



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 4, 2021 (re-scheduled from February 2, 2021)
TEAMS Electronic Meeting**

Present: Mayor Mark Baker
Councillor Norm Kirschner
Councillor Sue Poulsen
Councillor Tom Tinsley
Councillor Wes Cragg

In Attendance: Ann MacDonald, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:05 PM.

2. Public Input

**MOTION R21/29
MOVED AND SECONDED**

THAT the Public Input section be moved to the end of the meeting after Public Question Period.

CARRIED

3. Introduction of Late Items - None

4. Approval of Agenda

**MOTION R21/30
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for February 4, 2021 be approved.

CARRIED

5. Minutes of Previous Meetings

**MOTION R21/31
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on January 19, 2021 be adopted, and;

THAT the minutes from the Committee of the Whole meeting held on January 26, 2021 be adopted.

CARRIED

6. Petitions and Delegations

a) Aggie Pringle, A/ Unit Chief, Station 131 | North Island District, BC Ambulance Service – BCEHS, Nathaniel Pottage, Community Paramedic, Amanda Jorgenson, Area Manager for North Island

MOTION R21/32

MOVED AND SECONDED

THAT the presentation by the BC Ambulance Service be received.

CARRIED

7. Correspondence

a) An Island Good Introduction

b) Public Service Announcement COVID Cases increase January 15, 2021

c) Canada Youth Summer Jobs Program

d) Small and Medium Sized Business Recovery Grant Program

MOTION R21/33

MOVED AND SECONDED

Recommended Resolutions:

THAT correspondence from (a-d) be received.

CARRIED

8. Council Reports

a) Councillor Cragg – Provided a verbal report on ESS grant funding.

MOTION R21/34

MOVED AND SECONDED

THAT the verbal report from Cllr. Cragg be received.

CARRIED

9. Reports of Committees - None

10. Mayor's Report – Provided a verbal report on keys to 652 H'Kusam Way

MOTION R21/35

MOVED AND SECONDED

THAT keys to the Mayor and Council's Office be provided to members of Council in order to enhance security in the administrative offices.

CARRIED

11. Unfinished Business – None

12. Staff Reports

a) Staff Report: Staff Report Application to Rezone 18 Sayward Road – M. Adama

MOTION R21/36

MOVED AND SECONDED

THAT the Staff Report be received, and;

THAT staff continue to work with the developer to clarify and address further information required for Council to review the proposal, once the final plan for development has been resubmitted, and;

THAT staff return to Council for further direction once the applicant advises that the plans have been finalized and the issues in the Staff Report addressed.

CARRIED

b) Staff Report: Highland Engineering January 11, 2021 Proposal to update Village of Sayward Master Drainage Plan

MOTION R21/37

MOVED AND SECONDED

THAT Highland Engineering be retained to update the Master Drainage Plan as proposed in their January 11, 2021 proposal, and;

THAT \$16,690 be appropriated from General Surplus funds to cover the cost of this work, and;

FURTHER THAT the 2021-2025 Financial Plan be adjusted accordingly, and;

FINALLY THAT staff be directed to seek grant funding opportunities to cover this costs and costs for carrying out the upgrades to the drainage system.

CARRIED

7:38 pm Cllr Kirshner left meeting

c) Emergency Support Services – Community Emergency Preparedness Fund Grant Application

MOTION R21/38

MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received, and;

THAT an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District, and;

THAT the Village of Sayward authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Sayward if the application is successful.

CARRIED

d) Urban Systems Review and Update of the Village of Sayward Official Community Plan – Proposal

MOTION R21/39

MOVED AND SECONDED

THAT Council receives the proposal from Urban Systems to review and update the Village of Sayward Official Community Plan, and;

THAT Council enter into a contract with Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan for a sum of \$50,000 to be funded as follows:

- \$25,000 UBCM Age Friendly OCP Grant (secured)
- \$15,000 UBCM Housing Needs Assessment Grant (secured)
- \$10,000 ESS OCP Firesmart Policies (pending).

CARRIED

13. Bylaws - None

14. New Business – Lee Ettinger Letter January 24, 2021

**MOTION R21/40
MOVED AND SECONDED**

THAT Council move to an In Camera meeting in accordance with Section 92 of the *Community Charter* under Section 90(1)(g) of the *Community Charter*, litigation or potential litigation affecting the municipality, and Section 90 (1)(j), information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

**Opposed Mayor Baker, Cllr Tinsley
DEFEATED**

**MOTION R21/41
MOVED AND SECONDED**

THAT the letter be received; and

THAT Staff return to Council in March with proposed revisions to the procedure bylaw known as Council Procedure Bylaw No. 416, 2015 to provide for public input.

CARRIED

15. Public Question Period (maximum 15 minutes) - None

Mayor: “The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address.” Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

16. In-Camera - None

17. Adjournment

**MOTION R21/42
MOVED AND SECONDED**

THAT the Regular Meeting of Council for February 4, 2021 be adjourned.

CARRIED

The meeting was adjourned at 8:16 PM.

Original signed by "M.Baker"

Mayor

Original signed by "A. MacDonald"

Corporate Officer