Act*; and
 - (e) providing or communicating false or misleading information.
- (4) All *members of Council* must work in accordance with both the Village controls established to prevent fraudulent misconduct and all applicable laws, regulations, and government guidelines.
- (5) All incidents of fraud or theft committed against the Village will be taken seriously and may be viewed as acts of criminal activity and treated accordingly.

PART 9 – IMPLEMENTATION AND ENFORCEMENT**Implementation**

40. 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

41. The *Code of Conduct* sets out the expectations of *Council members* with respect to the standards of conduct for *Council members*.

Part 10 - Appointment of Integrity Commissioner

42. Council must appoint an *Integrity Commissioner* to undertake the duties and responsibilities set out in this *Bylaw*.
43. The appointment of an *Integrity Commissioner* must be for a set period of two (2) years. An Integrity

Commissioner may be appointed for more than one term.

44. At the request of the *Integrity Commissioner*, Council may suspend the appointment for a mutually agreed period of time.
45. Council will not terminate an *Integrity Commissioner* except for cause.
46. The appointment of an *Integrity Commissioner* may only be made, suspended, or terminated by a 2/3 vote of all *Council members*.

Interim Ad Hoc Appointment of Integrity Commissioner

47. The CAO may appoint an ad hoc *Integrity Commissioner* in the following circumstances:
 - (a) If the Village has not yet entered into a contract for the appointment of an *Integrity Commissioner*;
 - (b) In the interim period between the expiry of the appointment of a new *Integrity Commissioner*; or
 - (c) If the appointed *Integrity Commissioner* is unable or unwilling to act.

Duties and Responsibilities

48. The duties and responsibilities of the *Integrity Commissioner* are as follows:
 - (a) provide advice and recommendations to a *Council member* on questions of compliance with this Bylaw where requested to do so by that *Council member* or the CAO;
 - (b) provide advice and recommendations to a *Council Member*, regarding their compliance or disclosure obligations under a provincial statute, such as the *Financial Disclosure Act*, or other such statute that imposes an express compliance or disclosure obligation on the *Council member* due to their position as an elected official, where requested to do so by a *Council Member*;
 - (c) prepare written materials and content for the Village's website for distribution to, and use by, the public, to aid in their understanding of the role of the *Integrity Commissioner* and the ethical obligations and responsibilities of members under this Bylaw;
 - (d) deliver educational programs regarding the role of the *Integrity Commissioner* and the ethical obligations and responsibilities of members under this Bylaw;
 - (e) assist with informal resolution of confidential requests and complaints;
 - (f) receive and assess all Complaints to determine if the Complaint must be rejected, closed, resolved or investigated;
 - (g) investigate and conduct inquiries as to violation of this Bylaw;
 - (h) report to *Council* as to whether a *Council member* has breached this By-law;
 - (i) make recommendations on an appropriate remedy if a Council member has breached this By-law;
 - (j) make recommendations to *Council* on whether to reimburse legal fees reasonably incurred by a *Council member* in relation to a *Complaint*;
 - (k) submit an annual budget for approval by Council; and
 - (l) assist the CAO in preparing and publishing an annual report by December 1 each year that includes a summary of the work of the *Integrity Commissioner* and any advice or recommendations that the *Integrity Commissioner* has to improve the text or operation of this By-law.
49. The *Integrity Commissioner* must perform the duties and responsibilities of their office in an

independent manner.

Powers after Resignation or Expiry of Term

50. If the *Integrity Commissioner* resigns or their appointment expires, the CAO may authorize that individual to continue to exercise the powers of the *Integrity Commissioner* in regards to any *Complaint* received before the end of their term.
51. An authorization under section 50 continues until the *Complaint* which is the subject of the authorization is rejected, closed, resolved informally, or a written investigation report is delivered to *Council*.

Part 11 – Complaint and Resolution Procedures

Informal Discussion

52. (1) Any *member of Council* or the CAO who has identified or witnessed *Council* conduct that the *member of Council* or the CAO reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - (a) advising the *Council member* the conduct violates this Bylaw and encouraging the *Council member* to stop; or
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the *Member of Council* in an attempt to resolve the issue. In the event the Mayor is the subject of, or is implicated in a complaint, the *Council member* may request the assistance of the Deputy Mayor.
- (2) *Members of Council* are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw; however, a *Council member* is not required to complete this informal complaint procedure prior to pursuing the formal *Complaint* procedure in section 53.
- (3) If the situation is not able to be resolved through an informal process within thirty (30) calendar days, the *Complainant* must submit the *Complaint* to the *Integrity Commissioner* unless the *Complainant* decides to withdraw the *Complaint*.

Formal Complaint Procedure

53. Any *Council member* or the CAO who has identified or witnessed *Council member* conduct that they reasonably believe, in good faith, is in contravention of this Bylaw may submit a Complaint to the *Integrity Commissioner* in accordance with the following procedure:
 - (a) All Complaints will be addressed to the *Integrity Commissioner*.
 - (b) Incidents or Complaints must be reported to the *Integrity Commissioner* as soon as possible after experiencing or witnessing an incident and by no later than 180 days after the *Council member* or CAO knew or reasonably ought to have known of the alleged breach of this Bylaw. This allows the incident to be investigated and address promptly.
 - (c) All *Complaints* must be made in writing and must be dated and signed by the *Complainant*.
 - (d) The *Complaint* must set out a detailed description of the facts as they are known giving rise to the allegation that the respondent *Council member* has contravened specific sections of this

Bylaw. The description must include the names of people involved, witnesses, where and when the incidents occurred and what behaviour led to the *Complaint*. Supporting documents such as but not limited to emails, handwritten notes, or photographs must be attached. If possible, the *Complainant* must include the impact of the behaviour complained of on the *Complainant*.

54. A *Complainant* may specify in the *Complaint* if they are willing to participate in an informal resolution of the *Complaint*.
55. The *Integrity Commissioner* may prescribe a form for submitting a *Complaint*.
56. The *Integrity Commissioner* must not accept multiple complaints concerning the same matter. In the event that the *Integrity Commissioner* receives multiple complaints concerning the same matter, the *Integrity Commissioner* must proceed with the first complaint accepted, but may expand the *Complaint* and/or add *Complainants* for the purpose of conducting the investigation and preparing the investigation report.
57. The *Integrity Commissioner* must reject a complaint received more than 180 days after the *Complainant* knew or reasonably ought to have known of the alleged breach of this By-law.
58. The *Integrity Commissioner* must reject a *Complaint* received regarding a *Council member* seeking re-election in the period from the last day of the nomination period to the general voting day.
59. In the period 90 days prior to general voting day, the *Integrity Commissioner* may suspend any investigation underway until the day after the general voting day.

Complaint Outside of Jurisdiction

60. The *Integrity Commissioner* has the authority to investigate a *Complaint* alleging that a *Council member* is in breach of this Bylaw.
61. If a *Complaint* is submitted that, on its face, is not made with respect to a breach of this Bylaw, or if a *Complaint* would be more appropriately addressed through another process including if the *Complaint* is:
 - (a) an allegation of a criminal nature consistent with the *Criminal Code*;
 - (b) with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
 - (c) with respect to conduct that may subject a member to disqualification under the *Community Charter*;
 - (d) with respect to non-compliance with a more specific Council policy or by-law with a separate complaint procedure; or
 - (e) with respect to a matter that is subject to another outstanding process, such as a court proceeding or a Human Rights complaint,

the *Integrity Commissioner* must reject the *Complaint*, or part of the *Complaint*, and must notify the *Complainant* in writing that the *Complaint* is not within the jurisdiction of this Bylaw, or that the *Complaint* would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and referrals the *Integrity Commissioner* considers appropriate.

62. Where a *Complaint* is made against a *Council member* and the complaint procedure overlaps with a municipal election and the *Council member* is not re-elected in that election, the *Integrity Commissioner* must notify the *Complainant* and the *Council Member* in writing that the *Integrity Commissioner* is closing the complaint on this basis and close the *Complaint*.

Preliminary Assessment

63. On receipt of a *Complaint*, the *Integrity Commissioner* must conduct a preliminary assessment and if at that time, or any time thereafter, the *Integrity Commissioner* of the opinion that:

- (a) the statement is not with respect to a breach of this Bylaw;
- (b) the complaint is frivolous, vexatious, or not made in good faith;
- (c) an investigation of the complaint would not be in the public interest;
- (d) the investigation is, or might be, hampered, or the *Council member* might be prejudiced by the *Complainant's* failure to provide a *Complaint* in compliance with section 52, or otherwise cooperate with the investigation;
- (e) the *Complainant* wishes to withdraw the *Complaint*, and it would be appropriate in the circumstances to allow the withdrawal; or
- (f) there are no grounds or insufficient grounds for concluding that a violation of this Bylaw has occurred,
- (g) the *Integrity Commissioner* must notify the *Complainant* and the respondent in writing that the *Integrity Commissioner* is closing the *Complaint*, set out the reasons therefore, and close the *Complaint*.

64. Notwithstanding section 63, the *Integrity Commissioner* may request further information from the *Complainant* before determining whether or not there are sufficient grounds for believing that a breach of this Bylaw may have occurred.

Formal Resolution

65. If a *Complaint* is not rejected, closed, or resolved informally, the *Integrity Commissioner* must proceed with a formal investigation.

66. The *Integrity Commissioner* must serve the *Complaint* on the respondent with a request that the respondent provide a written response to the *Complaint* together with any submissions the respondent chooses to make within 10 days, subject to the *Integrity Commissioner's* discretion to extend the timeline.

67. The *Integrity Commissioner* may serve the *Complainant* with the respondent's written response together with any submissions, on a strictly confidential basis, and request a reply in writing within 10 days, subject to the *Integrity Commissioner's* discretion to extend the timeline.

68. The *Integrity Commissioner* may:

- (a) speak to anyone relevant to the *Complaint*;
- (b) request disclosure of documents relevant to the *Complaint*; or
- (c) access any record in the possession or control of the Village, except a record that is subject to an implied undertaking that a document produced under compulsion in court proceeding must not be disclosed to the *Integrity Commissioner* unless and until the scope of the undertaking is varied by a court order or other judicial order, consent or statutory override or a situation of immediate and serious damage emerges.

69. The *Integrity Commissioner* must ensure that the formal investigation complies with the rules of procedural fairness and natural justice required in the circumstances.

70. Each party interviewed by the *Integrity Commissioner* has the right to be accompanied by the party's legal counsel. All participants will be asked and expected to maintain confidentiality and confirm in writing that they will agree to not discuss or disclose any part of the investigation without Council's authorization or as required by law.

71. If the *Complainant(s)* or respondent(s) refuse to participate in a formal investigation the investigation may continue without that individuals' participation and the *Integrity Commissioner* may base their findings on the information present.

72. The *Council member* alleged to have breached this Bylaw is entitled to receive a copy of the *Complainant's* name and information on the particulars of the *Complaint* prior to the making of a decision on whether or not to investigate under this section.

73. Each party interviewed by the *Integrity Commissioner* has the right to be accompanied by the party's legal counsel. All participants will be asked and must maintain confidentiality and confirm in writing that they will agree to not discuss or disclose any part of the investigation without Council's authorization or as required by law.

74. The *Integrity Commissioner* may suspend any investigation underway for the purpose of attempting to resolve the *Complaint* informally, either at the *Integrity Commissioner's* own determination, or at the request of a party to the investigation.

Adjudication and Reporting

75. The *Integrity Commissioner* must make a decision within 60 days of making a decision to proceed with a formal investigation, unless section 62 or section 74 applies, or the *Integrity Commissioner* determines that doing so is not practicable, in which case the *Integrity Commissioner* must notify the *Complainant* and respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the *Complainant* and the respondent.

76. A notification issued pursuant to sections 61, 62, 63 and 75 of this Bylaw is confidential and must not be disclosed except in the following circumstances:

- (a) the *Integrity Commissioner* and CAO may use information in a notice in an annual report in the form of context and statistics;

- (b) the *Integrity Commissioner* may prepare an anonymized bulletin based on the notice if the *Integrity Commissioner* believes that doing so would be of public benefit;
- (c) to *Council* for the purpose of considering a resolution for reimbursement of legal fees pursuant to sections 86 and 87 of this Bylaw; and
- (d) the respondent may disclose the fact that the *Complaint* has been closed, or that a finding has been made that the respondent did not breach this Bylaw.

77. If after reviewing all material information, the *Integrity Commissioner* determines that a *Council member* did violate this By-law then:

- (a) the *Integrity Commissioner* must prepare a written investigation report providing reasons for their determination that the member breached this Bylaw;
- (b) the investigation report will make recommendations as to the appropriate sanction for the breach;
- (c) if the *Integrity Commissioner* determines that a *Council member* did breach this By-law, but that the Council member took all reasonable steps to prevent it, or that it was trivial or done inadvertently or because of an error in judgment made in good faith, the *Integrity Commissioner* will so state in the investigation report and may recommend that no sanction be imposed;
- (d) the *Integrity Commissioner* must deliver, on a strictly confidential basis, a copy of the investigation report to the respondent; and
- (e) the *Integrity Commissioner* must deliver a copy of the investigation report to the *Complainant* and *Council* forty eight (48) hours after delivery of the investigation report to the respondent; and
- (f) the *Integrity Commissioner* must make the investigation report available to the public after delivery of the investigation report to the *Complainant*, *Council* and the CAO.

78. The *Integrity Commissioner* must ensure that the investigation report as drafted complies with the Village's obligations regarding disclosure of personal information set out in the *Freedom of Information and Protection of Privacy Act*, or ensure that appropriate redactions are applied prior to release to the public.

Final Determination by Council

79. *Council* must, within 30 days of delivery of the investigation report pursuant to section 76(e) of this Bylaw, or a longer period if approved by a vote of *Council*, decide on the appropriate measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as *Council* considers appropriate in the circumstances.

80. Prior to *Council* making any decision regarding the findings and recommendations set out in the investigative report, the respondent must be provided with an opportunity, either in person or in writing, to comment on the conclusions of the investigation report and before *Council* deliberates and

makes any decision on culpability and any recommended censure, sanctions or corrective actions.

81. A *Council member* who is the subject of a *Complaint* and investigation is entitled to retain, be advised, and be represented by legal counsel during the investigation stage and at the *Council* meeting where any decision on culpability is to be made or any motion of censure and related sanctions is considered and imposed.

82. Following *Council's* hearing of the affected *Council member's* submissions to *Council*, the *Council member* will leave the meeting room and those *members of Council* without a conflict of interest will consider the measures, if any, to impose in accordance with sections 93 and 94 of this Bylaw; and

83. While an investigation report provided to *Council* may be considered in a closed meeting for the purpose of receiving legal advice, or other valid reason, when *Council* deliberates and votes on the investigation report, it will do so in a public meeting and the investigation report must be made available to the public in a form that complies with section 78.

84. When making a decision under section 79 of this Bylaw, *Council* will provide notice to the *Complainant* and respondent of options for *Council's* reconsideration of *Council's* decision under section 27 of the *Council Procedure Bylaw* and also *Local Government Act* section 623.

85. The Village may reimburse the reasonable costs for each respondent *Council member's* legal representation under this section after *Council* concludes its deliberations and makes a decision under section 79 unless *Council* determines that the *Council member* engaged in dishonest, grossly negligent or malicious conduct.

86. Despite section 87 *Council* may, by resolution, approve interim funding for a respondent *Council member's* legal representation under this section subject to the respondent *Council member's* written agreement to repay such funding if, after *Council* concludes its deliberations and makes a decision under section 79 *Council* determines that the *Council member* engaged in dishonest, grossly negligent, malicious conduct.

Confidentiality

87. *Council members* must refrain from discussing allegations at open meetings or at any other time or with anyone until after the investigation and *Council* makes decisions whether or not to impose censure and related sanctions under section 79 of this Bylaw.

88. Where a *member of Council* alleges a breach of this *Code of Conduct* by a fellow member of *Council*, all *members of Council* must refrain from commenting on such allegations at meetings of *Council* until such time that the Integrity Commissioner releases to the public the investigation report under sections 77(e) and 78 of this *Bylaw*.

Unfounded Complaint

89. If the *Integrity Commissioner* finds insufficient evidence to support the *Complainant's* allegations, there will be no permanent record of the *Complaint* and there will be no penalty to anyone

concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

Vexatious Complaints

90. Any individual covered by this Code of Conduct who makes an allegation or *Complaint* under this Code of Conduct that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to, the sanctions and remedies described in section 93.

Censure and Sanctions

91. If an investigation reveals that there is evidence to support a reasonable likelihood that the subject matter of the complaint took place and *Council* determines to regulate the conduct of the *Council member* that is the subject of the complaint, *Council* may consider issuing censure and related sanctions including:

- (a) seeking a letter of apology;
- (b) mandatory education, training, coaching or counselling;
- (c) if applicable, removal from committees or boards;
- (d) restrictions on representing the Village at events or conferences;
- (e) limiting access to certain Village facilities;
- (f) restricting a Council member's ability to attend in person at Council or COTW meetings;
- (g) restricting how documents are to be provided to *Council members*; and the form and manner in which documents will be provided to *Council members*;
- (h) communicating with *Staff* through a designated person;
- (i) reduction in remuneration in accordance with a remuneration bylaw;
- (j) imposing limits on travel;
- (k) suspension, if applicable, of committee appointments; and
- (l) seeking a written promise to comply with the *Code of Conduct*, *Council Procedure Bylaw*, *Local Government Act*, *Community Charter* and all applicable other legislation and Village Bylaws and internal policies.

92. In determining the appropriate censure and related sanctions, *Council* will consider the following factors:

- (a) the degree and nature of the conduct;
- (b) whether the contravention was a single or repeated act;
- (c) whether the *Council member* was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
- (d) the nature of the work relationship of the *Complainant* and the respondent, and whether the *Council member* was in a position of authority over the *Complainant*, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
- (e) the impact of the contravention on the *Complainant*;
- (f) the *Council member's* acknowledgment of wrongdoing; and
- (g) the *Council member's* history of other contraventions.

Retaliatory Behaviour

93. *Council* and the Village will not tolerate threats or acts of reprisal or retaliation against any complainant, witness, respondent, or employee of the Village responsible for implementing and carrying out the objectives or requirements of this Bylaw and procedure, who in good faith:

(a) makes a *Complaint* under this Bylaw;

(b) identifies or opposes a practice or conduct that they reasonably believe to constitute a violation of this Bylaw; and

(c) implements or participates in an investigation, proceeding or hearing of any kind under this Bylaw.

94. *Members of Council* must not take or threaten to take any act of reprisal or retaliation against a *Complainant*, witness, respondent, or employee of the Village, or any other person responsible for implementing and carrying out the objectives or requirements of this Bylaw and procedure in good faith.

95. Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Code of Conduct will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described in section 46.

Impact on Council Decisions

96. A violation of this Bylaw will not be considered a basis for challenging the validity of a *Council* decision.

Citation

97. This bylaw may be cited for all purposes as *Code of Conduct Bylaw, Bylaw No. 512*.

Repeal:

98. Bylaw No. 442 and all amendments thereto are hereby repealed.

Read a first time on the XX day of XXX, 2024

Read a second time on the XX day of XXX, 2024

Read a third time on the XX day of XXX, 2024

Adopted on the XX day of XXX, 2024

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

 Chief Administrative Officer
 Village of Sayward

 Mayor

 Corporate Officer

Appendix "A" to the *Code of Conduct* - Examples of Unacceptable Conduct

Meeting Conduct, Rules of Order and Procedural Matters

- 1 (1) Failing to abide by the *Council Procedure Bylaw*;
- (2) Failing to respect the role of the Chair or Presiding Official at meetings;
- (3) Failing to respect due process and procedural fairness;
- (4) Unfair or disrespectful treatment of persons or delegations appearing before Council;
- (5) Disrespectful or disruptive behaviour during a meeting which results in being called out of order by the Chair or Presiding Official; (f) Expulsion from a meeting; and
- (6) Behaviour which undermines the free exchange of ideas and which stifles or inhibits healthy debate.

Integrity

- 2 (1) Abuse of authority or trust;
- (2) Failure to act in the public interest;
- (3) Showing favoritism, bias or nepotism towards any person, vendor, contractor, business, family member or to others doing business with the Village;
- (4) Dishonesty;
- (5) Obstructing an investigation into a matter;
- (6) Obstructing Staff from undertaking their duties;
- (7) Harassment;
- (8) Sexual Harassment;
- (9) Discrimination;
- (10) Bullying;
- (11) Intimidation;
- (12) Coercion;
- (13) Extortion;
- (14) Uttering Threats;
- (15) Assault;
- (16) Accepting a bribe;
- (17) Disrespecting the viewpoints of others during discussion on a matter;
- (18) Failing to keep an open mind during debate on a matter;
- (19) Damaging the reputation and/or credibility of the Village by words, actions and/or irresponsible conduct; and
- (20) Acting in an official capacity while intoxicated resulting in irresponsible conduct.

Communication, Interpersonal Relations, Council and Staff Relations

- 3** (1) Use of disrespectful, derogatory, demeaning, defamatory, discriminatory, intolerant or offensive language at any time, and on any communication platform, including social media as a representative of the Village;
- (2) Failing to treat any person with respect, courtesy, tolerance, acceptance, and/or dignity;
- (3) Disrespecting the role of the Chief Administrative Officer, *Staff* or Village consultants;
- (4) Failing to respect the various roles and responsibilities which are inherent to informed local government decision making;
- (5) Publicly criticizing or chastising a fellow *member* of *Council*, *Staff* or Village consultant;
- (6) Interfering with the administrative corporate or operational functions of the Village;
- (7) Failure to observe established protocols with respect to tasking or otherwise directing *Staff*.

Confidentiality and Data Security

- 4** (1) Intentionally accessing unauthorized information, records or data on Village devices and Confidential Information;
- (2) Unauthorized disclosure of confidential or personal information to a third party;
- (3) Intentionally breaching the Village's network and data security systems;
- (4) Intentionally leaking confidential information to the media or other local government stakeholders;
- (5) Fraud;
- (6) Theft of Village resources and/or assets; and
- (7) *Criminal Code* of Canada conviction while in office.

Retaliation

- 5** (1) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the Village's Code of Conduct;
- (2) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the Villages Respectful Workplace Policy; and
- (3) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the *Criminal Code* of Canada or other federal, provincial or local government statute, regulation, or enactment.

Conflict of interest

- 6** (1) Failure to abide by Conflict of Interest Rules in the *Community Charter and Local Government Act*;
- (2) Failure to disclose conflict of interest;
- (3) Participation in meetings where in conflict of interest;
- (4) Use of office to influence a decision, recommendation or other action where an elected official has a direct or indirect pecuniary interest;
- (5) Accepting unauthorized gifts;
- (6) Failure to disclose authorized gifts; and
- (7) Failure to disclose and report contracts entered into by the elected official or former elected official with the Village where the elected official or former elected official has a direct or indirect pecuniary interest.

Interference with designated decision makers and/or processes

7 (1) Interfering with, and/or failing to respect the role and authority of statutory and/or other designated decision makers:

- (a) Officer Responsible for Corporate Administration;
- (b) Officer responsible for Financial Administration;
- (c) Head, Freedom of Information and Protection of Privacy;
- (d) Chief Election Officer;
- (e) Building Officials;
- (f) Bylaw Enforcement Officers;
- (g) Provincial Approving Officer; and
- (h) Others in statutory and/or designated decision making roles.

(2) Failing to abide by the Village's procurement policies and bylaw.

Partisan politics and campaigning

- 8** (1) Engaging in partisan politics while undertaking Village business;
- (2) Use of Village resources for campaign purposes;
- (3) Unauthorized Conduct - General Prohibitions;
- (4) Providing instruction to Village contractors, consultants or other service providers;
- (5) Speaking on behalf of the Council when not authorized to do so;
- (6) Failing to uphold a decision, bylaw or policy of the Council; and
- (7) Unauthorized use of Village Staff and/or other Village resources and assets.