VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
October 27, 2026 - 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 – None**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for **October 27, 2026**, be approved [as presented **or** as amended].
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   a) THAT the minutes from the **Regular Council meeting** held on **October 6, 2026 starting at 7:00 pm,** be adopted [as presented **or** as amended].
6. **Petitions and Delegations – None**
7. **Correspondence**

   a) Letter dated October 19, 2026 from CERMAQ BC Ltd thanking the outgoing Sayward Council members for their community service.

8. Council Reports

a) **Sayward News – Print Edition**

Sayward News – Print Edition – Report to Council

Recommended Resolution/s:

i. THAT Council directs staff to print copies of the Sayward News and mail it out to Village residents monthly; and
ii. THAT Council directs staff to investigate items 1-3 in this report at a time when there is capacity to do so.

b) **Criminal Records Checks with Vulnerable Sector Screening Requests**

Criminal Records Checks with Vulnerable Sector Screening Request – Report to Council

Recommended Resolution/s:

i. THAT Council directs staff to immediately make it a requirement that for any new facility use application, a clean criminal record check with vulnerable sector screening must be included as part of the facility use agreement approval process; and
ii. THAT Council directs staff to contact all parties that have been provided with a Grant in Aid (that is currently not expired) to use all or part of the Kelsey Recreation Centre, or any other municipal property, be contacted to request the original applicant/s to complete a criminal records check with vulnerable sector screening as a requirement for continued use of the facility and be given two (2) weeks for this requirement to be fulfilled.

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 (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:

a) 90 (1)(d) the security of the property of the municipality;
b) 90 (1)(g) litigation or potential litigation affecting the municipality;
c) 90(1)(h) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
d) 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;
e) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
f) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

18. Adjournment

a) **THAT the Village of Sayward Council adjourns its October 27, 2026 Regular Meeting.**

Time: _____ .

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
October 6, 2026
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 Councillor Jason Johnson Councillor Sue Poulsen – via Teams
In Attendance:	Andrew Young, CAO/CO Jennifer Redshaw, Office Administrator

1. Call to Order

The meeting was called to order at 7:10 pm.

CAO Young provided an opening statement reminding the Mayor and all council members that they are expected to act respectfully towards one another and show the good decorum that is expected of all elected officials. This will not only improve discourse but also help make council meetings welcoming for all to attend.

CAO Young also introduced Chris Coates, the Chief Election Officer for the Village of Sayward's 2026 municipal election, as he was in the audience.

2. Public Input

a) Jackie Lyons of 291 Ambleside Drive thanked the Mayor and all Councillors for their years of service.

3. Introduction of Late Items

a) 2026 Sayward Tour de Rock - Thank you letter to be added under correspondence as item 7 a).

4. Approval of Agenda

MOTION R26/132
MOVED AND SECONDED
THAT the agenda for the Regular Meeting of Council for **October 6, 2026**, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R26/133
MOVED AND SECONDED
THAT the minutes from the **Regular Council meeting** held on **September 22, 2026 starting at 7:00 pm,** be adopted as presented.

Opposed Cllr Burchett **CARRIED**

6. Petitions and Delegations – None

7. Correspondence

a) 2026 Sayward Tour de Rock - Thank you letter

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report

a) SRD 2026 Briefing Notes for UBCM meetings with Provincial Ministers and Officials
   i. Long-Term Care Facility - Premier Eby w SRD - UBCM - 2026-09-17
   ii. Long-Term Care Facility - DM Plecas w SRD - UBCM - 2026-09-16
   iii. Men's Treatment Recovery Housing - Premier Eby w SRD - UBCM - 2026-09-17
   iv. Men's Treatment Recovery Housing - Min Kahlon w SRD - UBCM - 2026-09-17
   v. Cellular Connectivity Hwys 19-28 - Min Gibson w SRD - UBCM - 2026-09-17
   vi. Hi-Speed Internet Last Mile Funding - Min Gibson w SRD - UBCM - 2026-09-17

11. Unfinished Business – None

12. Staff Reports

a) **Village of Sayward Permissive Tax Exemptions 2027**

Cllr Johnson declared a conflict of interest due to being the current Chair of Sayward Futures Society. Cllr Johnson left the meeting at 7:18 pm.

Cllr Poulsen declared a conflict of interest due to being a former Chair of Sayward Futures Society and feeling the current permissive tax exemption application lacked information.

Cllr Burchett recused himself from voting on this topic stating that he was removed by the RCMP in a previous meeting when a Sayward Futures Society request was being discussed. Cllr Burchett left the meeting at 7:20 pm.

Cllr Poulsen left the meeting at 7:21 pm.

Due to a loss of Council quorum, further consideration of this matter could not proceed.

CAO Young noted that as a result Sayward Futures Society will not have a permissive tax exemption in the 2027 property tax year.

Cllr Johnson returned to the meeting at 7:22 pm.
Cllr Poulsen returned to the meeting at 7:25 pm.

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

14. Bylaws – None

15. New Business – None

16. Public Question Period – None

17. In Camera – None

18. Adjournment

MOTION R26/134
MOVED AND SECONDED
THAT the Village of Sayward Council adjourns its October 6, 2026 Regular Meeting.

CARRIED

Time: 7:26 pm.

_____ _____

Mayor Corporate Officer

CERMAQ

October 19, 2026

Mayor Mark Baker
Councillors Scott Burchett, Debbie Coates and Sue Poulsen
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mayor Baker and Councillors Burchett, Coates and Poulsen,

As your time on Sayward Council draws to a close, we would like to thank each of you, on behalf of Cermaq British Columbia Ltd., for your service to the Village and the time you have devoted to your community.

Local government plays a direct role in the daily lives of residents and businesses. In a smaller community, the responsibilities of maintaining services, managing limited resources and planning for the future can be especially demanding. We appreciate your willingness to take on that work and the personal time you have given to public service.

Sayward is part of the wider North Island region where our employees, suppliers and neighbouring communities build their lives and livelihoods. We recognize the importance of reliable services and employment opportunities that allow people to remain in the communities they call home. A strong future for the region depends on the continued well-being of places such as Sayward.

At Cermaq, we value opportunities to hear from municipal leaders about the needs and priorities of coastal communities. Their local knowledge helps businesses such as ours understand the issues facing residents and consider how our work can contribute to the region.

As you prepare to leave office, please accept our sincere appreciation for your contribution to Sayward. Each of you has stepped forward to serve your neighbours and help carry the responsibilities of local government, and that commitment deserves recognition.

Thank you again for your service to the community. On behalf of our team, we wish you all the best in whatever comes next.

Sincerely,

David Kiemele
Managing Director
Cermaq British Columbia Ltd.

Jennifer Woodland
Corporate Relationships Director Canada
Cermaq British Columbia Ltd.

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Village of Sayward

COUNCILLOR REPORT

For: Mayor and Council
Prepared by: Councillor Jason Johnson
Subject: Sayward News – Print Edition
Meeting date: October 27, 2026

PURPOSE
To seek Council direction regarding a proposal to re-establish the production of the Sayward News – in a print edition for public distribution.

BACKGROUND
In looking at cost reductions, Council received information as to the costs to produce, print and distribute the Sayward News. Staff indicated costs associated with the setup of the information and the estimated labour hours to collect the content and arrange it. One of the larger costs upon review was the time to deal with paid advertising. This was primarily due to receiving information in a format not compatible with the template, following up on payments and renewals and management of an overly complicated cost structure for paid advertising.

Council made the decision to continue to produce the Sayward News but only in digital format. No printed version would be mailed out to Village and Valley residents as it had been; however, a printed copy would be available at the office upon request. This digital version is in line with what other communities were doing, and the decision was made to remove the paid advertising component, also in line with other communities. This was a prudent decision to help reduce costs and deal with staff capacity at the time, but it had a negative effect on some residents who lost a form of communication from the Village of Sayward.

PROPOSAL and DISCUSSION

Challenge
With the absence of a printed version of the Sayward News, the Strathcona Regional District (SRD) elected to pull their funding for the Sayward News and redirect it to the new Go Sayward Scoop monthly newsletter. The intent behind the Go Sayward publication was to fill the void of a paper monthly newsletter but in a more cost-effective manner. However, there has been strong community feedback voicing a desire to see a printed version of the Sayward News again. There is also confusion between Go Sayward (an independent newsletter) and the Sayward News as some Sayward residents have expressed they believe the Village is creating the Go Sayward publication. The Sayward News is reviewed and edited to ensure its information is accurate and it has been

seen as a trusted and reliable information source and benefits people that may not be connected to social media.

Going Forward

1. Staff may investigate a cost structure for paid advertising that allows the Village to realize reduction of overall costs due to paid advertising revenue, minimizing staff time. Staff capacity would need be factored into this decision.

2. If staff does move forward in the future with paid advertising, eliminate package pricing or other complicated pricing schemes that result in excessive amounts of staff time coordinating and organizing advertising. Pricing should be easy and simply based on size of ad, frequency and all paid before publication. Deadlines for content would have to be firm.

3. Community events may continue to be posted free of charge with content for specific segments of the publication. An example may look like Emergency Services updates, Clinic schedule, Council Corner, Kelsey Centre updates. Other considerations for content may include contributions from established community groups or nonprofit organizations provided they are not political in nature:

- Gardening (Sayward Garden Club)
- History (Legion, Vancouver Gunners (York Island), Sayward Historical Society)
- SRD news
- Non-Profit (registered) events and happenings or calls to action.

As the SRD has redirected funding, it is recommended that the Sayward News printed version start as a mail out to Village of Sayward residents only at this time unless SRD funding is reinstated and is in line with cost sharing agreements. Staff should reach out directly to SRD after cost analysis is done to inquire if SRD will be reinstating funding and if so, then staff can extend mail out to Area A.

RECOMMENDATION/S

It is recommended …

1. THAT Council directs staff to print copies of the Sayward News and mail out to Village residents monthly; and
2. THAT Council directs staff to investigate items 1-3 in this report at a time when there is capacity to do so.

Respectfully submitted,

_____

Councillor Jason Johnson

Approved for Council package

_____

Andrew Young, MCIP, RPP
Chief Administrative Officer &
Corporate Officer

Village of Sayward

COUNCILLOR REPORT

For: Mayor and Council
Prepared by: Councillor Jason Johnson
Subject: Criminal Records Checks with Vulnerable Sector Screening Request
Meeting date: October 27, 2026

PURPOSE

To seek Council direction to require Criminal Records Checks with Vulnerable Sector Screening be as an added requirement to the Village of Sayward's facility rental agreement process where events or programs will involve children, seniors, or vulnerable persons.

BACKGROUND

With recent financial strains, coupled with significant required capital investments, Council made the decision to suspend municipally run programming at the Kelsey Recreation Centre. This decision resulted in the full closure of the pool, but some programming continued through Grants in Aid requests and rental of space so that several regular programs continued.

Recognizing the change in Kelsey Recreation Centre operations moving to a community centre format from a municipally managed recreation centre format, there is need to ensure that the Village of Sayward takes every opportunity to ensure a safe environment for all users of the centre with particular attention given to children and seniors and vulnerable persons.

Currently, the Kelsey Recreation Centre rental agreement package does not require a criminal records check for any person(s) or organization(s) or any other party renting space in the facility regardless of what program is being run. This is also true of any party requesting a Grant in Aid since a criminal records check is not currently part of the Grant in Aid request package either.

PROPOSAL and DISCUSSION

For any program where the target audience is children's or seniors' programming, an extra layer of diligence should be required. It is therefore recommended that any such program be further securitized by ensuring that a criminal records check with vulnerable sector screening be an added requirement in the facility rental agreement process. Council may wish to make this a requirement for all rentals.

This added check should not represent a burden to the applicant/s as criminal records checks with vulnerable sector screening is available through the RCMP and is an easy online process, and is, to my knowledge, now provided at no cost.

This new requirement will help the Village of Sayward ensure that it has taken every opportunity to exercise due diligence which will also help mitigate risks to the individual/s listed on the rental agreements. By providing criminal records checks with vulnerable sector screening as part of the facility rental process the parties renting or using Village facilities will be responsible for any individuals assisting with their event or program.

RECOMMENDATION/S

It is recommended …

1. **THAT Council** directs staff to immediately make it a requirement that for any new facility use application, a clean criminal records check with vulnerable sector screening must be included as part of the facility use agreement approval process; and

2. **THAT Council** directs staff to contact all parties that have been provided with a Grant in Aid (that is currently not expired) to use all or part of the Kelsey Recreation Centre, or any other municipal property, be contacted to request the original applicant/s to complete a criminal records check with vulnerable sector screening as a requirement for continued use of the facility and be given two (2) weeks for this requirement to be fulfilled.

Respectfully submitted,

_____
Councillor Jason Johnson

Approved for Council package

_____
Andrew Young, MCIP, RPP
Chief Administrative Officer &
Corporate Officer