



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
January 21, 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) Canada Housing & Infrastructure Fund

MOTION R25/21

MOVED AND SECONDED

THAT the Canada Housing & Infrastructure Fund be added to the agenda as New Business 15.a).

CARRIED

4. Approval of Agenda

MOTION R25/22

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 21, 2025, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/23

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 7, 2025, be adopted as amended.

CARRIED

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

MOTION R25/24

MOVED AND SECONDED

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

CARRIED

MOTION R25/25

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on November 7, 2023, be adopted as presented.

CARRIED

MOTION R25/26

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on December 5, 2023, be deferred to the next council meeting.

CARRIED

6. Petitions and Delegations – none

7. Correspondence

- a) Supplemental Information – Salmon Aqua-culture Transition Plan for BC
- b) LGCAP Funding Information
- c) Canada Community-Building Fund
- d) Growing Communities Fund FAQ
- e) Request for Proclamation – Epilepsy Awareness Month

MOTION R25/27

MOVED AND SECONDED

THAT correspondence a) to e) be received for information.

CARRIED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report

a) Connected Coast – Verbal update

The Strathcona Regional District CAO was getting in touch with City West and we have not heard back yet.

MOTION R25/28

MOVED AND SECONDED

THAT the verbal mayor's report be received.

CARRIED

11. Unfinished Business

a) Amended 2023 SOFI Report

MOTION R25/29

MOVED AND SECONDED

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.

CARRIED

b) Municipal Advisor's Recommendation Implementation

MOTION R25/30

MOVED AND SECONDED

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

CARRIED

c) Local Government Climate Action Program Funding Information

MOTION R25/31

MOVED AND SECONDED

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; and,

CARRIED

12. Staff Reports

a) Regional Grant Opportunity – UBCM Emergency Support Services

MOTION R25/32
MOVED AND SECONDED

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

CARRIED

MOTION R25/33
MOVED AND SECONDED

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.

CARRIED

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

14. Bylaws

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

MOTION R25/34
MOVED AND SECONDED

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

CARRIED

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

Note: there are 3 resolutions tied to this matter.

MOTION R25/35
MOVED AND SECONDED

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*”.

CARRIED

MOTION R25/36

MOVED AND SECONDED

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.

CARRIED

MOTION R25/37

MOVED AND SECONDED

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.

CARRIED

15. New Business

a) Canada Housing & Infrastructure Fund

MOTION R25/38

MOVED AND SECONDED

THAT the staff either directly or through third party apply for funding under the Canada Housing & Infrastructure fund for shovel ready projects; and,

THAT an inventory of shovel ready projects be completed based on a priority of need; and,

THAT a funding solution is sought for an asset management report that will inform upon the priority of projects currently not shovel ready.

CARRIED

16. Public Question Period - none

17. In Camera

MOTION R25/39

MOVED AND SECONDED

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

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(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 or another position appointed by the municipality.

CARRIED

18. Adjournment

The meeting was adjourned at 09:02pm.

Original Signed

Mayor

Original Signed

Corporate Officer