VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
December 2, 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

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) Maureen Haslehurst of 520 MacMillan Drive stated that there is a Facebook post quoting $500,000 and counting has been spent on legal fees. Ms. Haslehurst inquired if there is still a leak of confidential information.

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

4. **Approval of Agenda**

   MOTION R25/290
   MOVED AND SECONDED
   THAT the agenda for the Regular Meeting of Council for **December 2, 2025**, be approved as presented.

   Opposed Cllr Burchett **CARRIED**

5. Minutes of Previous Meetings

MOTION R25/291
MOVED AND SECONDED
THAT the minutes from the **Regular Council Meeting** held on **November 18, 2025**, be adopted as presented.

CARRIED

6. Petitions and Delegations – None

7. Correspondence

a) Recent documentation and letters concerning proposed Professional Reliance Act

i. Email from George Anderson MLA regarding proposed Professional Reliance Act dated November 14, 2025 with attachments

ii. Briefing Note Q&A re proposed Professional Reliance Act

iii. Homes for Living email dated November 10, 2025 re proposed Professional Reliance Act

iv. UDI-CV Board of Trade letter dated November 14, 2025 re proposed Professional Reliance Act

v. Opinion piece from George Anderson MLA re proposed Professional Reliance Act dated November 5, 2025

vi. UBCM newsletter dated November 19, 2025 encouraging Local Governments to respond to proposed Professional Reliance Act

vii. City of Pitt Meadows letter dated November 26, 2025 expressing concern with proposed Professional Reliance Act

viii. Lidstone & Co bulletin dated November 19, 2025 expressing concern with proposed Professional Reliance Act

ix. Vancouver Sun article dated November 14, 2025 regarding proposed Professional Reliance Act

b) UBCM Small Community Representative letter dated November 20, 2025.

MOTION R25/292
MOVED AND SECONDED
THAT staff reach out to connect with Aidan McLaren-Caux, our UBCM Small Community Representative.

Opposed Cllr Burchett **CARRIED**

c) Media Statement from Village of Sayward and SRD dated November 25, 2025 regarding Water Conservation and Landslide Update (includes photographs of the Newcastle Creek logjam)

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business – None

12. Staff Reports

a) Council Procedure Bylaw 416-2015 Amendment

i. Report to Council - Amendment to Bylaw 416, 2015 Council Procedure Bylaw

ii. Bylaw 518-2025 Council Procedure Bylaw Amendment

iii. Public Notice to Amend Bylaw 416-2015 Council Procedure Bylaw

MOTION R25/293
MOVED AND SECONDED
THAT Council Procedure Amendment Bylaw No. 518, 2026 be given first, second, and third reading.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

MOTION R25/294
MOVED AND SECONDED
THAT Staff post notice of the proposed amendment on the Village's public notice board, in the January 2026 Sayward News, on the Village website, and on the Village's Facebook page; and,

THAT Staff provide Council with a summary of any public comments received on the proposed amendment before final adoption.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

b) Sayward Royal Canadian Legion (RCL) Service Agreement - Share Shed

i. Report to Council – Sayward RCL Service Agreement - Share Shed

ii. Draft Service Agreement – Share Shed 2026

MOTION R25/295
MOVED AND SECONDED
THAT Council approves the renewal of the Share Shed Service Agreement between the Village of Sayward and the Sayward Royal Canadian Legion for two (2) years starting January 1, 2026; and,

THAT Council authorizes the Mayor and Corporate Officer to execute the Share Shed Service Agreement on behalf of the Village.

CARRIED

c) Sayward News Re-Imagined

i. Report to Council – Sayward News Re-Imagined

ii. Bylaw 451 – Fees and Charges – Appendix General Administration

iii. Bylaw 451 – Fees and Charges Amendment – Appendix B Sayward News

iv. Gerald Whalley email re Sayward News – possible new model

MOTION R25/296
MOVED AND SECONDED
THAT Council approves the proposed adjustments to the content and distribution of the Sayward News as described in this report to Council.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

MOTION R25/297
MOVED AND SECONDED
THAT adjustments to the Sayward News be deferred until discussions can be held in 2026.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson DEFEATED

d) Financial Plan 2026-2030

i. Report to Council – Financial Plan 2026-2030

MOTION R25/298
MOVED AND SECONDED
THAT Council schedule the following dates for Committee of the Whole meetings for Financial Planning purposes:

Tuesday, February 3, 2026, at 6 pm
Tuesday, February 17, 2026, at 6 pm
Tuesday, March 3, 2026, at 6 pm

Opposed Cllr Burchett, Cllr Poulsen CARRIED

e) Financial Projection to December 31, 2025

i. Report to Council – Financial Projection to December 31, 2025

MOTION R25/299
MOVED AND SECONDED
THAT Council approves the following amendments to the 2025-2029 Financial Plan:

a. Deferment of the 2025 capital reserve transfers for water and sewer.
b. A transfer of up to $80,000 from the Growing Communities Fund Reserve for equipment purchases in 2025.

c. The use of unappropriated surplus for any remaining deficit in 2025; and,

THAT Council direct staff to prepare a Revenue Anticipation Bylaw for 2026 for Council consideration.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

f) Revenue Anticipation Bylaw

i. Report to Council – Revenue Anticipation Bylaw
ii. Bylaw 517 – Revenue Anticipation Bylaw 2026

MOTION R25/300
MOVED AND SECONDED
THAT Council gives first, second, and third reading to Revenue Anticipation Bylaw No. 517, 2026; and,

THAT Council authorizes the Mayor and Chief Financial Officer to sign the necessary forms to procure short-term financing from the Municipal Finance Authority.

Note: Councillor Burchett started to make a statement which Mayor Baker ruled was not relevant to the consideration of the proposed bylaw. Councillor Burchett continued to interject notwithstanding Mayor Baker's attempts to restore order to the meeting. Mayor Baker called a 10-minute recess of the meeting at 7:28 pm. The RCMP escorted Councillor Burchett out of the Council meeting at 7:35 pm.

Note: The meeting was scheduled to resume at 7:38 pm; however, a technical issue with the telecommunications equipment had arisen which took several minutes to resolve. The technical issue was resolved at around 7:50 pm, and the Council meeting resumed at 7:53 pm.

The Motion was **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 commented that there has been no publishing of Council's activities in the Sayward News since June, and this creates a void where people say things that are not true.

b) Jan Bakker of 200 Kelsey Way inquired if Council receives monthly financial statements. Mr. Bakker then asked if there was any progress in finding a grant for opening the pool. Mr. Bakker also inquired if the Village has a bylaw like Campbell River for the indemnification of Council members.

Mr. Bakker was advised to contact Village staff to get a copy of the Village of Sayward's Indemnification bylaw.

17. In Camera

MOTION R25/301
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)(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;
2. 90(1)(c) labour relations or other employee relations;
3. 90(1)(d) security of the property of 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.

CARRIED

18. Adjournment

MOTION R25/302
MOVED AND SECONDED
THAT the Village of Sayward Council adjourns its December 2, 2025 Regular Meeting.

Time: 9:40 pm

Original Signed by "M.Baker"
Mayor

Original Signed by "A.Young"
Corporate Officer