



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
May 7, 2024 - 7:00 PM
COUNCIL CHAMBERS**

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

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

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

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for May 7, 2024, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

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

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

THAT the minutes from the Special Council meeting held on October 24, 2023, be adopted.

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

THAT the minutes from the Special Council meeting held on December 5, 2023, be adopted.

THAT the minutes from the Regular Council meeting held on February 20, 2024, be adopted.

THAT the minutes from the Regular Council meeting held on March 5, 2024, be adopted.

THAT the minutes from the Committee of the Whole meeting held on March 13, 2024, be adopted.

THAT the minutes from the Special Council meeting held on April 4, 2024, be adopted.

THAT the minutes from the Committee of the Whole meeting held on April 4, 2024, be adopted.

THAT the minutes from the Special Council meeting held on April 9, 2024, be adopted.

THAT the minutes from the Regular Council meeting held on April 16, 2024, be adopted.

THAT the minutes from the Special Council meeting held on April 23, 2024, be adopted.

THAT the minutes from the Special Council meeting held on April 25, 2024, be adopted.

6. Petitions and Delegations - None

7. Correspondence

- a) Tara Faganello, Inspector of Municipalities RE: assistance with an independent Municipal Advisor, Brian Carruthers
- b) Brian Bedford, Executive Director, Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs RE: 2024-2028 Financial Plan Bylaw and Tax Rate Bylaw

Recommended Resolution:

THAT correspondence a) to b) be received.

8. Council Reports

- a) Consideration of the Village of Sayward Council, Staff and Community Recognition and Gift Policy – Councillor Burchett

9. Reports of Committees - None

10. Mayor's Report – None

11. Unfinished Business

- a) **Request for Use of Kelsey Centre Showers – Keir Gervais, CAO**

Recommended Resolution:

THAT Council receive the Request for Use of Kelsey Centre Showers report for information and discussion.

12. Staff Reports

- a) **Appointment of Chief Election Officer and Deputy Chief Election Officer**

Recommended Resolutions:

THAT Edith Watson be appointed Chief Election Officer for conducting the 2024 Village of Sayward by-election with power to appoint other election officials as required for the administration and conduct of the 2024 by-election;

AND THAT Keir Gervais be appointed Deputy Chief Election Officer for the 2024 Village of Sayward by-election.

b) Council Appointments Schedule 2024 – Keir Gervais, CAO

Recommended Resolution:

THAT Council receive the Council Appointment Schedule 2024 report for information and discussion.

c) Chief Administrative Officer Operations Update - Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Chief Administrative Officer Operations verbal update for information and discussion.

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

14. Bylaws

a) 2023-2027 Five Year Financial Plan Amendment Bylaw – Keir Gervais, CAO

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

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*:

- Section 90(1)(c) labor relations or other employee relations.

18. Adjournment



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
SEPTEMBER 12, 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 Tom Tinsley
Councillor Kohen Gilkin
Councillor Sue Poulsen excused due to illness

Staff: Keir Gervais, CAO/Recording Secretary

1. Call to Order

Meeting was called to order at 4:30pm

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S23/17

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for September 12, 2023, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegation - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports - None

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION S23/18

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)(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; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

18. Adjournment

MOTION S23/19

MOVED AND SECONDED

THAT the Special meeting of Council for September 12, 2023 be adjourned.

CARRIED

The meeting was adjourned at 4:33 PM

Mayor

CAO / Recording Secretary



**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
OCTOBER 24, 2023
COUNCIL CHAMBERS**

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

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. Public Input

- a) Jackie Lyons of 291 Ambleside Dr.: Asked Mayor Baker if Village funds/taxpayer money is being used for a law case he has against John France. *Mayor Baker stated 'no'.*

3. Introduction of Late Items

- a) CAO Gervais requested the letter from Sayward Community Food Table RE request for letter of support be added to the agenda – added as 7. a).

MOTION S23/20

MOVED AND SECONDED

THAT the letter from Sayward Community Food Table RE request for letter of support be added to the agenda – added as 7. a).

CARRIED

MOTION S23/21

MOVED AND SECONDED

- b) CAO Gervais requested the staff Memo RE Meeting Procedure Error October 17, 2023 be added to the agenda – added as 15. a).

Opposed Cllr Burchett

CARRIED

MOTION S23/22
MOVED AND SECONDED

- c) Councillor Burchett requested a staff report RE: why providing public access to Council meetings via Teams is no longer available.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen **DEFEATED**

MOTION S23/23
MOVED AND SECONDED

- d) Councillor Burchett requested a written staff report from the CAO RE: the CAO's attendance to the 2023 UBCM Convention.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen **DEFEATED**

MOTION S23/24
MOVED AND SECONDED

- e) Councillor Burchett requested that staff provide an update RE: negotiations with Natures Trust per Kelley's Trail parking.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen **DEFEATED**

4. Approval of Agenda

MOTION S23/25
MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for October 24, 2023, be approved, as amended.

Opposed Cllr Burchett **CARRIED**

5. Minutes of Previous Meetings - None

6. Petitions and Delegation - None

7. Correspondence

MOTION S23/26
MOVED AND SECONDED

THAT correspondence a) be received; and,

THAT Council direct staff to write a letter on behalf of the Village of Sayward in support of the Sayward Community Food Table's grant application.

8. Council Reports

- a) Request for staff to engage with Natures Trust staff RE parking at Kelly's Trail – Councillor Poulsen

MOTION S23/27
MOVED AND SECONDED

THAT Council direct staff to engage with Natures Trust staff RE parking at Kelly's Trail as soon as possible.

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Heat Pump Replacement - Sayward RCMP Detachment – Keir Gervais, CAO

MOTION S23/28

MOVED AND SECONDED

THAT Council authorize the CAO to purchase a replacement heat pump for the RCMP detachment at 610 Kelsey Way up \$16,427.72.

THAT staff be directed to report back to Council at the November 21, 2023 regular Council meeting with funding options for the heat pump replacement for Council's consideration

CARRIED

b) Consideration of Backyard Chickens (Hens) – Keir Gervais, CAO

MOTION S23/29

MOVED AND SECONDED

THAT Council receive the Backyard Chickens staff report for information and discussion.

CARRIED

MOTION S23/30

MOVED AND SECONDED

THAT Council direct staff to research possible issues with animal to animal and animal to human conflict and report findings to Council in January.

CARRIED

c) Request to Cancel the November 7, 2023 regular Council Meeting – Keir Gervais, CAO

MOTION S23/31

MOVED AND SECONDED

THAT Council receive the Request to Cancel the November 7, 2023 regular Council Meeting staff report; and

THAT Council approve the cancellation of the November 7, 2023 regular Council meeting, and direct staff to advertise accordingly.

Opposed Cllr Burchett Cllr Poulsen

CARRIED

a) Permissive Tax Exemption Bylaw No. 503, 2023 – Keir Gervais, CAO

MOTION S23/32

MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given fourth and final reading.
Opposed Cllr Burchett CARRIED

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

14. Bylaws

- a) **Permissive Tax Exemption Bylaw No. 503, 2023 – Keir Gervais, CAO**

MOTION S23/33

MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given fourth and final reading.

CARRIED

15. New Business

- a) **Meeting Procedure Error October 17, 2023 Memo – Keir Gervais, CAO**

MOTION S23/34

MOVED AND SECONDED

THAT Council receive the Meeting Procedure Error October 17, 2023 Memo for information.

Opposed Cllr Burchett

CARRIED

16. Public Question Period

- a) Jackie Lyons of 291 Ambleside Dr.: *Expressed her opposition to backyard chickens, noting issues in the Village with cats and dogs, messy back yards and unsightly premises and the lack of readily available bylaw enforcement.*
- b) Bill Ives of 121 Seaview St.: *Provided information about previous efforts to engage The Nature Trust of BC regarding parking in the area of Kelly's Trail. Mr. Ives stated that when staff begin becoming familiar with the area they will learn the current parking area is not The Nature Trust of BC's.*

17. In Camera

MOTION S23/35

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
- 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

- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The meeting was adjourned at 9:57 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 is 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



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 20, 2024
COUNCIL CHAMBERS**

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

Council:

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

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:02 pm.

2. Public Input

MOTION R24/17

MOVED AND SECONDED

THAT the Public Input Period be extended beyond the fifteen minute limit and the two-minute limit per speak be extended past two minutes.

Opposed Cllr Tinsley

CARRIED

- a) Janet Bruce, 410 Macmillan Dr: Asked to have her addressed amended as it was recorded in the previous meeting minutes, and about the status of the budget and the OCP. *The Mayor stated that budgeting is beginning right away and COW (Committee of the Whole) meetings are being scheduled right away.*
- b) Melina Gradisar, 261 Ambleside Dr: Asked about the presence of the media. *Mayor Baker explained that CBC has been in the community for the day discussing disincorporation further to the topic being raised by Area A resident Mr. Alex Turner.*
- c) Alex Turner, 1720 Sayward Rd: Asked if there is an update about the date of the COW meeting he will be invited to. *CAO indicated that Mr. Turner will be invited to a COW meeting in March once the meeting dates are confirmed.*

- d) Lorna Agnew, 754 Sayward Rd: Asked for an apology from Councillor Tinsley and CAO Gervais RE: alleged poor treatment at January 20 Regular Council meeting. *No response was provided.*
- e) Mark Agnew, 754 Sayward Rd: Asked for an update RE: about what he alleges is an illegal subdivision around their property. *CAO responded with a reminder about the recent staff reports provided to Council and the Council decisions that they have risen and reported about and reiterated that he has re-sent Mr. and Mrs. Agnew the previous correspondence sent by the Approving Officer that includes various application forms for different types of development Mr. And Mrs. Agnew may want to pursue. Mayor Baker suggested to Mr. Agnew review the information that had been sent.*
- f) Tracy Jones, 251 Spar St: Asked Council if they will do the jobs they were elected for or will they step down. *No response was provided.*
- g) Dan Bruce, 201 Sayward Heights: commented about the lack of transparency and delays and suggested that the Council meetings should show the faces of the gallery. *No response was provided.*
- h) Mark Agnew, 754 Sayward Rd: Asked why the CAO does not answer Councillor Burchett's emails. *No response was provided.*
- i) Melina Gradisar, 261 Ambleside Dr: Alleged that that has been modification of the January 16, 2024 video recording. *Mayor stated that there has been no alterations to the video and explained that there were some technical issues with the public speaker's microphone previously used resulting in speakers not being heard. CAO stated that there was zero modification to the video recording and reiterated that the audible issues related to the previously used wireless microphone.*
- j) Lorna Agnew, 754 Sayward Rd: Asked about boxes the CAO removed from the Village office. *Mayor Baker indicated the CAO is permitted to take work to his home office.*

3. Introduction of Late Items

MOTION R24/18

MOVED AND SECONDED

- a) Cllr Burchett requested a verbal report RE: why Council has not received a RCMP report for many months and only one in 2023 be added to the agenda – added as 15. a)

CARRIED

MOTION R24/19

MOVED AND SECONDED

- a) Councillor Burchett requested that Council deal with the Committee Appointments now.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen
DEFEATED
- b) Councillor Burchett requested that a date be chosen when the budget process is starting.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen
DEFEATED

4. Approval of Agenda

MOTION R24/20

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for February 20, 2024, be approved as amended.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

5. Minutes of Previous Meetings

MOTION R24/21

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 16, 2024, be adopted.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegation

- a) Bob Sampson RE: Request for support for the Sayward Valley Folk Music Society, including his appreciation for Council's previous support.

7. Correspondence

- a) Request for Support, from Sayward Community Food Table Society.
- b) Vancouver Island Regional Library RE: 2024 Board Appointments
- c) Letter from Ravi Kahlon, Minister of Housing RE New legislation to support government housing initiatives
- d) MOWI, A Responsible Plan to Transition Salmon Farming in BC
- e) Canada Community-Building Fund BC / UBCM, Canada Community-Building Fund: Second Community Works Fund Payment for 2023/2024
- f) Joyce Ellis, Sayward Tour de Rock Secretary/Treasurer RE: Thank you for Donation
- g) Ombudsperson, British Columbia RE: Office of the Ombudsperson Quarterly Report: July 1 – September 30, 2023
- h) Jason Johnson, Sayward Futures Society RE: Debut of Kusam Klimb Video - Request to use Kelsey Centre gymnasium and for forgiveness of associated user fees
- i) Connected Coast Communications, RE: Connected Coast Project 2023 Year in Review

MOTION R24/22

MOVED AND SECONDED

THAT correspondence b), g), h), i), j) be received.

CARRIED

RE: correspondence a)

Councillor Poulsen requested the CAO report to Council if the funds have been received and when Council can expect further information to be on an agenda. The CAO responded verbally that the funds have been received and deposited and that staff will be bringing further information to Council in the near future. No motion was made.

MOTION R24/23

MOVED AND SECONDED

THAT correspondence c) be received; and,

THAT Council accept the proposal to support the Sayward Valley Folk Music Society.

CARRIED

MOTION R24/24

MOVED AND SECONDED

THAT correspondence d) be received; and,

THAT Council provide a letter of support to Sayward Futures Society, as revised.

Opposed Cllr Poulsen

CARRIED

MOTION R24/25

MOVED AND SECONDED

THAT correspondence e) be received; and,

THAT correspondence e) be deferred to the next meeting when the CAO has all of the information.

CARRIED

MOTION R24/26

MOVED AND SECONDED

THAT correspondence f) be received; and,

THAT staff be directed purchase a business card, full colour ad for \$385.

CARRIED

MOTION R24/27

MOVED AND SECONDED

THAT correspondence g) be received; and,

THAT staff be directed to inquire and determine if a *Regional Housing Service* meeting can be held in Sayward.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

MOTION R24/28

MOVED AND SECONDED

THAT staff be directed to provide the letter of support for the Letter of Support for the Large Cultural Cedar Canoe Carving and Forest Stewardship Revitalization Project through the Indigenous Forestry Initiative, as amended.

CARRIED

11. Unfinished Business

12. Staff Reports

MOTION R24/29

MOVED AND SECONDED

THAT Council receive this report for information and discussion; and,

THAT Council accept in principle the Community Amenity Contribution of the turn around at the north end of Sayward Road as offered by the developer, and as discussed in this report, which will be confirmed through a restrictive covenant as part of the rezoning process; and,

THAT Council direct staff to schedule a Public Hearing for rezoning Bylaw 504.

CARRIED

MOTION R24/30

MOVED AND SECONDED

THAT staff be directed to amend the Bylaws RE: 6 hens, no roosters.

Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen

DEFEATED

MOTION R24/31

MOVED AND SECONDED

THAT staff be directed to amend the Bylaws as required, including 6 hens, no roosters, and report back to Council on April 16, 2024.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R24/32

MOVED AND SECONDED

THAT Council receives the Misc Operational Updates verbal staff report for information and discussion.

THAT the 2023-2027 Financial Plan be amended to incorporate \$123,600 from the Community to Community (C2C) Program Grant, and \$10,000 from the UBCM Community to Community (C2C) Program grant, to fund the projects identified in the December 19, 2023 report from the CAO.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

MOTION R24/33

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

Opposed Mayor Baker, Cllr Burchett, Cllr Poulsen

DEFEATED

THAT the Five Year Financial Plan Amendment Bylaw No. 505, 2023 be deferred to the March 6, 2024 Council meeting.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

15. New Business

MOTION R24/34

MOVED AND SECONDED

THAT staff be directed to follow-up with the RCMP RE: quarterly reports to Council.

Opposed Cllr Poulsen

CARRIED

16. Public Question Period

- a) Lorna Agnew, 754 Sayward Rd: Requested a letter of support for her proposed speed limit change. *Mayor Baker asked Mrs. Agnew to write a letter of request to Council.*
- b) Jackie Lyons, 280 Kelsey Way: Commented that the Kusam Klimb request for use of the showers is at the same time when water restrictions typically occur. *No response was provided.*
- c) Lee Ettinger, 220 Sayward Heights: Suggested that the Fireworks Bylaw information be included in the Sayward News and that information provided needs to be clear RE: what is permitted, training, etc. *CAO indicated he would follow-up with the RCMP RE: their jurisdiction/role in enforcement and report back to Council RE: opportunities to promote the Bylaw in the Sayward News.*
- d) Lorna Agnew, 754 Sayward Rd: Asked about the use of Village water by Western Forest Products. *Mayor Baker indicated that the Village is beginning discussions with Western Forest Products to discuss the concern.*
- e) Lorna Agnew, 754 Sayward Rd: Asked Council why they don't change her zoning to allow her to subdivide. *Mayor Baker asked if an application had been submitted. Mrs. Agnew indicated 'no'.*

17. In Camera

MOTION R24/35

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,

CARRIED

18. Rise & Report - None

19. Adjournment

The meeting was adjourned at 11:29 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MARCH 5, 2024
COUNCIL CHAMBERS**

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

Council:

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

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:00 pm.

2. Public Input

- a) Lorna Agnew, 754 Sayward Rd: Asked about the zoning to their property. *The CAO outlined the history of the work staff have completed, the legal review, the recent decision by Council, and the opportunity that Mr. and Mrs. Agnew have to make application for rezoning and subdivision should they wish.*
- b) Mark Agnew, 754 Sayward Rd: Expressed his disappointment in how he and his wife have been treated since they began inquiring about subdividing their property. *Mayor Baker confirmed that he, the CAO and Mr. and Mrs. Agnew are meeting tomorrow to discuss their concerns.*
- c) Serena Gill of Lot 2 Kelsey Way: Informed Council that she and her husband are proceeding with building on Lot 2 Kelsey Way and that they have submitted their application. *Mayor Baker thanked Ms. Gill.*

Introduction of Late Items

MOTION R24/36

MOVED AND SECONDED

- a) Cllr Burchett requested a STAFF UPDATE re: the status of the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation's and the Ethnohistory presentation to occur in Sayward be added to the agenda – added as 15. a)

CARRIED

3. Approval of Agenda

MOTION R24/37

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 5, 2024, be approved, as amended.

Opposed Cllr Poulsen

CARRIED

4. Minutes of Previous Meetings

MOTION R24/38

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on February 20, 2024, be deferred until the March 20, 2024 Council meeting.

CARRIED

5. Petitions and Delegation - None

6. Correspondence

- a) MLA Babchuk, RE: Monthly Update February 2024.

MOTION R24/39

MOVED AND SECONDED

THAT correspondence a) be received.

CARRIED

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

MOTION R24/40

MOVED AND SECONDED

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

CARRIED

10. Unfinished Business

MOTION R24/41

MOVED AND SECONDED

THAT Council receive the CAO verbal update regarding discussions with the RCMP about public concerns about fireworks in the Village and advertising about the Village Fireworks Bylaw in the Sayward News.

Opposed Cllr Burchett

CARRIED

11. Staff Reports

MOTION R24/42

MOVED AND SECONDED

THAT Council receive the Regional Collaboration Opportunity – Indigenous Engagement Requirements staff for information and discussion; and,
THAT as part of the Village of Sayward’s ongoing work in relation to emergency planning that the Village commits it’s \$40,000 Indigenous Engagement Requirement funding grant to the Strathcona Regional District to fund a multi-year Emergency Services Indigenous Engagement Coordinator staff position.

CARRIED

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

13. Bylaws - None

14. New Business

MOTION R24/43

MOVED AND SECONDED

THAT Council donate the books gifted to the Village by We Wai Kai and Wei Wai Kum First Nation’s to the Library as books to remain the Library and for withdraw, if the Library agrees to accept them, and

THAT staff be directed to schedule the Ethnohistory presentation in the Council Centre

CARRIED

15. Public Question Period

- a) Mark Agnew of 754 Sayward Rd: Asked if the housing grant will be spent on 754 Sayward Rd. *The CAO indicated that the housing grant referred to has eligible and ineligible expenses categories, and that spending the grant on any one private property is not an eligible expense.*
- b) Mark Agnew, 754 Sayward Rd: Asked who gives direction about how the housing grant is dispersed. *The CAO indicated that spending the grant on any one private property is not an eligible expense and outlined various eligible expenses categories.*

16. In Camera

MOTION R24/44

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.
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Rise & Report - None

18. Adjournment

The meeting was adjourned at 10:42 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
March 13, 2024
COUNCIL CHAMBERS**

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

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 5:38 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C24/1

MOVED AND SECONDED

THAT the agenda for the In-camera Meeting of Council for March 13, 2024, be approved.

CARRIED

4. Petitions and Delegations - None

5. Correspondence - None

6. Council Reports - None

7. Reports of Committees - None

8. Unfinished Business - None

9. Staff Reports - None

10. New Business - None

11. Public Question Period

12. In-Camera

MOTION C24/2
MOVED AND SECONDED

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

- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

13. Adjournment

The meeting was adjourned at 7:42 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 4, 2024
COUNCIL CHAMBERS**

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

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 6:35 pm.

2. Public Input

- a) William Ives of 121 Seaview St.: Commented that in 2023 Councillor Burchett and Councillor Poulsen stated that the Village could not afford to attend a delegation to a conference, and therefore he would expect Council to give the same similar consideration to the same topic tonight.

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S24/1

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 4, 2024, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

- 8. Council Reports - None
- 9. Reports of Committees - None
- 10. Mayor's Report - None
- 11. Unfinished Business - None
- 12. Staff Reports - None
- 13. Emergency Services/Public Works/Recreation Department Reports - None
- 14. Bylaws - None
- 15. New Business

a) Village of Sayward Delegation to Attend AVICC Convention

MOTION S24/2

MOVED AND SECONDED

THAT, if staff can arrange for late registrations, staff be directed to register any Councillor wishing to attend the AVICC Conference April 12-14 inclusive of accommodation, travel and per diem expenses.

Apposed Cllr Tinsley

CARRIED

- 16. Public Question Period - None
- 17. In Camera - None
- 18. Adjournment

The meeting was adjourned at 7:05 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
APRIL 4, 2024
COUNCIL CHAMBERS**

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO
Janice Aver, Acting CFO

1. Call to Order

The meeting was called to order at 7:15 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C24/3

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for April 4, 2024, be approved.

APPOSED Cllr Burchett

CARRIED

4. Petitions and Delegations – None

5. Correspondence - None

6. Council Reports – None

7. Reports of Committees - None

8. Mayor's Report - None

9. Unfinished Business - None

10. Staff Reports - None

11. New Business - None

12. Rise & Report

13. In-Camera

MOTION C24/4

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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

APPOSED: Cllr Burchett

CARRIED

14. Adjournment

The meeting was adjourned at 7:50 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 9, 2024
COUNCIL CHAMBERS**

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

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 6:03 PM

2. Public Input - None

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S24/3

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 9, 2024, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

- a) Review of Rezoning Application before Council RE: 18 Sayward Rd.

MOTION S24/4

MOVED AND SECONDED

THAT Council receives the presentation by John Manson; and,

THAT staff be directed to add Bylaw 504 to the April 16, 2024 agenda for 3rd reading.

CARRIED

12. Staff Reports - None

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

14. Bylaws - None

15. New Business – None

*** Councillor Tinslye left the meeting at 7:41 PM*

16. Public Question Period

- a) Alex Turner of 1720 Sayward Rd.: asked Council if they had an update RE: his request to meet with Council to discuss dissolution. *Mayor Baker responded that an update will be provided AT THE April 16 regular Council meeting.*
- b) Jason Johnson of 151 Sayward St.: Asked if, in light of the change of ownership with Western Forest Products, staff have asked the new ownership about their thoughts about water usage at the log sort. *Councillor Burchett indicated he would raise the topic at the next Mid Island Forestry Lands Advisory Group meeting.*

17. In Camera - None

18. Adjournment

The meeting was adjourned at 7:49 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
APRIL 16, 2024
COUNCIL CHAMBERS**

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

Council:

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

Staff:

Keir Gervais, CAO/Corporate Officer

1. Call to Order

Meeting was called to order at 7:00 pm.

2. Public Input

- a) Janet Bruce of 410 Macmillan Dr.: asked for an update on the budget and the official community plan. *The Mayor stated that the budget is being worked through currently. The CAO stated that the work on the OCP is currently paused.*
- b) Irene of Village of Sayward: Asked Council how many of them had seen the chicken petition. Councilor Tinsley indicated he saw it.
- c) Roger Paquette of 130 Dyre Rd.: Asked if the First Nations are satisfied with the draft official community plan. *The CAO stated that the Village has consulted with First Nations.*
- d) Lee Ettinger of Sayward Heights Rd.: Expressed concern about a property on Macmillan that appears to be disposing of gray or black water onto a Village owned Lot, and asked when it will be followed up on. *The CAO indicated the Village recently received a similar complaint about the property, that staff has attended the property and confirmed there is no dumping of gray or black water, and that staff will be following up with the property owner further to the expired temporary RV permit.*

Introduction of Late Items - None

3. Approval of Agenda

MOTION R24/45

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for April 16, 2024, be approved, as amended.

CARRIED

4. Minutes of Previous Meetings - None

5. Petitions and Delegation

- a) Mr. Kirk Bittman and Mr. Dan Simmard, Oscar Daze Slo-Pitch – Request to host the Oscar Daze tournament and receive approval from Council to maintain the field at no cost to the Village.

6. Correspondence

- a) Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs, RE: Potential for Drought Conditions in 2024
- b) Cpl. Sebastien Brunet, Detachment Commander, Sayward Detachment, RCMP RE: 2024-2025 Policing Priorities
- c) Lorna Agnew, 754 Sayward Rd. RE: Request for Letter of Support for changing the speed limit along Sayward Rd., within Village Boundaries, from 70 kilometers per hour to 50 kilometers per hour.
- d) Councillor Kohen Gilkin RE: Letter of Resignation
- e) Oscar Daze Slow-Pitch RE: Request for use of Village Sports Field
- f) Michelle Babchuk, MLA North Island RE: Monthly Update, March 2024
- g) Rachel Blaney, MP, North Island-Powell River RE: intentions to step down as NDP Whip as of April 4, 2024
- h) Ravi Kahlon, Minister of Housing RE: legislative changes to encourage housing supply and growth.
- i) Councillor Burchett RE: Letter of Resignation from Sayward Futures Society

MOTION R24/46

MOVED AND SECONDED

THAT staff be directed to investigate opportunities for applying for the \$10,000 grant to develop or update a Water Conservation Plan or to plan capital projects that improve drought resilience.

CARRIED

MOTION R24/47
MOVED AND SECONDED

THAT staff be directed to provide Council's policing priorities to Cpl. Brunet.

CARRIED

MOTION R24/48
MOVED AND SECONDED

THAT staff be directed to prepare a letter of support from all of Council RE: reducing the speed limit along Sayward Rd. from 70 km/hour to 50 km/hour.

CARRIED

RE: the letter of resignation from Councillor Gilken, Councillor Tinsley expressed his gratitude to Councillor Gilken for his service.

MOTION R24/49
MOVED AND SECONDED

THAT staff be directed to amend the noise to 2:00 am for the three nights of the tournament, August 3-5, 2024.

Opposed: Cllr Tinsley, Mayor Baker

DEFEATED

MOTION R24/50
MOVED AND SECONDED

THAT staff be directed to amend the Noise Control Bylaw to 1:30 am for the three nights of the tournament.

Opposed: Cllr Tinsley

CARRIED

MOTION R24/51
MOVED AND SECONDED

THAT Council support the Oscar Daze Tournament as it did in 2023 with the exception of the reduction in camping fees and the amendment to the Noise Control Bylaw.

CARRIED

MOTION R24/52
MOVED AND SECONDED

THAT correspondence a) through i) be received.

CARRIED

7. Council Reports

MOTION R24/53
MOVED AND SECONDED

THAT Council accept Councillor Burchett's letter of resignation as Village of Sayward Committee appointee to the Sayward Futures Society.

CARRIED

MOTION R24/54
MOVED AND SECONDED

THAT staff report back at the next Council meeting RE: committee appointments.

CARRIED

MOTION R24/55
MOVED AND SECONDED

THAT the Village outsource the uploading of Council meeting recordings to a third-party IT company.

Apposed: Cllr Tinsley, Mayor Baker

CARRIED

MOTION R24/56
MOVED AND SECONDED

THAT Council receive Councillor Burchett's MIFLAG verbal report.

CARRIED

8. Reports of Committees

MOTION R24/57
MOVED AND SECONDED

THAT the Committee of the Whole recommends to Council that, based on current resources, the Village of Sayward will not participate in meetings to discuss dissolution.

CARRIED

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports

MOTION R24/58
MOVED AND SECONDED

THAT Council receive the Progress Report: Consideration of Backyard Chickens (Hens) staff report for information.

Apposed: Cllr Burchett

CARRIED

MOTION R24/59
MOVED AND SECONDED

THAT Council receive the Outstanding 2023 Council Meeting Minutes memo for information and discussion.

Apposed: Cllr Tinsley, Mayor Baker

DEFEATED

MOTION R24/60
MOVED AND SECONDED

THAT staff be directed to provide the auditor's engagement letter to Council.

Apposed: Cllr Burchett, Cllr Poulsen

DEFEATED

MOTION R24/61

MOVED AND SECONDED

THAT Council receive the Incomplete 2023 Budget Amendment memo for information and discussion.

Apposed: Cllr Burchett

CARRIED

MOTION R24/62

MOVED AND SECONDED

THAT Council receive the Chief Administrative Officer Operations Update report for information.

Apposed: Cllr Burchett

CARRIED

12. Emergency Services/Public Works/Recreation Department Reports

MOTION R24/63

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre January 2024 staff report for information and discussion.

CARRIED

MOTION R24/64

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre February 2024 staff report for information and discussion.

CARRIED

13. Bylaws

MOTION R24/65

MOVED AND SECONDED

THAT Zoning Amendment Bylaw No. 504, 2023 be given third reading.

CARRIED

14. New Business - None

15. Public Question Period

- a) Alex Turner of 1720 Sayward Rd.: Is Council saying that it had time to discuss his request but does not have time to meet with him. *Mayor Baker stated that Council and staff do not presently have time to entertain this matter.*
- b) Roger Paquette of 130 Dyre Rd.: Asked Councillor Burchett about the harvest figures he mentioned in his MIFLAG report and stated the importance of First Nations engagement. *Councillor Burchett indicated he would double check the figures. Councillor's Tinsley and Burchett acknowledged the importance of First Nations engagement.*
- c) Sandy of 120 Dyre Dr.: Asked if anyone from the Village has recently looked at the road building activity adjacent to the water shed. *The CAO indicated that staff had recently*

visited the area where the road building was occurring in response to an increase in turbidity observed at the water treatment plant, and that he had subsequently spoken with staff at WFP regarding the increased turbidity in Newcastle Creek resulting from the road building and that WFP has committed to better monitoring of their activities and communication with the Village.

- d) Irene of Village of Sayward: asked Council to speak with WFP about the dust at the log sort. *Councillor Tinsley indicated that they had that discussion with WFP three years ago and that perhaps it is time to have it again.*
- e) Jason Johnson of Sayward Futures Society (SFS): thanked Councillor Burchett for his contributions to Sayward Futures Society and noted to Council that the SFS Board had recently resolved that the Village Liaison role is no longer required. *Mayor Baker thanked Mr. Johnson for the update.*
- f) Alex Turner of 1720 Sayward Rd.: asked Council how long a municipality has to hold a by-election when a elected official resigns, and is there a planned time for a by-election. *The CAO indicated that a staff report with details on this topic will be presented to Council on May 7, 2024, and that from the date of appointment of the Chief Election Officer the Village has eighty (80) days to hold a by-election.*

16. In Camera

MOTION R24/66

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.
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Rise & Report - None

18. Adjournment

The meeting was adjourned at 10:31 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 23, 2024
COUNCIL CHAMBERS**

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

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO/Corporate Officer
Janice Aver, Acting CFO

1. Call to Order

Meeting was called to order at 7:00 PM

2. Public Input

- a) Lorna Agnew of 754 Sayward Rd.: Asked when Council will organizing a meeting to rezoning their property at no charge. *The CAO indicated that the noted request has been addressed previously, and that staff have corresponded with Mr. and Mrs. Agnew with next steps for how they can rezone and subdivide their property. Councillor Tinsley indicates that this matter has been discussed previously. Councillor Burchett asked Mrs. Agnew to provide the witness statement to Council.*
- b) Melina Gradisar of 261 Ambleside: asked Council why the letter from CNB Professional Chartered Accountants was only provided to Council today. *Council clarified that the letter was provided to them on April 23/24 and discussed the timing of the when the letter was provided to them this year versus in 2023.*
- c) Jason Johnson of 151 Sayward St.: Asked if, in light of the change of ownership with Western Forest Products, staff have asked the new ownership about their thoughts about water usage at the log sort. *Councillor Burchett indicated he would raise the topic at the next Mid Island Forestry Lands Advisory Group meeting.*

3. Introduction of Late Items

- a) CAO Gervais requested that correspondence from CNB Chartered Professional Accountants RE: Audit Planning Report be added to the agenda - added as 7. a).

MOTION S24/5

MOVED AND SECONDED

THAT the correspondence from CNB Chartered Professional Accountants RE: Audit Planning Report be added to the agenda - added as 7. a).

CARRIED

4. Approval of Agenda

MOTION S24/6

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 23, 2024, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

MOTION S24/7

MOVED AND SECONDED

THAT Council receive the Financial Plan 2024-2028 staff report for information and discussion.

Apposed Cllr Burchett

CARRIED

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

14. Bylaws - None

15. New Business – None

**** Councillor Tinslye left the meeting at 7:41 PM**

16. Public Question Period

- a) Mark Agnew of 754 Sayward Rd.: Stated that he would like the legal opinion relating to a neighbouring rezoning and subdivision. *The CAO reminded Council that the legal opinion was discussed in-camera and is for Council only.*
- b) Melina Gradisar of 261 Ambleside: asked when a rise and report on an in-camera matter will occur. *Mayor Baker indicated a rise and report will occur if/when Council decides.*

17. In Camera - None

18. Adjournment

The meeting was adjourned at 8:42 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 25, 2024
COUNCIL CHAMBERS**

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

Council:

Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff:

Keir Gervais, CAO/Corporate Officer
Janice Aver, Acting CFO

1. Call to Order

Meeting was called to order at 6:00 PM

2. Public Input

- a) Mark Agnew of 754 Sayward Rd.: Asked what happened to the drainage surplus in 2023.
The CFO and CAO provided an explanation.

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION S24/8

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 25, 2024, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

MOTION S24/9

MOVED AND SECONDED

THAT Council receive the Financial Plan 2024-2028 staff report for information and discussion.

CARRIED

12. Staff Reports - None

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

14. Bylaws - None

15. New Business – None

16. Public Question Period

- a) Melina Gradisar of 261 Ambleside: asked if Council can say what the tax increase will be. *Mayor Baker replied, not yet.*
- b) Karren McClinton of 281 Ambleside Dr.: asked if the same information Council has will be provided to the public. *Mayor Baker responded, yes.*

17. In Camera - None

18. Adjournment

The meeting was adjourned at 8:04 PM

Mayor

Corporate Officer



March 16, 2024

Ref: 274479

Their Worship Mayor Mark Baker
and Members of Council
Village of Sayward
PO Box 29
652 H'Kusam Way
Sayward BC V0P 1R0

Dear Mayor Baker and Councillors:

Thank you for your email of March 12, 2024, which provided notice of the Council resolution requesting assistance from the Ministry of Municipal Affairs to address urgent concerns at the Village of Sayward.

I understand the issues that led to the request from the Village are exceptional, and that the Village is presently operating with minimal staff and challenging dynamics at Council. I want to specifically comment that a successful way forward for the Village will depend on reinforcing roles and responsibilities as well as improving relations between Council and staff.

To foster the needed change and help stabilize municipal operations, the province is assisting with an independent Municipal Advisor, Brian Carruthers, who will work with Village staff and Council and provide recommendations back to Council about ongoing governance approaches. This support will be provided for a period of three months.

The role of the Municipal Advisor will include the following:

1. Providing governance support to Council and senior staff, with a focus on responsible conduct and roles and responsibilities, including reviewing or updating codes of conduct.
2. Providing advice and mentorship to Council and senior staff in relation to local government administration and the decision-making process.
3. Assisting Council and senior staff with an assessment of Village operational priorities, including supporting council with finalizing the budget by the statutory deadlines and supporting the local government with the hiring of key staff or supporting other processes (e.g., by-election support if necessary).

Ministry of Municipal Affairs

Assistant Deputy Minister
Local Government

Mailing Address:
PO Box 9490, STN PROV GOVT
Victoria, BC V8W 9N7
Phone: 250 356-6575
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 1N3
www.gov.bc.ca/mah

4. Provide a report, recommendations, and next steps for council/staff to work on after the contract is complete.

The Municipal Advisor is a neutral third party with local government experience who will serve as a mentor and liaison between Council and senior staff with a focus on building professional relations and effective Council practices. To leverage the expertise – and help the Village move forward – their role will be focused on working with the Village to identify and address critical governance and operational needs rather than day-to-day administration.

I trust that all members of council will engage and participate with the Municipal Advisor, including any workshops and other sessions that will be held to develop better governance practices and enable the Village to move forward with its critical business. It is expected that Council will work with Village staff and the Municipal Advisor to ensure the legislated requirements, such as the financial plan and tax rate bylaws, are completed on time. I must remind Council that order, civility, and responsible conduct must prevail for the good of your community.

Ministry staff have finalized a procurement process and have contracted Brian Carruthers to assist the Village. Ministry staff remain available to assist with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized flourish at the end.

Tara Faganello
Inspector of Municipalities

pc: Keir Gervais, Chief Administrative Officer, Village of Sayward



Ref: 274756

May 2, 2024

Keir Gervais
Chief Administrative Officer
Village of Sayward
email: cao@saywardvalley.ca

Cc: Brian Carruthers, Municipal Advisor brian@bdcarruthers.ca

Dear Keir Gervais:

I'm writing in response to the questions you posed to the Ministry on April 29, 2024, regarding your financial plan and tax rate bylaws.

For context, the annual financial plan and property tax bylaws have two crucial purposes for the current year. The detail of expenditures in the financial plan bylaw authorizes those expenditures to be made by the Village during the year. The establishment of property tax rates in the property tax bylaw authorizes the levy and collection of the property taxes that result from those rates.

Property tax revenue must be established in the current year's financial plan and used to create property tax rates before the 15th of May. If the Village council does not adopt the financial plan and property tax bylaws, its ability to collect taxes and expend funds is jeopardized.

Additionally, the Village may jeopardize its ability to access future provincial grant opportunities. The Province of B.C. expects a local government to adopt these bylaws as a necessary step to ensure that the terms of a grant agreement can be met for the community's benefit.

It is the responsibility of elected officials to ensure their processes conform to the principles of good governance and all legal requirements, including any applicable provincial laws and regulations. Council members are democratically elected and responsible for making decisions on their communities' behalf, including ensuring municipal services are provided.

.../2

Ministry of Municipal Affairs

Local Government Infrastructure
and Finance Branch

Mailing Address:
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Location:
4th Floor - 800 Johnson Street
Victoria BC V8W 1N3

Phone: 250.387.4060
Fax: 250.387.7972

www.gov.bc.ca/muni

Keir Gervais

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There may be disagreement about the service details or operations, but it is the Council's responsibility to ensure the community's core service delivery continues.

The council should not let their differences affect the safety of their neighbours, disrupt the supply of safe drinking water or sewage disposal, or the recreational service provided by the Village. To reach agreement, Council may need to reduce the budget to a minimum necessary amount and use cash on hand to supplement tax revenue.

Please contact me if you have questions or require more information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Bedford', enclosed within a hand-drawn oval.

Brian Bedford
Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs

Village of Sayward
Policy No. 09-02



TITLE: Council, Staff and Community Recognition and Gift Policy

APPROVED: March 4, 2009

RESOLUTION NO.: R09/69

REVISED: August 15, 2017

RESOLUTION NO.: R17/160

A: POLICY

The Village of Sayward believes that Council members, Staff, Community Individuals or Community Organizations deserve thanks, respect, recognition or gratitude from time to time and a gesture of appreciation will be given under these or other special circumstances.

B: DEFINITIONS

Councillor - Council member elected to serve

Staff includes all Staff

C: PROCEDURES

- a) Bereavement: a card will be sent to a Staff member, Councillor or Community Individual who have experienced a loss of a close family member. Under special circumstances, flowers may also be sent.
- b) Accomplishment: a card will be sent to a Staff member, Councillor, a member of the community or Community Organization who has brought positive recognition to the Village.
- c) Councillor or staff member retirement, resignation:
 1. Retirement - Conditions
 - Staff - Employee must be over the age of 50 with a minimum of 5 years of service.
 - Councillor – Any length of service.
 2. Resignation - Conditions
 - Staff - Employee must be over 5 years of service.
 - Councillor – Any length of service.
 3. The Village will contribute to a gift for the Staff member or Councillor at \$25/year to a maximum of \$250.
 4. The Village will contribute to a luncheon or dinner to maximum of \$350. The Village will not pay for alcoholic beverages and will use the services of a Village establishment wherever possible. The Mayor or CAO may reduce the length of service requirement in special circumstances for this event and the amount of the contribution.

- d) Special or Other Circumstances: by majority vote by Council, a card will be sent to anyone Council considers deserving of thanks, respect, recognition or gratitude. (Discussions will be held incamera and then reported on in open council).
- e) For a), b), and c) above, the Mayor or CAO may take the appropriate action as outlined in this policy.

Date: March 4, 2009

The CAO is responsible for the enforcement of this policy



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: Request for Use of Kelsey Centre Showers
Meeting date: May 7, 2024

PURPOSE

To seek direction from Council regarding a request for free use of the Kelsey Centre Showers in support of the Kusum Klimb.

BACKGROUND

Sayward Futures Society previously requested free use of the Kelsey Centre showers for the event participants. Council directed staff to gather further details about the request and report back to Council.

DISCUSSION

Staff have spoken with the event organizers. The request is for free use of the Kelsey Centre showers between 12:00-6:00pm on June 22, 2024 (6 hours). The organizers estimate 50-60 participants will use the service.

The Kelsey Centre Manager has indicated she can staff the Kelsey Centre on this day.

STAFF RECOMMENDATIONS

THAT Council receive the Request for Use of Kelsey Centre Showers report for information and discussion.

Respectfully submitted,

Keir Gervais
CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: Appointment of Chief Election Officer and Deputy Chief Election Officer
Meeting date: May 7, 2024

PURPOSE

To appoint a Chief Election Officer and Deputy Chief Election Officer for the purposes of conducting the 2024 Village of Sayward by-election.

BACKGROUND

Section 58(1) of the Local Government Act (LGA) requires that local governments appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO) to carry out the responsibilities for conducting an election. The LGA also empowers the CEO to appoint election officials required for the administration and conduct of the election.

DISCUSSION

The Municipal Services Agreement the Village of Sayward (Village) has established with the Strathcona Regional District (SRD) allows the Village to request specific services from the SRD on a fee for service basis, including *corporate/legislative* services. The Village has asked the SRD to provide election services for the by-election in Sayward and the SRD has agreed.

SRD Manager of Corporate Services, Edith Watson will carry out the responsibilities for conducting the by-election. Village CAO Keir Gervais will serve as Deputy Chief Election Officer. The legislative requirement to appoint both a CEO and DCEO is in place should either the CEO or DCEO, for any reason, be unable to carry out their duties outlined in Section 59 (1) and (2) of the LGA.

With the appointment of the CEO and DCEO by Council on May 7, 2024 as recommended, and taking into account all the statutory requirements for holding a by-election, the date of the by-election will be Saturday July 20, 2024.

STAFF RECOMMENDATIONS

THAT Edith Watson be appointed Chief Election Officer for conducting the 2024 Village of Sayward by-election with power to appoint other election officials as required for the administration and conduct of the 2024 by-election;

AND THAT Keir Gervais be appointed Deputy Chief Election Officer for the 2024 Village of Sayward by-election.

Respectfully submitted,



Keir Gervais
CAO



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Council Appointments Schedule 2024
Meeting date: May 7, 2024

BACKGROUND

At the November 1, 2022 Inaugural Council meeting the following appointments to various boards and committees were approved:

1. Council Appointments and Portfolios

- a) THAT Mayor Baker be appointed to the Strathcona Regional District Board and Councillor Tinsley be appointed as alternate; Councillor Poulsen to attend the Comox Strathcona Regional Hospital District Board meetings and the Comox Strathcona Waste Management Committee meetings; and,
- b) THAT Councillor Gilkin be appointed to the Vancouver Island Regional Library Board and Councillor Burchett be appointed as alternate; and,
- c) THAT Councillor Burchett be appointed as the Village representative at Sayward Futures Society board meetings and Councillor Gilkin be appointed as the alternate; and,
- d) THAT Councillor Burchett be appointed to the Mid Island Forestry Lands Advisory Group and Councillor Gilkin as the alternate; and,
- e) THAT Councillor Tinsley be appointed as Deputy Mayor; and,
- f) THAT Mayor Baker be appointed as the Island Coastal Economic Trust (ICET) representative; and,
- g) THAT all Council Members be appointed to the Committee of the Whole.

MOTION I22/01

MOVED AND SECONDED

THAT the appointments listed in a) to g) inclusive as recommended by Mayor Baker be approved and take effect November 1, 2022; and,

THAT staff bring back all appointments in November 2023.

CARRIED

DISCUSSION

Staff have not reported back to Council until now.

Membership on certain boards and committees are automatically assigned to the Mayor per the policy of said organization. This applied as follows:

- Comox Strathcona Regional Hospital District Board

- Comox Strathcona Waste Management Committee
- Island Coastal Economic Trust (ICET) North Island-Sunshine Coast Regional Advisory Committee

A Village representative and alternate are required for the Mid Island Forestry Lands Advisory Group (MIFLAG). The 2024 meeting schedules is as follows:

- January 25th
- March 21st
- May 16th
- Summer field trip TBA (usually June/July depending on production)
- September 19th
- November 21st

A Village representative and alternate are required for the Vancouver Island Library Board. The 2024 meeting schedules is as follows:

- Saturday, June 8th
- Saturday, Sept 14th
- Oct. 26th

All meetings start at 9:30am and end roughly at 12:30pm.

Mr. Jason Johnson of Sayward Futures Society informed Council at the April 16, 2024 Council meeting that the Village Liaison role is no longer required.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Council Appointment Schedule 2024 report for information and discussion.

Respectfully submitted,



Keir Gervais, CAO

Attachments:

- **SRD Policy - Appointment of Municipal Directors**



CORPORATE POLICY

No.: CP-032

Date Approved: April 24, 2024

Name: Appointment of Municipal Directors

Purpose:	To provide information on best practices for municipal appointments to Regional District's Board of Directors.
Authority:	Division 2 of Part 6 of the <i>Local Government Act</i>
Scope:	This policy applies to director appointments by municipal councils to the Strathcona Regional Board.

Definitions: "municipality" means an incorporated local government entity but, for clarity, does not include an improvement district or a treaty First Nation government.

Policy: The Regional District recommends that, as a best practice, municipal councils appoint the mayor of the municipality as its representative to the Regional District Board and that other members of council only be considered if the municipality is entitled to appoint multiple Regional District directors.

- General:**
- 1) The mayor of a municipality is the spokesperson for that municipality, and the natural conduit for bringing issues that affect that municipality to the Regional Board's attention. The mayor is also best positioned to determine the municipality's position on the various matters that may come before the Regional Board during the normal course of events.
 - 2) To be effective in its deliberations, the Regional Board must be confident that its decisions are being made in a manner that reflects the true perspectives of its constituent members. That is why regional district boards are sometimes referred to as the 'council of mayors.'
 - 3) If the council is not able to appoint the community's mayor as its representative to the Regional District Board due to scheduling or other conflicts identified by the mayor, it should consider appointing the member of council that it believes is best able to represent the community on matters that will likely come before the Regional Board.
 - 4) Municipalities should align the appointment of its director with the mayor's term of office to maximize the effectiveness of the appointment.

Review Date:



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: 2023-2027 Five-Year Financial Plan Bylaw Amendment
Meeting date: May 7, 2024

BACKGROUND

On January 16, 2024 the following resolution was passed by Council:

MOTION R24/14

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given first, second and third reading.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

DISCUSSION

The attached Bylaw No. 505, 2023 has been prepared based on Council's direction.

RECOMMENDATIONS

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- ***Permissive Tax Exemption Bylaw No. 505, 2023***



VILLAGE OF SAYWARD

BYLAW NO. 505

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2023-2027)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 498, 2023" was adopted on May 2, 2023;

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. 505, 2023**"
2. "Five Year Financial Plan Bylaw No. 498 2023" 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 16th day of January 2024.

Read a second time on the 16th day of January 2024.

Read a third time on the 16th day of January 2024.

Adopted on the ____ day of _____ 2024.

Certified a true copy of Bylaw
No. 505 this ____ day of

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2023 - 2027 Financial Plan Bylaw No. 505, 2023
Schedule A

	2022	2023	2024	2025	2026
REVENUES					
Taxation					
Property Value Taxes	377,266	414,993	444,043	475,126	508,384
Parcel Taxes	8,108	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	11,725	13,627	13,900	14,178	14,461
Total Taxation	397,100	467,227	496,549	527,910	561,453
Fees and Charges					
Recreation	14,550	14,620	14,691	14,764	14,839
Licences/Permits	8,700	8,700	8,700	8,700	8,700
Sewer Utility	75,152	77,783	80,505	83,323	86,239
Water Utility	140,290	144,498	148,833	153,298	157,897
Solid Waste Fees	37,153	39,010	40,961	43,009	45,159
Other Revenue	85,308	80,668	81,039	82,421	82,814
Total Fees and Charges	361,153	365,280	374,730	385,515	395,649
Other Revenue					
Federal Government Grants	71,562	75,143	75,143	75,143	75,143
Provincial Government Grants	463,000	362,000	362,000	362,000	362,000
Capital Asset Grants	0	1,823,120	0	0	0
Other Grants	436,147	598,582	48,582	48,582	48,582
Total Other Revenue	970,709	2,858,845	485,725	485,725	485,725
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	413,591	103,880	14,000	0	0
TOTAL REVENUE	2,142,552	3,795,232	1,371,004	1,399,150	1,442,826
EXPENSES					
Municipal Purposes					
General Government Services	624,410	449,709	454,213	458,846	469,314
Fire, Emergency & Protective Services	68,741	53,774	55,087	54,997	55,665
Public Works, Roads, Drainage	156,500	136,350	138,775	141,279	143,868
Parks & Recreation	361,833	267,590	273,208	279,052	285,139
Sewer Utility	108,987	75,936	77,453	79,023	80,649
Water Utility	175,330	138,181	141,151	144,248	147,482
Solid Waste Operations	53,806	45,612	46,435	47,273	48,129
Interest Payment on Municipal Debt	1,837	16,538	16,396	16,320	16,320
Amortization	206,535	213,668	213,668	213,668	213,668
Annual Surplus/(Deficit)	384,573	2,397,873	-45,382	-35,556	-17,408

Capital Expenditures

General Capital Expenditures	429,000	2,327,000	14,000	0	0
Sewer Capital Expenditures	77,000	150,000	0	0	0
Water Capital Expenditures	0	0	0	0	0

Principal Payment on Municipal Debt	20,050	35,937	35,929	22,287	22,287
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Adjustment for Non-Cash Items (Amortization)	-206,535	-213,668	-213,668	-213,668	-213,668
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Transfers Between Funds

Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	65,058	98,604	118,357	155,825	173,973

FINANCIAL PLAN BALANCE	0	0	0	0	0
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