



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
January 21, 2025 - 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 January 21, 2025, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the Regular Council meeting held on January 7, 2025, be adopted [as presented **or** as amended].

Note: Staff are working to complete backlog of minutes and agendas for 2023 and 2024.

- b) THAT the minutes from the Regular Council meeting held on October 3, 2023, be adopted [as presented **or** as amended].
- c) THAT the minutes from the Regular Council meeting held on November 7, 2023, be adopted [as presented **or** as amended].
- d) THAT the minutes from the Regular Council meeting held on December 5, 2023, be adopted [as presented **or** as amended].

6. Petitions and Delegations – none

7. Correspondence

a) Supplemental Information – Salmon Acqua-culture Transition Plan for BC

Note: BC Salmon Farmers will attend February 4th Council meeting as a delegate.

Recommendation:

THAT Council receives this correspondence for information.

b) LGCAP Funding Information

Recommendation:

THAT Council receives this correspondence for information.

c) Canada Community-Building Fund

Recommendation:

THAT Council receives this correspondence for information.

d) Growing Communities Fund FAQ

Recommendation:

THAT Council receives this correspondence for information.

e) Request for Proclamation – Epilepsy Awareness Month

Recommendation:

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

a) Connected Coast – Verbal update

11. Unfinished Business

a) Amended 2023 SOFI Report

Recommendation:

THAT the 2023 SOFI Amendment Staff Report be received for information and discussion;

AND THAT Council approves the amended 2023 SOFI Report to include a change to the Statement of Severance, Guarantees, and Indemnity Agreement to reflect one (1) severance issued in 2023 which represents six (6) months of compensation.

b) Municipal Advisor's Recommendation Implementation

Recommendation:

THAT the report from the A/Chief Administrative Officer is received for information.

c) Local Government Climate Action Program Funding Information

Recommendation:

THAT the Growing Communities Fund (GCF) and Local Government Climate Action Program (LGCAP) staff report be received for information and discussion; and,

THAT Council approve an extension request for the LGCAP funds received in 2022 and 2023.

12. Staff Reports

a) Regional Grant Opportunity – UBCM Emergency Support Services

Recommendation:

THAT the report from the Acting Chief Administrative Officer be received.

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

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

14. Bylaws

a) Bylaw 513. – 2024-2028 Five Year Financial Plan Amendment Bylaw

Recommendation:

THAT Five Year Financial Plan Amendment Bylaw No. 513, 2024 be adopted.

b) Reconsideration and (Re)Adoption - Code of Conduct Bylaw, Bylaw No. 512

Note: there are 3 resolutions tied to this matter.

Recommendation:

WHEREAS Section 27(1)(b) of the Council Procedures Bylaw, Bylaw No. 416, permits Council to reconsider a bylaw that has been previously adopted; and

WHEREAS Bylaw No. 512 – Code of Conduct, originally adopted by Council on January 2, 2025, requires reconsideration due to the removal of Section 70, which resulted in changes to the bylaw's structure and numbering; AND replace section

61.c to read as follows “with respect to conduct that may subject a member to an application to Court for disqualification under section 111 of the *Community Charter*.”

BE IT RESOLVED THAT: (Part 1, Reconsideration of Bylaw No. 512)

Subject to Section 27(1)(b) of the Council Procedures Bylaw, Bylaw No. 416, Council reconsiders Bylaw No. 512 to reflect the adjustments caused by the removal of Section 70; AND to replace Section 61.c to read as follows “replace section 61.c to read as follows “with respect to conduct that may subject a member to an application to Court for disqualification under section 111 of the *Community Charter*”.

BE IT RESOLVED THAT: (Part 2 - Adoption of Bylaw No. 512)

Council adopts the Code of Conduct Bylaw, No. 512, as amended, to align with the changes made during its reconsideration.

BE IT RESOLVED THAT: (Part 3 – Transitioning from Bylaw 442)

The provisions of this Bylaw do not apply to any investigations or hearings about a *Council member’s* breaches of the *Code of Conduct Bylaw No. 442, 2018* that were commenced prior to the enactment of this Bylaw.

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
REGULAR COUNCIL MEETING MINUTES
January 7, 2025
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
Councillor Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Jennifer Redshaw, Office Administrator

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input - None

3. Introduction of Late Items

- a) ATV secondary routes in the Village of Sayward.

MOTION R25/1

MOVED AND SECONDED

THAT ATV secondary routes in Sayward be added to the agenda as New Business 15.a).

CARRIED

- b) Impacts to a fiber optic cable from the barge moored at Sayward dock.

MOTION R25/2

MOVED AND SECONDED

THAT the impacts of a barge moored at Sayward dock be added to the agenda as New Business 15.b)

Opposed Cllr Johnson

CARRIED

- c) MIFLAG verbal report and presentation from Cllr Burchette added to the agenda as Council reports 8.a).

4. Approval of Agenda

MOTION R25/3

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 7, 2025, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/4

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on December 2, 2024, be adopted as presented.

CARRIED

6. Petitions and Delegations

a) **Greg DeMille, Manager of Operations, La-kwa sa muqw – Presentation on Watershed Operations**

MOTION R25/5

MOVED AND SECONDED

THAT the time allotted for the delegation be extended as much as needed to allow for completion of the presentation.

CARRIED

7. Correspondence

a) **BC Salmon Farmers**

MOTION R25/6

MOVED AND SECONDED

THAT staff reach out to BC Salmon Farmers to gain a better understanding of the topic and the impacts to our community through stakeholders.

Opposed Cllr Burchett

CARRIED

8. Council Reports

a) **MIFLAG –Cllr Burchett verbal report & presentation**

MOTION R25/7

MOVED AND SECONDED

THAT council receives the MIFLAG council report.

CARRIED

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) Restarting Council Corner – Sayward Newsletter

Note: Deferred by Council on December 2, 2024, to January 7, 2025.

MOTION R25/8

MOVED AND SECONDED

THAT Council receive the Restarting Council Corner – Sayward Newsletter report.

Opposed Cllr Burchett

CARRIED

MOTION R25/9

MOVED AND SECONDED

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 will remain professional, respectful, and focused on the Council's collective vision.
5. Any visuals submitted will 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.

Opposed Cllr Burchett

CARRIED

b) LGLA 2025 Conference Attendance

Note: Deferred by Council on December 2, 2024, to January 7, 2025.

MOTION R25/10

MOVED AND SECONDED

THAT Council defer this topic until budget meetings.

Opposed Cllr Burchett

CARRIED

c) Draft Annual Report 2023

MOTION R25/11

MOVED AND SECONDED

THAT Council approves the 2023 Annual Report as presented.

CARRIED

Staff will report liabilities and surplus at the next COW meeting.

12. Staff Reports

a) Appointment of Deputy Mayor – 2025 to 2026

**MOTION R25/12
MOVED AND SECONDED**

THAT Councillor Sue Poulsen be designated Deputy Mayor from January 7, 2025, to the last meeting in December 2025.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson DEFEATED

**MOTION R25/13
MOVED AND SECONDED**

THAT Councillor Jason Johnson be designated Deputy Mayor from January 7, 2025, to the last meeting in December 2025.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

b) Council Procedure Bylaw – Staff Review

**MOTION R25/14
MOVED AND SECONDED**

THAT Council directs staff to address the following in the review of the bylaw: all 7 points included in the staff report as well as protocols around getting background information for attendance of meetings.

CARRIED

c) 2024-2028 Five Year Financial Plan Amendment Bylaw

**MOTION R25/15
MOVED AND SECONDED**

THAT Council receive the 2024-2028 Five Year Financial Plan Amendment Bylaw staff for information and discussion.

CARRIED

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)

**MOTION R25/16
MOVED AND SECONDED**

THAT Zoning Amendment Bylaw, Bylaw no. 510, 2024 be given third reading; AND

THAT staff complete the renewal of the associated agreement prior to returning this bylaw for adoption by Council.

CARRIED

b) Adoption - Code of Conduct Bylaw, Bylaw No. 512

MOTION R25/17

MOVED AND SECONDED

THAT Code of Conduct Bylaw, Bylaw No. 512 be adopted.

CARRIED

c) Bylaw 513. – 2024-2028 Five Year Financial Plan Amendment Bylaw

MOTION R25/18

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 513, 2024 be given first, second and third readings.

CARRIED

15. New Business

a) ATV secondary routes in the Village of Sayward.

MOTION R25/19

MOVED AND SECONDED

THAT staff review Bylaw 446 and investigate with all stakeholders the possibility of expansion of secondary routes for off-road vehicles.

CARRIED

b) Impacts to a fiber optic cable from a barge moored at Sayward dock.

Mayor Baker committed to bringing this topic to the SRD's attention.

16. Public Question Period

- a) Milena Gradisar of 221 Ambleside Drive:** For those living in Sayward in 2018 do you remember the windstorm blow down all those trees on the hill in the watershed? The forest company cleaned up what blew down, so it is not actually a clear clearcut. It is only a clearcut visually and the forest company cannot be blamed for what mother nature did.

17. In Camera

MOTION R25/20

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)(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.
4. 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 10:52pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
OCTOBER 3, 2023
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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

Staff: Keir Gervais, CAO/Recording Secretary
Jennifer Redshaw, Finance/Admin Clerk
Melissa Holmes, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:04 pm.

2. Public Input

- a) Lorna Agnew of 754 Sayward Road: What is happening with the speed limit on Sayward Road? CAO indicated he has not yet had the opportunity to follow-up with the Ministry of Transportation and Infrastructure.
- b) Lorna Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 754 Sayward Road. CAO indicated that Village staff have and continue to research the issues brought forward.

3. Introduction of Late Items

- a) Cllr Burchett requested late correspondence from Melina Gradisar to be added to the agenda – added as 7. g)
- b) Cllr Burchett requested a report from the CAO RE: UBCM be added to the agenda – added as 12. c)
- c) Cllr Burchett requested a report from the CAO RE: Economic Development Officer be added to the agenda – added as 12. d)

4. Approval of Agenda

MOTION R23/254

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 3, 2023, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R23/255

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 5, 2023, be adopted, as amended.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R23/256

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on September 12, 2023, be adopted as amended.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) Letter from UBCM RE: 2023 Next Generation 911 Funding
- b) Letter from UBCM RE: Complete Communities Funding – *Land Use and Infrastructure Analysis for Zoning Modernization project*
- c) Letter from Sayward Futures Society RE: Letter of Support Request
- d) Letter from Sayward Futures Society RE: Request for Continued Use – Kelsey Centre
- e) Community Share Shed Report- August 2023
- f) Letter from Sayward School Parent Advisory Committee RE: 49th Annual Giant Stocking Raffle
- g) Letter from Milena Gradisar of Sayward RE: Loose Dog Issue

MOTION R23/257

MOVED AND SECONDED

THAT correspondence a), b), e) and f) be received.

CARRIED

MOTION R23/258

MOVED AND SECONDED

THAT correspondence c) be received; and,

THAT the Village of Sayward recognizes the importance of Kelsey Bay Wharf and fully supports Sayward Futures Society in its endeavor to secure funding and resources to ensure that the Kelsey Bay Wharf remains open to the public as well as commercial traffic; and,

THAT the Village of Sayward provide a Letter of Support to Sayward Futures Society at the earliest convenience so that it may be used to secure possible provincial and/or federal funding, realizing time is of the essence.

CARRIED

MOTION R23/259

MOVED AND SECONDED

THAT correspondence d) be received; and,

THAT Council approve continued use of the Kelsey Center for the remainder of the 2023 season (3 more evenings) at no cost and grant approval for the same arrangement (12 evenings) for the 2024 season; and,

THAT staff notify the organizer of Council's decision as soon as possible.

CARRIED

MOTION R23/260

MOVED AND SECONDED

THAT correspondence g) be received.

CARRIED

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business

MOTION R23/261

MOVED AND SECONDED

a) BC Epilepsy Society 2024 Proclamation (returned from Sept 5, 2023 meeting)

Recommended Resolutions:

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I, **Mayor Baker**, DO HEREBY PROCLAIM Tuesday March 26th, 2024 as "PURPLE DAY" in the **Village of Sayward**.

CARRIED

12. Staff Reports

a) Application to Rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner

MOTION R23/262

MOVED AND SECONDED

THAT Council give proposed zoning amendment bylaw No. 504 first and second reading; and,

THAT Council direct staff to report back to Council with the proposed CAC for Council consideration prior Public Hearing.

CARRIED

b) Grant in Aid Request – Secret Santa Committee – Lisa Clark, CFO/CO

MOTION R23/263

MOVED AND SECONDED

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

CARRIED

MOTION R23/264

MOVED AND SECONDED

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 11, 2023 be approved.

CARRIED

c) Verbal Updates - Keir Gervais, CAO

MOTION R23/265

MOVED AND SECONDED

a. 2023 UBCM Convention

The Mayor declared a recess at 8:06 pm and the meeting reconvened at 8:31 pm.

d) Economic Development Coordinator

THAT Council received the CAO's verbal updates for information.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

a) Permissive Tax Exemption Bylaw No. 503, 2023

MOTION R23/266

MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given first, second and third reading.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Zoning Amendment Bylaw No. 504, 2023

MOTION R23/267

MOVED AND SECONDED

THAT Zoning Amendment Bylaw No. 504, 2023 be given first and second reading.

CARRIED

15. New Business – None

16. Public Question Period

- a)** Mark Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 764 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*
- b)** Milena Gradisar of 261 Ambleside Drive: Asked if there is an issue with the microphone used for public question periods, as not everything could be heard during a portion of the question period at the previous Council meeting. *Mayor Baker advised that staff will look into this matter.*
- c)** Karen Tinsley of 531 Macmillan Drive: Asked about an update regarding the allowance of backyard chickens; specifically, is the matter being dropped? *CAO Gervais stated that is working on this matter as time permits, and confirmed the matter is not being dropped.*
- d)** Lorna Agnew of 754 Sayward Road: Asked what goes on during in-camera meetings. for an update regarding staff's research into the past zoning changes around 754 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*

- e) Lorna Agnew of 754 Sayward Road: Asked why the rezoning application for 18 Sayward Road seems to be receiving more attention versus her inquiries into previous rezoning around 764 Sayward Road. *Mayor Baker indicated that the rezoning application for 18 Sayward Road has been before Council for four years, and that the CAO has already indicated that staff are working on the matters related to previous rezoning around 764 Sayward Road.*
- f) Milena Gradisar of 261 Ambleside Drive: Asked about what would happen if there was an accident or fatality at the parking area at the head of Kelly's Trail. *Mayor Baker explained that the property where the parking area is owned by Nature's Trust.*
- g) Steve Ralph of 1664 Sayward Road: Asked if there is a bullying issue within Council and if Council is going to deal with it? *The Mayor stated that in-camera business cannot be discussed publicly, and that the public will know the facts when Council rises and reports.*
- h) Karren McClinton 281 Ambleside Drive: Asked for clarity about the procedure for public question period. *Mayor Baker explained the Council Procedure Bylaw.*
- i) Milena Gradisar of 261 Ambleside Drive: Asked for an update about staff's response to the complaint about the loose dogs. CAO Gervais indicated he would follow-up with Ms. Gradisar the following day.

17. In Camera

MOTION R23/268

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*:

- Section 90(1)(c) labor relations or other employee relations; and,

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

18. Adjournment

MOTION R23/269

MOVED AND SECONDED

THAT the Regular Meeting of Council for October 3, 2023 be adjourned.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

The meeting was adjourned at 10:39 pm.

Mayor

CAO/Recording Secretary



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
NOVEMBER 7, 2023
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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

Staff: Keir Gervais, CAO/Recording Secretary

1. Call to Order

Meeting was called to order at 7:00 pm.

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION S23/36

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for November 7, 2023, be approved as amended.

Opposed Cllr Burchett

CARRIED

4. Minutes of Previous Meetings - None

5. Petitions and Delegation - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports - None

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

13. Bylaws - None

14. New Business - None

15. Public Question Period - None

16. In Camera

MOTION S23/37

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality.

Opposed Cllr Burchett

CARRIED

17. Adjournment

The meeting was adjourned at 7:49 PM

Mayor

CAO/Recording Secretary



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
DECEMBER 5, 2023
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Council: Mayor Mark Baker
Councillor Scott Burchett (via Teams)
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley (via Teams)

Staff: Keir Gervais, CAO/CO
Melissa Holmes, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Public Input

- a) Lorna Agnew of 754 Sayward Road: informed Council that she is making progress with her wish to have the speed limit reduced on Sayward Rd. *Mayor Baker thanked Mrs. Agnew for the update.*

3. Introduction of Late Items

MOTION R23/270

MOVED AND SECONDED

- a) Councillor Burchett requested that a Council discuss the Village's printing policy.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

MOTION R23/271

MOVED AND SECONDED

- b) Councillor Burchett requested that Council discuss the 2024 committee appointments.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

4. Approval of Agenda

MOTION R23/272

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 5, 2023, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R23/273

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the December 19, 2023 Regular Council meeting.

CARRIED

MOTION R23/274

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on October 24, 2023, be deferred to the December 19, 2023 Regular Council meeting.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R23/275

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 7, 2023, be deferred to the December 19, 2023 Regular Council meeting.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) Letter from Alex Turner – Proposal for Evening Workshop to discuss governance/service delivery options
- b) Michele Babchuk, MLA RE Happy Halloween - October Update
- c) UBCM, Approval Letter RE Village of Sayward 2023/24 Community to Community Program Application
- d) AVICC, 2024 Resolutions Notice Request for Submissions
- e) AVICC, 2024 Call for Nominations for AVICC Executive
- f) AVICC, Call for Session Submissions
- g) AVICC, Student Participation Program
- h) AVICC, Climate & Health Community Gathering

MOTION R23/276
Moved and Seconded

THAT correspondence b), d), e), f), g) and h) be received.

CARRIED

MOTION R23/277
Moved and Seconded

THAT the topic of the correspondence (dissolution) from Mr. Alex Turner be discussed by Council during a Committee of the Whole meeting during the first half of 2024.

CARRIED

MOTION R23/278
Moved and Seconded

THAT correspondence a) and c) be received.

CARRIED

8. Council Reports

MOTION R23/279
Moved and Seconded

THAT Mayor Baker provide a written report regarding Strathcona Gardens after the December 13, 2023 SRD Board meeting.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

9. Reports of Committees – None

10. Mayor's Report

MOTION R23/280
Moved and Seconded

THAT the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs.

Opposed Cllr Burchett, Cllr Poulsen

DEFEATED

MOTION R23/281
Moved and Seconded

THAT the Village of Sayward Council allocate \$1,000 towards Christmas decorations, and that staff report back to Council with options for where the costs can be allocated.

CARRIED

MOTION R23/282
Moved and Seconded

THAT fifty percent of the \$1,000 Christmas decorating budget be spent on items from local artisans.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

Mayor Baker called a recess of the regular Council meeting at 8:13 p.m.

The regular Council meeting reconvened at 8:23 p.m.

The attendance of Council and Staff was the same as at the time the recess was called.

11. Unfinished Business - None

12. Staff Reports

a) Fire Protections Services Agreement – Keir Gervais, CAO

MOTION R23/283

MOVED AND SECONDED

THAT Council receives and discusses Fire Protection Services Agreement Staff Report; and,
THAT Council direct staff to further investigate the concept of a sub-regional service model for fire protection through the SRD for the Village of Sayward and Sayward Valley Area A; and

THAT a further report be prepared for the Council's consideration on December 19, 2023.

CARRIED

b) Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation – Keir Gervais, CAO

MOTION R23/284

MOVED AND SECONDED

THAT Council receives the Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation report for discussion; and,

THAT Council inform staff which of the proposed *forum* event dates it will attend; and,

THAT Council direct staff to schedule the *forum* events with We Wai Kai First Nation and Wei Wai Kum First Nation.

CARRIED

c) Regular Council Meeting Schedule – Keir Gervais, CAO

MOTION R23/285

MOVED AND SECONDED

THAT Council approves the attached 2024 Regular Council Meeting Schedule as presented noting that the July, August and September meetings are varied from Council Procedure Bylaw No. 416, 2015.

CARRIED

A friendly amendment to remove the December 17, 2024 regular Council meeting from the schedule was MOVED Baker / SECONDED Gilken.

Opposed Cllr Burchett

CARRIED

a) CAO Update - Verbal - Keir Gervais, CAO

MOTION R23/286

MOVED AND SECONDED

THAT Council receive the CAO Update – Verbal report for information and discussion;
and,

THAT staff continue to record the in-camera Council meetings until the end of Council's term; and,

THAT staff bring back to Council a recording in-camera meeting policy by June 30, 2024.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

A friendly amendment to not have single-person oversight over videos and files because it's been a failure so far was MOVED Burchett / SECONDED Poulsen.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

13. Emergency Services/Public Works/Recreation Department Reports

a) Kelsey Recreation Centre Report October 2023 - Michelle Davis, Recreation Manager

MOTION R23/287

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre October 2023 staff report for information and discussion.

14. Bylaws - None

15. New Business – None

16. Public Question Period

- a)** Milena Gradisar of 261 Ambleside Drive: asked for clarification that there is currently one staff person with access to the video recordings of the in-camera Council meetings, and what would happen if the staff person died. *Mayor Baker explained that the Village would contact the contracted IT firm for help*
- b)** Alex Turner of 1727 Sayward Rd.: asked why Council wouldn't move together forward towards a prompt solution? *Councillor Poulsen commented that Council earlier resolved a decision on the matter as presented, and suggested that Mr. Turner consider returning as delegation before Council.*
- c)** Lee Ettinger of 220 Sayward Heights: informed Council that information about Strathcona Gardens re-development initiative can be found on the SRD website. *Mayor Baker thanked Ms. Ettinger for the information.*
- d)** Jackie Lyons of 291 Ambleside Drive: Pointed out that Mayor Baker mistakenly read out "Council Procedure Bylaw No. 416, 2025" earlier where it should be "Council Procedure Bylaw No. 416, 2015.". *Mayor Baker acknowledged the error and indicated the correction would be made.* Mrs. Lyons asked if she could comment about an earlier comment made

by Councillor Poulsen. Mayor Baker suggested that any complaint about an elected official should be submitted in writing to the Village.

17. In Camera

MOTION R23/288

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*:

- Section 90(1)(c) labor relations or other employee relations,
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

18. Adjournment

MOTION R23/289

MOVED AND SECONDED

THAT the Regular Meeting of Council for December 5, 2023 be adjourned.

Cllr Poulsen

CARRIED

The meeting was adjourned at 10:59 pm.

Mayor

CAO/Corporate Officer

On June 19, 2024, the Government of Canada issued a [Policy Statement](#) announcing a ban on open net-pen salmon aquaculture in British Columbia coastal waters by June 30, 2029, and a transition to closed containment systems and other forms of aquaculture to better protect wild Pacific salmon and to promote more sustainable aquaculture practices. While existing licences have been renewed until June 30, 2029, with stricter conditions of licence to better protect wild Pacific salmon and the marine environment, only marine or land-based closed containment systems will be considered for salmon aquaculture licences after July 1, 2024. Work is underway to ensure that a robust regulatory regime to enact a ban on open net-pen aquaculture in BC waters takes effect on July 1, 2029.

Regulatory Amendment to the Pacific Aquaculture Regulations to end the use of open net-pens

A proposed regulatory amendment to the *Pacific Aquaculture Regulations* would:

- Apply to aquaculture in the marine environment only;
- Apply to salmon;
- Not apply to native salmon cultivated for purposes of enhancement; and,
- Come into force on July 1, 2029.

Defining Closed Containment Salmon Aquaculture

Closed containment involves an impermeable barrier and technology to facilitate the removal of waste and filtration or treatment of discharged water. Water intake and outflow for land-based aquaculture facilities is an area of shared federal/provincial jurisdiction.

Particular areas for discussion include containment integrity and potential of escapes, potential impacts of infrastructure on the marine environment, and interactions between fish in the facility and the marine environment (including waste collection and water filtration or treatment).

The Task Force welcomes your perspectives related to the potential definition of closed containment salmon aquaculture and potential conditions of licence.

Engagement Questions: Defining Closed Containment Aquaculture

- What are the most important performance elements the Government of Canada should consider as it develops policies and licence conditions related to closed containment (which could include: cage integrity, fish welfare, feasibility, and environmental performance, others)?
- In addition to assuring the physical separation of wild and farmed fish, what objectives should be used to assess the success of closed containment salmon aquaculture (removal of waste, water filtration or treatment)?

Enhanced Monitoring and Public Reporting

The draft [Salmon Aquaculture Transition Plan British Columbia](#) invites feedback on the monitoring of salmon aquaculture activities and public reporting.

Engagement Questions: Enhanced Monitoring and Public Reporting

- What are some key elements of enhanced monitoring?
- What public reporting would be most relevant during the transition? (e.g. sea lice, escapes, feed)

Engagement Questions – Assessing and Mitigating the Impacts of the Removal of Open-Nets from Coastal Waters:

- Do you anticipate that the removal of open-net pens will have an impact on Aboriginal or Treaty rights? In your view, what steps can be taken to address these impacts?
- What challenges and opportunities do you see for First Nations communities during the period leading up to and after the removal of open net pens?
- What do you anticipate as potential environmental impacts ? (e.g. positive benefits? negative consequences? no change)?
- What socio-economic impacts do you foresee from the removal of open-net pen aquaculture?

Plan de transition de la salmoniculture en Colombie-Britannique – Thèmes n^{os} 3 et 4

Le 19 juin 2024, le gouvernement du Canada a publié un [énoncé de politique](#) annonçant l'interdiction de pratiquer la salmoniculture en parcs en filet ouverts dans les eaux côtières de la Colombie-Britannique d'ici le 30 juin 2029, ainsi que la transition vers des parcs clos et d'autres formes d'aquaculture, dans le but de mieux protéger le saumon sauvage du Pacifique et de promouvoir des pratiques d'aquaculture plus durables. Les permis existants ont été renouvelés jusqu'au 30 juin 2029, et sont assortis de conditions plus strictes pour mieux protéger le saumon sauvage du Pacifique et l'environnement marin. À compter du 1^{er} juillet 2024, seuls les systèmes d'aquaculture en parcs clos, qu'ils soient marins ou terrestres, seront considérés aux fins de la délivrance de permis de salmoniculture. Des travaux sont en cours pour assurer l'entrée en vigueur d'un régime réglementaire rigoureux interdisant l'aquaculture en parcs en filet ouverts dans les eaux de la Colombie-Britannique le 1^{er} juillet 2029.

Modification du *Règlement du Pacifique sur l'aquaculture* pour mettre fin à l'utilisation de parcs en filet ouverts

Les modifications proposées au *Règlement du Pacifique sur l'aquaculture* :

- s'appliqueront uniquement à l'aquaculture en milieu marin;
- s'appliqueront au saumon uniquement;
- ne s'appliqueront pas au saumon indigène élevé à des fins de mise en valeur;
- entreront en vigueur le 1^{er} juillet 2029.

Définition de la salmoniculture en parc clos

La salmoniculture en parc clos nécessite une barrière imperméable et des technologies permettant d'éliminer les déchets et de filtrer ou traiter l'eau rejetée. La compétence relative à la prise d'eau et à l'écoulement pour les installations aquacoles terrestres est partagée entre les autorités fédérales et provinciales.

Les sujets de discussion incluent notamment l'intégrité des systèmes de confinement et le risque d'évasions, les répercussions potentielles des infrastructures sur l'environnement marin et les interactions entre les poissons confinés dans les installations et l'environnement marin (y compris la collecte des déchets et la filtration ou le traitement de l'eau).

Le Groupe de travail souhaite connaître votre avis sur la définition potentielle de la salmoniculture en parc clos et les conditions pour la délivrance des permis.

Questions aux fins de la mobilisation : Définition de l'aquaculture en parc clos

- Quels sont les facteurs de rendement les plus importants que le gouvernement du Canada devrait prendre en compte lors de l'élaboration des politiques et des conditions de permis liées à l'aquaculture en parc clos (parmi ces facteurs pourraient notamment figurer l'intégrité des cages, le bien-être des poissons, la faisabilité, le rendement environnemental, etc.)?
- Outre la séparation physique entre les poissons sauvages et les poissons d'élevage, sur quels objectifs devrait-on se fonder pour évaluer la réussite de la salmoniculture en parc clos (l'élimination des déchets et la filtration ou le traitement de l'eau)?

Surveillance renforcée et rapports publics

Dans le cadre de l'ébauche du [Plan de transition de la salmoniculture en Colombie-Britannique](#), des commentaires sont sollicités au sujet de la surveillance des activités de salmoniculture et de la publication de rapports publics.

Questions aux fins de la mobilisation : Surveillance renforcée et rapports publics

- Quels sont les éléments clés d'une surveillance renforcée?
- Quels rapports publics seraient les plus pertinents durant la transition (par exemple, en ce qui touche le pou du poisson, les évasions ou l'alimentation)?

Questions aux fins de la mobilisation – Évaluation et atténuation des conséquences du retrait des parcs en filet ouverts dans les eaux côtières

- Selon vous, le retrait des parcs en filet ouverts aura-t-il des répercussions négatives sur les droits ancestraux ou issus de traités? À votre avis, quelles mesures pourraient être prises pour atténuer ces répercussions?
- Quels défis et quelles possibilités entrevoyez-vous pour les communautés des Premières Nations avant et après le retrait des parcs en filet ouverts?
- Quelles répercussions potentielles entrevoyez-vous sur l'environnement (avantages, conséquences négatives ou aucun changement)?
- D'après vous, quelles seront les répercussions socioéconomiques de l'interdiction de pratiquer l'aquaculture en parcs en filet ouverts?



Dear Lisa Clark,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$41,082 to Sayward to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to LGCAP@gov.bc.ca

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,
Jeremy Hewitt
Associate Deputy Minister
Climate Action Secretariat
Ministry of Environment and Climate Change Strategy



Local Government Climate Action Program funding

✦ Last updated on July 2, 2024

In Budget 2022, the Province provided \$76 million over three years for the Local Government Climate Action Program (LGCAP). Funding is allocated to multiple criteria and used towards climate initiatives as outlined below.

Funding allocation

A series of criteria were applied to the allocation of funds to ensure an equitable, historically comparable, and consistent funding model.

Total funding

A total of \$23.886 million annually was allocated to local governments and Modern Treaty Nations under the LGCAP program.

Base funding

All eligible local governments and Modern Treaty Nations are assigned annual base funding of \$38,082 each. Total allocated base funding represents approximately 30 percent of total funding.

Per capita allocations

The remaining 70 percent of the total annual funding was allocated using the [COVID-19 Safe Restart Grant's adjusted per capita population allocation methodology \(PDF, 124K\)](#) [Population values from BC Stats](#) for 2020, acquired in December 2021, were used as b

populations. Below is the formula that was applied to adjust base populations. Regional district populations were determined based on their unincorporated areas population.

Population adjustments			
Population range from	Population range to	Population adjustment factor	Population adjustment percentage
0	2,000	3	300%
2,001	15,000	2	200%
15,001	25,000	1	100%
25,001	275,000	0.7	70%
275,001	3,000,000	0.5	50%

Example

For a city of 15,000 people, its adjusted population will be:

- For the first 2,000 residents, adjustment of 300 percent = $2,000 \times 3 = 6,000$
- For the next 13,000 (between 2,000 and 15,000) people, adjustment of 200 percent = $13,000 \times 2 = 26,000$
- Thus, the city of 15,000 people will have an adjusted population of 32,000 (6,000 + 26,000)

Regional districts

Regional districts are allocated \$2 per capita multiplied by adjusted population and municipalities are allocated \$3 per capita multiplied by adjusted population. Adjusted per capita funding is then rounded to the nearest thousand.

Revised funding

Through ongoing engagement with LGCAP participants, the Province heard the need for predictable and increased funding to support local climate action, as well as the need for enhanced guidance and technical resources. As a result, in March 2024, the Province allocated three years of funding to all LGCAP participants in one lump sum payment. By providing this funding, local governments and Modern Treaty Nations can plan and fund their climate action projects with more certainty. This up-front payment replaces the next three years of annual payments, meaning there are no planned LGCAP payments in fiscal years 2024-2025, 2025-2026, and 2026-2027. This allocation comes with flexibility as it can be utilized until March 31, 2028.

The total amount in the new lump sum payment was recalibrated in order for the Province to utilize funds for new supports for LGCAP, in particular, funding for continuation and expansion of regional climate action networks and development of new guidance materials.

Use of funding

Funding must be used to achieve community and provincial climate objectives, aligned with the [CleanBC Roadmap to 2030 \(PDF, 9MB\)](#) and/or the [Climate Preparedness and Adaptation Strategy \(PDF, 7MB\)](#).

Funding for climate initiatives

Climate initiatives are actions to reduce greenhouse gas (GHG) emissions and/or adapt to a changing climate and mitigate climate-related risks. This can include, but is not limited to:

- Actions to reduce GHG emissions in buildings, transportation, waste, etc.
- Identifying and mitigating climate-related hazards
- Actions that result in resilience to future climate conditions, including preparing risk assessments
- Integrating climate change measures into strategies, planning and policies
- Improving education and raising awareness of causes and solutions of climate change

- Increasing human and institutional capacity with respect to climate change mitigation, adaptation, impact reduction and early warning systems

Examples of local climate initiatives

Previous local climate funding initiatives that serve as examples of how LGCAP funding can support your community are:

- [Local government success stories](#) - to send in a success story, please see the [Local Government Climate Action Success Stories Template \(DOCX, 27KB\)](#).
- [CleanBC Communities Fund - funded projects](#)
- [ReTooling for Climate Change](#) - this website is focused on strengthening social, economic and ecological resilience to climate impacts by providing tools and resources for Indigenous and non-Indigenous communities, public sector, and industries and businesses in B.C.

Eligible expenditures

Eligible expenditures can include, but are not limited to:

- staffing and contracts
- investments to improve energy efficiency and investing in climate infrastructure
- matching funds to leverage funding from the federal government or other parties
- risk assessments, communications and engagement

Funding can also be used for capital costs such as designing and implementing robust climate infrastructure (for example, infrastructure that can withstand, respond to, and recover rapidly from disruptions caused by climate change).

Resources

- [Community Climate Funding Guide](#) - other funding opportunities for climate action projects in your community

Funding for Indigenous communities

The Province supports Indigenous communities with climate action funding programs such as:

- [CleanBC Remote Community Energy Strategy](#)
- [BC Indigenous Clean Energy Initiative](#)
- [First Nations Clean Energy Business Fund](#)

For more information on the full range of funding opportunities available to Indigenous communities and local governments, visit the [BC Community Climate Funding Guide](#).

Contact information



**Local Government Climate
Action Program**

LGCAP@gov.bc.ca

Did you find what you were looking for?

Yes

No

The B.C. Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples - First Nations, Métis, and Inuit - respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



We can help in over 220 languages and through other accessible options. [Call, email or text us](#), or [find a service centre](#)

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December 16, 2024

Mayor Mark Baker and Council
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mayor Mark Baker and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$39,310 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Lisa Clark, Chief Financial Officer

February 10, 2023

Ref: 272022

Dear Mayors and Regional Chairs:

I am pleased to let you know of the significant investment our government has made to support all our municipalities and regional districts around the province. This is in direct response to my mandate letter to support growing municipalities and regional districts with funding for infrastructure and community amenities.

Today Premier David Eby and I announced the [B.C. building stronger communities with \\$1-billion Growing Communities Fund | BC Gov](#) News. The fund will provide a one-time total of \$1 billion in direct grants to all 188 of B.C.'s municipalities and regional districts. Your local government can use it to address your community's unique infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction, especially with the *Housing Supply Act* where targets are set.

These grants will complement existing infrastructure funding programs for projects such as sewer, water and recreation facilities. The province will distribute them to B.C.'s 188 municipalities and regional districts by the end of March 2023. The Growing Communities Fund arises from the surplus shown in the Second Quarter Financial Report. The province is putting this year's surplus to work for people to support them now and for the long term.

The province has heard from local governments about the need for infrastructure and amenities to support their growth. Infrastructure funding programs are routinely significantly oversubscribed. For example, there were six times more requests for funding through the "Investing in Canada Infrastructure Program Community Culture and Recreation" stream than what was available. This one-time fund also supports priorities identified by the Union of British Columbia Municipalities (UBCM).

The Ministry will issue a direction letter to each local government in March 2023 including further details on this one-time direct grant. This will include information on the formula used to allocate the funds, the amount your local government will be receiving and the province's expectations for the use and reporting of the funds.

As this is a direct grant from the province to each municipality and regional district in B.C., your local government will not have to apply for the funds. Your council or board will be required to make decisions on the use of the funds in compliance with this second letter coming in March 2023. Projects that support neighboring First Nations communities are strongly encouraged.

.../2

I trust you will join me in acknowledging the importance and value that this fund will have to focus on building a secure, low emission, sustainable economy and a province where everyone can find a good home – whether you live in a rural area, a city, or in an Indigenous community. Together we can make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations.

I look forward to connecting with you again soon in person or virtually as I continue to tour and meet with local elected officials. In the interim, any questions can be directed to myself at:

Minister.MUNI@gov.bc.ca. Staff are available at: LGIF.Infra@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne Kang', with a stylized, cursive script.

Anne Kang
Minister
Ministry of Municipal Affairs

pc: The Honourable David Eby, Premier
 The Honourable Katrine Conroy, Minister of Finance
 Chief Administrative Officers
 Okenge Yuma Morisho, Deputy Minister, Municipal Affairs
 Jen Ford, President UBCM
 Gary MacIsaac, Executive Director, UBCM

From: [Sonia Velji](#)
To: [CAO Sayward](#)
Subject: Request for Proclamation from the Village of Sayward
Date: December 17, 2024 2:44:47 PM
Attachments: [2025 Proclamation Draft.docx](#)

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2025. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the Village of Sayward designating March 26th, 2025 as International PURPLE DAY® for Epilepsy Awareness in the Village of Sayward. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy across the Province of British Columbia.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025 and in the future. Please feel free to contact me via email at deirdre@bcepilepsy.com or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,
Deirdre Syms
Executive Director
BC Epilepsy Society

--

Kind regards,
Sonia Velji, BA, MPH
Provincial Manager of Programs and Services
BC Epilepsy Society

Mailing Address: PO Box 30521, Burnaby RPO Madison, BC V5C 6J5
Office Phone: 604-875-6704

Cell Phone: 236-334-7087

Email: sonia@bcepilepsy.com

Website: www.bcepilepsy.com

Social Media:

Instagram: [BCEpilepsySociety](#)

Facebook: [BC Epilepsy Society](#)

Twitter: [BCEpilepsy](#)

The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.

2025 Proclamation Draft

“Purple Day”

WHEREAS Purple Day is celebrated on March 26th annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS increasing epilepsy awareness can help the public to recognize common seizure types or to respond with appropriate first aid, and

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I **[Insert Name and Title]** DO HEREBY PROCLAIM Wednesday March 26th, 2025 as

“PURPLE DAY”

in the Village of Sayward



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **2023 SOFI Amendment**
Meeting date: January 21, 2025

BACKGROUND

On October 15, 2024, the 2023 Statement of Financial Information (SOFI) report was approved by Council. Since that time Finance have been asked to review a particular section of the SOFI – Statement of Severances, Guarantees and Indemnity Agreements – to ensure the information presented conforms to the requirements of the *Financial Information Act* and the *Financial Information Regulation 371/93*.

DISCUSSION

Schedule 1 section 6 (7) of the *Financial Information Regulation 371/93* states:

- (7) The schedule of remuneration and expenses must include a statement of
 - (a) the number of severance agreements, under which payment commenced during the fiscal year reported on, by the corporation in respect of its employees excluded from coverage under collective agreements of the corporation, and
 - (b) the range of equivalent months' compensation represented by those severance agreements.

Additionally, the definition of “remuneration” in the Regulation is as follows:

"remuneration"

- (7) includes any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the *Income Tax Act* (Canada), and
- (8) does not include anything payable under a severance agreement

Staff have determined an amendment to the 2023 SOFI is necessary (amendments listed below) and recommend that Council approve the amended version which will then be submitted to the Province.

Amendments to the 2023 SOFI:

a.) Schedule of Remuneration and Expenses for 2023:

- Employee Clark, Lisa – Chief Financial Officer/Corporate Officer, a reduction in the remuneration column from \$94,679 to \$80,069.

b.) Statement of Severances, Guarantees and Indemnity Agreements:

- A second sentence added “This agreement represents 6 months of compensation.”

RECOMMENDATIONS

THAT the 2023 SOFI Amendment Staff Report be received for information and discussion; and,
AND THAT Council approves the amended 2023 SOFI Report to include a change to the Statement of Severance, Guarantees, and Indemnity Agreement to reflect one (1) severance issued in 2023 which represents six (6) months of compensation.

Respectfully submitted,
Original signed

Lisa Clark, CFO

Attachments:

- **2023 SOFI (Amended)**



Village of Sayward

STATEMENT OF FINANCIAL INFORMATION PREPARED UNDER THE FINANCIAL INFORMATION ACT FOR THE YEAR ENDING DECEMBER 31, 2023

MANAGEMENT REPORT

Prepared under the Financial Information Regulation, Schedule 1, Section 9

The financial statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public-sector accounting standards. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. Management maintains a system of internal controls to provide reasonable assurance that the assets are safeguarded, and the transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through Council. Council reviews internal financial statements and external Audited Financial Statements.

Our external auditors, Chan Nowosad Boates Inc., conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial management of the Corporation of the Village of Sayward and meet when required.

On behalf of the Village of Sayward,

Lisa Clark, CPA, CGA
Chief Financial Officer

Village of Sayward

Schedule of Remuneration and Expenses for 2023

1) Elected Officials

Name and Position	Remuneration	Expenses
Baker, Mark - Mayor	10,420	2,965
Burchett, Scott - Councillor	7,800	4,091
Gilkin, Kohen - Councillor	8,020	2,315
Poulsen, Sue - Councillor	7,800	2,739
Tinsley, Tom - Councillor	11,620	1,575
	45,660	13,683

2) Employees earning more than \$75,000 per year

Name and Position	Remuneration	Expenses
Clark, Lisa - Chief Financial Officer/Corporate Officer	80,069	830
Gervais, Keir - Chief Administrative Officer	109,216	2,203
Leggat, Tony - Public Works Manager	78,305	0
	267,590	3,034

3) Employees earning less than \$75,000 per year

Consolidated total of other employees with remuneration less than \$75,000	330,804	2,996
Total Remuneration	644,054	19,713

Village of Sayward

Schedule of Payments made for the Provision of Goods or Services for 2023

1) List of suppliers who received aggregate payments exceeding \$25,000

Supplier name	Aggregate
B.C.HYDRO	79,916
Carvello Law	37,154
CIBC PHISA	1,200,000
IZCO TECHNOLOGY SOLUTIONS LTD.	34,298
Manulife Insurance Company	36,281
McElhanney	39,830
MUNICIPAL PENSION PLAN	47,889
RBC ROYAL BANK VISA	35,105
RECEIVER GENERAL OF CANADA	169,297
STRATHCONA REGIONAL DISTRICT	50,754
SUPERIOR PROPANE	57,912
Urban Systems	42,497
W.F.R.WHOLESALE FIRE AND RESCUE LTD	40,291
WASTE MANAGEMENT	26,325
Total Suppliers Equal & Over \$25,000	1,897,549

2) Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	484,935
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Total Payments	2,382,483
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**Note: The Village prepares the Schedule of Payments made to Suppliers based on actual disbursements through the accounts payable system, which is on a cash basis. Therefore, this figure will differ significantly from the expenses reported on an accrual basis in the consolidated financial statements.*

Village of Sayward
Statement of Severances, Guarantees and Indemnity Agreements

Severance Agreements

There was **one** severance agreement made between the Village of Sayward and its employees during the fiscal year 2023. This agreement represents 6 months of compensation.

Guarantees & Indemnities

The Village of Sayward has not given any guarantees or indemnities under the Guarantees & indemnities Regulation during fiscal year 2023.

Village of Sayward
Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules in this Statement of Financial Information, produced under the *Financial Information Act*.

Lisa Clark
Chief Financial Officer
January 21, 2025

Mark Baker
Mayor
January 21, 2025



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, ACAO/A/CO
Subject: Municipal Advisor Recommendation Implementation
Meeting date: January 21, 2025

BACKGROUND

The purpose of this report is to keep Council informed of the progress being made with respect to the implementation of the recommendations from the Municipal Advisor's Report brought forward to Council in August 2024.

DISCUSSION

The status of each recommendation is as follows:

#	Municipal Advisor Recommendations	Status
1	Democratic Process – Council governs as a body and makes decisions on the basis of a majority vote. All Council members must respect the democratic process, particularly when decisions of Council do not go in their favour.	In-Progress, Ongoing
2	Training – All members of Council, including those members elected in the July 20 by-election should receive timely training in governance processes and procedures; elected official roles, legal responsibilities and authorities; respectful workplace; and other pertinent topics. Members of Council should receive ongoing training through the balance of the term to reinforce concepts and foster effective relationships and decision-making.	Not Started
3	Code of Conduct – Council should revisit and revise the Council Code of Conduct to ensure it meets current best-practices and contains adequate enforcement provisions that will allow members who contravene the Code of Conduct to be held accountable.	Completed January 7, 2025
4	Strategic Priorities – Following the onboarding of the new Councillors to be elected in the July 20 by-election, Council should seek to review and update their strategic priorities to enable a more cohesive approach to governing the Village and establish collective expectations for the CAO and staff.	Scheduled for January 2025
5	Reconfigure Council's seating arrangement so that the Mayor sits in the centre of the table with two Councillors seated at either side of the Mayor, facing each other.	Completed. November 5, 2024.

6	Council and CAO to jointly develop an annual performance plan for the CAO that identifies strategic objectives and operational expectations of the CAO.	Not Started
7	Individual members of Council should refrain from providing direction to the CAO and refer their requests of the CAO to the Mayor or Council for approval.	Not Started
8	Develop a protocol for elected officials requesting information from staff on operational or administrative matters. Consider using an 'administrative inquiry' form to ensure clarity of information being requested and provide a record for accountability.	Not Started
9	Establish a system of regular, closed meetings between the CAO and Council that allow the CAO to provide updates on strategic and operational matters of interest to Council and allow members of Council to ask questions relative to the CAO's duties or other matters.	Not Started
10	Develop a policy for managing complaints to include roles and responsibilities of staff and Council, requirements for updating complainants on the status of their complaint and reporting complaints to Council.	Not Started
11	Review and amend Council's Procedures Bylaw 416 to address: rules regarding public participation in Council meetings (public input and question period); structure and content of Council meeting minutes; procedures for members of Council to submit items for consideration at Council meetings; video recording and broadcast/posting of Council meetings; and other subject areas as required.	In-Progress
12	Develop an annual budget preparation process and calendar for Council's approval, to commence in the fall of each year for the following budget year.	Completed – November 5, 2024.
13	Develop a financial status reporting policy that includes a consistent format for presenting information and regular reporting frequency.	Not Started

It is expected that upon the completion of a new draft Code of Conduct Bylaw, staff will have the capacity to work on other bylaws Council may wish to address. Staff is recommending that the Council Procedures Bylaw be identified as the next recommendation for implementation.

RECOMMENDATION

THAT the report from the A/Chief Administrative Officer is received for information.

Respectfully submitted,

Original Signed

John Thomas, A/CAO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Growing Communities Fund (GCF) and Local Government Climate Action Program (LGCAP)**
Meeting date: January 21, 2025

BACKGROUND

At the Jan 14th Committee of the Whole (COW) meeting, Council requested that staff provide information on both the GCF and LGCAP funding, and the restrictions on eligible expenditures for both programs.

DISCUSSION

Growing Communities Fund (GCF):

Early in 2023 the provincial government announced the GCF which provided a one-time grant to all 188 municipalities in the province to address local infrastructure and amenity demands such as recreation facilities, parks and water treatment plants, and well as other community infrastructure. The amount that was allocated to the Village of Sayward was \$622,000 and in accordance with the terms of the program, the funds were placed into a reserve fund. To date, \$10,000 has been spent from this fund (2023 Fire Hall #1 generator project).

The funds are to be spent on “eligible infrastructure projects” such as:

- Public drinking water supply, treatment facilities and water distribution;
- Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;

- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation related amenities.

A comprehensive FAQ sheet is attached to this report for Council's review.

Local Government Climate Action Program (LGCAP):

In 2022 the provincial government provided funding to local governments to be used to achieve community and provincial climate objectives, aligned with the *CleanBC Roadmap to 2030*, and/or the *Climate Preparedness and Adaption Strategy*. In both 2022 and 2023 the Village of Sayward received \$41,082 for a total of \$82,164. In March of 2024 the Province allocated 3 years of funding to local governments up front (2024/2025/2026). The Village received \$120,373. To date none of the LGCAP funding has been spent by the Village and the total available for projects is \$202,537.

In early 2025 the Province notified local governments that all funds received in 2022 and 2023 must be fully spent by March 31, 2025. However, if LGCAP participants are not able to spend funding by this date, they can request an extension by submitting a forecast by Feb. 28, 2025 that outlines how funds will be used beyond March 31st, 2025. Staff recommend that Council approve an extension request by staff, and that direction is given on what community climate objectives/projects Council would like to see the 2022 and 2023 funds spent on, in 2025. The funding received in 2024 does not have to be fully utilized until March 31, 2028.

RECOMMENDATIONS

THAT the Growing Communities Fund (GCF) and Local Government Climate Action Program (LGCAP) staff report be received for information and discussion; and,
THAT Council approve an extension request for the LGCAP funds received in 2022 and 2023.

Respectfully submitted,

Lisa Clark, CFO

Attachments:

- GCF – Letter from Province Feb 2023
- GCF FAQ's
- LGCAP – Letter from Province 2022
- LGCAP FAQs
- LGCAP Spending Forecast Form

GROWING COMMUNITIES FUND (GCF) Frequently Asked Questions (FAQ's) - Municipalities	
Program Description	
Question	Answer
What is the purpose of the Growing Communities Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	For all municipalities, allocations are the sum of: • A flat amount of \$500,000; • A pro-rated funding amount based on an "adjusted population" basis; • A growth-based funding amount determined by total population increase between 2016-2021. See more detail in the Appendix.
What is the "adjusted population" method?	The adjusted population method ensures that smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. This method groups municipalities by size categories (from "Very Small" - less than 2,000 people to "Very Large" - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor"

What is the source of the population data?	The source of the population data is from the BC population estimates (as of January 27, 2023). BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).
Use of Funds	
Question	Answer
What are the eligible use of funds?	Eligible infrastructure projects are as follows: • Public drinking water supply, treatment facilities and water distribution; • Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs. • Childcare facilities; • Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities, • Wastewater conveyance and treatment facilities; • Storm water management; • Solid waste management infrastructure; • Public safety/emergency management equipment and facilities not funded by senior level government; • Local road improvements and upgrades; • Sidewalks, curbing and lighting;

	• Active transportation amenities not funded by senior level government; • Improvements that facilitate transit service; • Natural hazard mitigation; • Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and • Recreation related amenities.
Can the funds be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work (including climate resilience assessments); costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share.
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: • municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service. • First Nations infrastructure when it is a shared service or there is a service relationship.
Can municipalities use these funds to support a regional response to an issue (i.e. municipal funds paid directly to a regional district)	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality

	may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable incremental additional expenditures for local governments and not to replace existing capital commitments.
Can a municipality use GCF for a contribution to a regional project that they will not own?	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs. This includes conducting a climate lens assessment to determine GHG implications and resilience to future climate.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Communities Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .

How will these grants impact DCCs and other development finance charges?	The intent of the Growing Communities Fund grant is to support the delivery of projects that are incremental to currently planned infrastructure. As such, the projects may not have been included in the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.
Timing	
Question	Answer
When will the grants be disbursed?	The grants will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds will be expended within approximately five years of receipt.
Reporting	
Question	Answer
What are the GCF reporting requirements for municipalities?	The municipality must annually report on: • The amounts and uses of money expended from the GCF reserve fund over the calendar year, and • The balance of the reserve fund at the end of the calendar year. Municipalities must provide a separate report (schedule) to their annual audited financial statements. (as required under S.167 of the <i>Community Charter</i>) until the GCF funding is fully expended (drawn down to zero). Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance

	framework for capital projects. The Province also encourages conducting a preliminary climate lens assessment on Growing Communities Fund investments (GHGs and resilience to future climate) similar to the ones used for the CleanBC Communities Fund. Templates for reporting will be posted on line at a later date
Will the schedule to the annual audited financial statements be left to the discretion of the municipality? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request additional information from municipalities as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
Reserve Funds	
Question	Answer
Do municipalities need to segregate GCF funding from other funding sources?	Yes. The municipality must place its GCF grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the <i>Community Charter</i>). This fund must be separate from other existing reserve funds. That said, the municipality may transfer other money into the GCF reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, A/CAO
Subject: **Regional Grant Opportunity – UBCM Emergency Support Services**
Meeting date: January 21, 2025

BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund 2025 Emergency Support Services (ESS) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District and other municipalities and First Nations in order to enhance mass care capacity in Sayward.

DISCUSSION

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The deadline submission for this grant is January 31, 2025. In order to be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that they authorize the Strathcona Regional District receive and manage the funds on behalf of the Village. The Strathcona Regional District would provide overall supervision and management of the grant, including procurement and delivery of all items.

The proposed budget for this grant is below.

Item	Quantity	Cost	Total Cost
New WiFi / internet equipment – Kelsey Centre			\$10,000
50-year shelf life canned emergency water	150 1 Case = 24 255ml cans	\$55 each	\$8,250
25-year shelf life freeze dried food	2,160 servings	\$7,500	\$7,500
Handheld Kenwood Radio	10	\$350	\$3,500
Total			\$29,250

RECOMMENDATION

1. THAT the report from the Acting Chief Administrative Officer be received.
2. THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Written by: Shaun Koopman – Manager of Emergency Services

Respectfully submitted,

John Thomas, A/CAO



VILLAGE OF SAYWARD
BYLAW NO. 513

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2024-2028)

WHEREAS pursuant to Section 165 of the *Community Charter*, “Five Year Financial Plan Bylaw No. 506, 2024” was adopted on May 16, 2024;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

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

1. This Bylaw may be cited as “**Five Year Financial Plan Amendment Bylaw No. 513, 2024**”
2. “Five Year Financial Plan Bylaw No. 506, 2024” is hereby amended by deleting Schedule “A” in its entirety and replacing it with Schedule “A” attached to and forming part of this Bylaw.

Read a first time on the 7th day of January 2025.

Read a second time on the 7th day of January 2025.

Read a third time on the 7th day of January 2025.

Adopted on the ____ day of _____ 2025.

Certified a true copy of Bylaw No. 513
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2024 – 2028 Five Year Financial Plan Amendment Bylaw No. 513, 2024 – Schedule A

	2024	2025	2026	2027	2028
REVENUES					
Taxation					
Property Value Taxes	456,492	502,142	552,356	607,591	668,351
Parcel Taxes	38,607	38,607	30,499	30,499	30,499
Utilities/Payments in Lieu of Taxes	15,574	16,152	16,754	17,383	18,038
Total Taxation	510,673	556,900	599,609	655,473	716,888
Fees and Charges					
Recreation	33,006	32,004	32,033	32,062	32,091
Licences/Permits	12,100	12,100	12,100	12,100	12,100
Sewer Utility	92,528	95,767	99,119	102,588	106,178
Water Utility	161,490	166,334	171,324	176,464	181,758
Solid Waste Fees	48,744	50,450	52,216	54,043	0
Other Revenue	204,210	165,757	166,318	166,893	167,483
Total Fees and Charges	552,078	522,412	533,109	544,150	499,611
Other Revenue					
Federal Government Grants	75,149	75,149	75,149	75,149	75,149
Provincial Government Grants	384,000	384,000	384,000	384,000	384,000
Capital Asset Grants	1,860,076	0	0	0	0
Other Grants	380,353	27,500	27,500	27,500	27,500
Total Other Revenue	2,699,578	486,649	486,649	486,649	486,649
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	0	0	10,100	0	0
TOTAL REVENUE	3,762,329	1,565,961	1,629,467	1,686,272	1,703,148
EXPENSES					
Municipal Purposes					
General Government Services	837,596	594,228	611,516	608,830	616,449
Fire, Emergency & Protective Services	78,638	79,134	82,121	83,605	85,591
Public Works, Roads, Drainage	158,521	160,807	165,426	166,131	168,928
Parks & Recreation	339,799	347,257	354,216	361,442	368,952
Sewer Utility	96,020	99,222	100,983	102,807	104,698
Water Utility	188,853	157,896	161,075	164,398	167,877
Solid Waste Operations	48,500	49,420	50,358	51,316	52,292
Interest Payment on Municipal Debt	16,396	16,320	14,840	14,840	14,840
Amortization	260,038	260,038	260,038	260,038	248,535
Annual Surplus/(Deficit)	1,737,969	-198,361	-171,106	-127,133	-125,012

Village of Sayward
2024 – 2028 Five Year Financial Plan Bylaw No. 513, 2024 – Schedule A cont'd

Capital Expenditures					
General Capital Expenditures	1,860,076	0	10,100	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	35,929	22,287	15,659	15,659	15,659
Adjustment for Non-Cash Items (Amortization)	-260,038	-260,038	-260,038	-260,038	-248,535
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	101,547	39,390	63,173	117,246	107,864
FINANCIAL PLAN BALANCE	0	0	0	0	0



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.

“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.
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 No. 416, 2015*;

(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 unbefitting 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 No. 416, 2015*, 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 an application to court for ~~to~~ disqualification under section 111 of the ~~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. 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.

71. 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.

72. 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.

73. 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

74. 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 73 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.

75. A notification issued pursuant to sections 61, 62, 63 and 74 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 84 and 85 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.

76. 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*.

77. 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

78. *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.

79. 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.

80. 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.

81. 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 90 and 91 of this Bylaw.

82. 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 77.

83. When making a decision under section 78 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.

84. 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 78 unless *Council* determines that the *Council member* engaged in dishonest, grossly negligent or malicious conduct.

85. Despite section 84 *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 78 *Council* determines that the *Council member* engaged in dishonest, grossly negligent, malicious conduct.

Confidentiality

86. *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 78 of this Bylaw.

87. 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 76(f) and 77 of this *Bylaw*.

Unfounded Complaint

88. 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

89. 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 90.

Censure and Sanctions

90. 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.

91. 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

92. *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.

93. *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.

94. 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

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

Citation

95. This bylaw may be cited for all purposes as *Code of Conduct Bylaw*.

Repeal:

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

Read a first time on the 2nd day of December 2024

Read a second time on the 2nd day of December 2024

Read a third time on the 2nd day of December 2024

Adopted on the 7th day of January 2025

Certified a true copy of Bylaw No. 512
this 7 day of January 2025.

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.