



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
AUGUST 20, 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. Introduction of Late Items

3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for August 20, 2024, be approved.

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

a) Village of Sayward By-Election Results – Edith Watson, Chief Election Officer

Recommended Resolution:

THAT the report from the Chief Election Officer be received.

b) Newcastle Creek Weir – Verbal Report - John Manson, Village of Sayward Approving Officer

Recommended Resolution:

THAT the verbal report from the Approving Officer be received.

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

13. Bylaws - None

14. New Business

a) Municipal Advisor Public Report and Recommendations – Brian Carruthers

Recommended Resolution:

THAT the Municipal Advisor Public Report and Recommendations be received for information and discussion.

15. 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.”

16. In Camera

Recommended Resolution:

THAT in accordance with Section 90 of the *Community Charter*, this Council meeting will be closed to the public at this time in accordance with Section 90(1) of the *Community Charter* that (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

17. Adjournment



STAFF REPORT

DATE: July 30, 2024

FILE: Sayward By-Election

TO: Mayor and Council
Village of Sayward

FROM: Edith Watson
Chief Election Officer

RE: VILLAGE OF SAYWARD BY- ELECTION RESULTS

PURPOSE/PROBLEM

To meet statutory requirements by considering a report regarding the 2024 official by-election results for the Village of Sayward councillor positions decided by voting.

EXECUTIVE SUMMARY

In accordance with s.158(1) and (2) of the *Local Government Act* the Chief Election Officer for the Village of Sayward must submit a report to the Village of Sayward council within 30 days of the declaration of official election results. The attached declaration regarding the results of the recent councillor by-election for the Village of Sayward is therefore submitted at this time for receipt by the Council.

The period to apply for judicial recount ended on July 29, 2024 and the period to make an application to the BC Supreme Court to invalidate the by-election will end on August 22, 2024.

Following receipt of this report no further action by the Council with respect to this matter is required.

RECOMMENDATION:

THAT the report from the Chief Election Officer be received.

Respectfully:

E. Watson

Edith Watson
Chief Election Officer

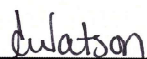
Attachments: Declaration of Election by Voting (Village of Sayward)
Ballot Account (Village of Sayward)

**DETERMINATION OF OFFICIAL ELECTION RESULTS
2024 BY-ELECTION**

Councillor (2 to be elected)	COATES, Debbie	FRANCE, John	JOHNSON, Jason	MALINSKI, David	McCLINTON, Karren
Advance Voting Opportunity: July 10, 2024 (Kelsey Centre)	66	16	64	8	4
Mail Ballot Opportunity	*Note 1	*Note 1	*Note 1	*Note 1	*Note 1
General Voting Day Opportunity: July 20, 2024 (Kelsey Centre)	50	21	41	12	9
TOTAL NUMBER OF VOTES	116	37	105	20	13

This determination of official election results is made by the Chief Election Officer on the 23rd day of July, 2024 at the Village of Sayward Council Chambers at 2:00 p.m. and is based on original ballot accounts or ballot accounts as amended or prepared by the Chief Election Officer.

*Note 1 – Ballots combined with Kelsey Centre (July 20, 2024) pursuant to s. 137(3) of the *Local Government Act*



Chief Election Officer



VILLAGE OF SAYWARD – 2024 BY ELECTION

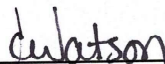
MASTER BALLOT ACCOUNT

Number of valid votes cast:

COATES, Debbie Lee	116
FRANCE, John	37
JOHNSON, Jason Randall	105
MALINSKI, David	20
McCLINTON, Karren Lynn	13
TOTAL	291

(1) Number of ballots received for use		300
(2) Ballots accepted without objection	152	
(3) Ballots accepted subject to objection under S. 140	----	
(4) Ballots rejected without objection (including blanks)	----	
(5) Ballots rejected subject to objection under S. 140	6	
(6) Spoiled ballots that were replaced under S. 128	1	
(7) Number of ballots given to the electors (2+3+4+5+6)	159	
(8) Unused ballots	141	
(9) Number of ballots not accounted for	----	
(10) TOTAL (7+8+9)		300

NOTE: No. 1 & No. 10 must agree.


Chief Election Officer

All Voting Locations
Location

July 23, 2024 2:10 p.m.
Date & Time

NOTE: THIS FORM MUST BE COMPLETED IN DUPLICATE.

BDCA

| BD CARRUTHERS
AND ASSOCIATES |



Village of Sayward

Village of Sayward

Recommendations of the Municipal Advisor

Prepared by: Brian Carruthers
BD Carruthers and Associates (BDCA)

Date: July 16, 2024

INTRODUCTION

BD Carruthers and Associates was engaged by the Ministry of Municipal Affairs on April 15, 2024 to serve as a Municipal Advisor to support the Village of Sayward Council and senior staff with effective governance and administration. The Municipal Advisor is a neutral, third-party who serves as a support, mentor and liaison between Council and senior staff to help navigate issues and facilitate open, transparent, and clear communications. More specifically, the Municipal Advisor is expected to:

- provide the Village with governance advisory services in close coordination with Council and senior staff;
- provide mentorship to senior staff and Council of the Village in relation to local government administration and decision-making;
- assist senior staff and Council of the Village with the assessment and implementation of operational priorities, as required; and
- produce a report for Council, that provides recommendations and next steps for Council/staff to work on beyond the term of the Contractor

The Municipal Advisor was engaged with the Village between April 15 and July 16, 2024. During that time, interviews were conducted with members of Council and the CAO; relevant policies, bylaws and procedures were reviewed; Council meetings were attended; and ongoing advice and support was provided to the Mayor, Council and the CAO.

RECOMMENDATIONS

Based on the Municipal Advisor's observations and analysis during the term of engagement, the following recommendations have been provided to Council. These recommendations aim to address the governance and administrative challenges or deficiencies that were observed, and to identify opportunities for Council and the CAO to strengthen their working relationships and enhance the delivery of their respective governance and administrative roles and responsibilities.

1. Democratic Process – Council governs as a body and makes decisions on the basis of a majority vote. All Council members must respect the democratic process, particularly when decisions of Council do not go in their favour.
2. Training – All members of Council, including those members elected in the July 20 by-election should receive timely training in governance processes and procedures; elected official roles, legal responsibilities and authorities; respectful workplace; and other pertinent topics. Members of Council should receive ongoing training through the balance of the term to reinforce concepts and foster effective relationships and decision-making.

3. Code of Conduct – Council should revisit and revise the Council Code of Conduct to ensure it meets current best-practices and contains adequate enforcement provisions that will allow members who contravene the Code of Conduct to be held accountable.
4. Strategic Priorities – Following the onboarding of the new Councillors to be elected in the July 20 by-election, Council should seek to review and update their strategic priorities to enable a more cohesive approach to governing the Village and establish collective expectations for the CAO and staff.
5. Reconfigure Council’s seating arrangement so that the Mayor sits in the centre of the table with two Councillors seated at either side of the Mayor, facing each other.
6. Council and CAO to jointly develop an annual performance plan for the CAO that identifies strategic objectives and operational expectations of the CAO.
7. Individual members of Council should refrain from providing direction to the CAO and refer their requests of the CAO to the Mayor or Council for approval.
8. Develop a protocol for elected officials requesting information from staff on operational or administrative matters. Consider using an ‘administrative inquiry’ form to ensure clarity of information being requested and provide a record for accountability.
9. Establish a system of regular, closed meetings between the CAO and Council that allow the CAO to provide updates on strategic and operational matters of interest to Council and allow members of Council to ask questions relative to the CAO’s duties or other matters.
10. Develop a policy for managing complaints to include roles and responsibilities of staff and Council, requirements for updating complainants on the status of their complaint and reporting complaints to Council.
11. Review and amend Council’s Procedures Bylaw 416 to address: rules regarding public participation in Council meetings (public input and question period); structure and content of Council meeting minutes; procedures for members of Council to submit items for consideration at Council meetings; video recording and broadcast/posting of Council meetings; and other subject areas as required.
12. Develop an annual budget preparation process and calendar for Council’s approval, to commence in the fall of each year for the following budget year.
13. Develop a financial status reporting policy that includes a consistent format for presenting information and regular reporting frequency.