VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
November 18, 2025
COUNCIL CHAMBERS

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

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates (via Teams)
Councillor Jason Johnson
Councillor Sue Poulsen (via Teams)

In Attendance: Andrew Young, CAO/CO
Lisa Clark, Chief Financial Officer
Jennifer Redshaw, Office Administrator

1. **Call to Order**

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

2. **Public Input**

   a) Milena Gradisar of 221 Ambleside stated that she presented a letter to staff and Council at the last council meeting and has not received a response yet.

3. **Introduction of Late Items - None**

4. **Approval of Agenda**

   MOTION R25/282
   MOVED AND SECONDED
   THAT the agenda for the Regular Meeting of Council for **November 18, 2025**, be approved as presented.

   CARRIED

5. **Minutes of Previous Meetings**

   MOTION R25/283
   MOVED AND SECONDED
   THAT the minutes from the **Regular Council Meeting** held on **November 4, 2025**, be adopted as presented.

   CARRIED

6. **Petitions and Delegations – None**

7. **Correspondence**

   a) Email from Honourable Jodie Wickens, Minister of Children and Family Development dated October 31, 2025 proclaiming November as Adoption and Permanency Awareness Month.

   b) Strathcona Regional District (SRD) launches FireSmart Homeowners Rebate Program for Village of Sayward

   MOTION R25/284
   MOVED AND SECONDED
   THAT staff investigate whether the 50/50 program replaces the former brush clean-up program and report back to council.

   Opposed Cllr Burchett **CARRIED**

   c) Managed Forest Council Annual Report 2024-2025 – dated October 31, 2025

   d) Union of BC Municipalities (UBCM) Preliminary Findings – Proposed Changes to Heritage Conservation Act (HCA) – dated November 5, 2025

8. **Council Reports – None**

9. **Reports of Committees – None**

10. **Mayor's Report - None**

11. **Unfinished Business – None**

12. **Staff Reports**

   a) Grant in Aid Request – BC Emergency Health Services (BCEHS)

   MOTION R25/285
   MOVED AND SECONDED
   THAT Council approves the grant in aid request from the BC Emergency Health Services – Community Paramedic to host a weekly chair exercise class for seniors with mobility issues at the Kelsey Recreation Centre dated November 10, 2025, as amended.

   CARRIED

   The amendments were to extend access to the Kelsey Recreation Centre Multi-Purpose Room to 9:30am - 11:30am and that a door fob be provided with the deposit waived.

   b) Budget Variance Report – as of October 2025

   The Budget Variance Report was received by Council as part of the agenda package for information purposes. Council made no decisions respecting the information contained in this report.

c) Appointments to Committees and Boards

MOTION R25/286
MOVED AND SECONDED
THAT Council re-affirms the current appointments of members of Sayward Council to Committees and Boards within and outside the Village of Sayward for the remainder of the current Sayward Council's term.

Opposed Cllr Burchett CARRIED

d) Proposed Regular Council Meeting Dates for 2026

MOTION R25/287
MOVED AND SECONDED
THAT Council adopts a Regular Meeting Schedule for 2026, following the second and fourth Tuesdays of each month.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

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

14. Bylaws – None

15. New Business – None

16. Public Question Period

a) Maureen Haslehurst of 520 MacMillan Drive quoted Section 8.4 of Council Procedure Bylaw No.416 (as amended) regarding electronic meetings. Ms. Haslehurst said she had not seen a resolution allowing electronic attendance by councillors.

Mayor Baker stated that he provides approval of electronic attendance.

17. In Camera

MOTION R25/288
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:

1. 90(1)(d) security of the property of the municipality;
2. 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;
3. 90(1)(g) litigation or potential litigation affecting the municipality;
4. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
5. 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;
6. 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual

report under section 98 [annual municipal report].

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

18. Adjournment

MOTION R25/289
MOVED AND SECONDED
THAT the Village of Sayward Council adjourns its November 18, 2025 Regular Meeting.

Time and Date: 8:46 pm, Tuesday, November 18, 2025.

CARRIED

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Mayor Corporate Officer