



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
AUGUST 16, 2022  
OPEN MEETING - IN PERSON  
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 Sue Poulsen  
Councillor Tom Tinsley

**Absent without  
Excuse:** Councillor Norm Kirschner

**In Attendance:** John France, Acting CAO  
Lisa Clark, CFO/Corporate Officer  
Melissa Coates, Finance/Admin Clerk  
Jennifer Redshaw, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:05 PM

**2. Introduction of Late Items**

a) CAO asked to add 2 items to New Business, 1) All Candidates Session, and 2) Fire Hydrant/Home Insurance issue

**3. Approval of Agenda**

**MOTION R22/135**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for August 16, 2022, be approved as amended.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R22/136**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on July 19, 2022, be adopted.

**CARRIED**

**5. Petitions and Delegations**

- a) Bob Sampson, Sayward Valley Folk Music Society (see correspondence) and Ken McRae the Chair of Sayward Futures Society

**MOTION R22/137**

**MOVED AND SECONDED**

THAT Council direct the Mayor and the CAO to work with Mr. Sampson to finalize the details regarding the Sayward Valley Folk Music Society's use of the Kelsey Centre for concerts.

**CARRIED**

**6. Correspondence**

- a) Bob Sampson, Sayward Valley Folk Music Society, June 14, 2022, RE: proposal to use the Kelsey Centre for future concerts beginning August 2022
- b) Sayward First Impressions Community Assessment
- c) RCMP 2<sup>nd</sup> Quarter Report
- d) From the Board Table, June Edition – VIRL
- e) 2022 K'omoks Treaty Overview
- f) Adele Skogan, Aug 5, 2022, RE: Return It Kiosk

**MOTION R22/138**

**MOVED AND SECONDED**

THAT correspondence a) to f) be received for information and discussion.

**CARRIED**

**7. Council Reports**

- a) Discussion on Oscar Daze event – see attached Cllr. Tinsley and RCMP Report  
Council asked staff to follow up with organizers on the inappropriate language used over a sound system and to remind them fireworks are prohibited unless a permit is issued.

**8. Reports of Committees - None**

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

**10. Unfinished Business - None**

**11. Staff Reports**

- a) **Land Use Issues – Adama, Van Brocklin, 711 Kelsey Way, Island Timberlands/Couverdon**

**MOTION R22/139**

**MOVED AND SECONDED**

THAT Council receive the Land Use Issues report for review and discussion.

**CARRIED**

- b) **Appointment of Deputy Chief Election Officer**

**MOTION R22/140**

**MOVED AND SECONDED**

THAT Council withdraw the previous appointment of Jason Johnson as Deputy Chief Election Officer; and,

THAT Shannon Carlow be appointed Deputy Chief Election Officer for the 2022 Local Government Election.

**CARRIED**

**c) Financial Statement Variance Report – verbal, Lisa Clark CFO**

**MOTION R22/141  
MOVED AND SECONDED**

THAT Council receive the verbal Financial Statement Variance report.

**CARRIED**

**12. Emergency Services/Public Works/Recreation Department Reports**

**a) Tom Tinsley, Emergency Program Coordinator Report**

**MOTION R22/142  
MOVED AND SECONDED**

THAT Council receive the Emergency Program Coordinator report for information and discussion.

**CARRIED**

**13. Bylaws**

**a) Appointment of Officers Bylaw No. 488, 2022**

**MOTION R22/143  
MOVED AND SECONDED**

THAT Appointment of Officers Bylaw No 488, 2022 be given fourth and final reading.

**CARRIED**

**b) Subdivision Amendment Bylaw No. 489, 2022**

**MOTION R22/144  
MOVED AND SECONDED**

THAT Subdivision Amendment Bylaw No. 489, 2022 be given fourth and final reading.

**CARRIED**

**14. New Business**

- a) All-Candidates Session –** The CAO indicated that Sayward Futures Society will be hosting an All-Candidates Session in September.
- b) Fire Hydrant/Home Insurance issue –** The CAO indicated that a resident had raised some concerns about their home insurance premiums drastically increasing in 2022 due to the underwriter/agent not having the correct fire ratings for the community or location information for the Village fire hydrants. The CAO has reached out to our GIS provider and the hydrant geolocations has been given to the Underwriters.

**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**

**MOTION R22/145  
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*:

- 90(1)(c) labor relations or other employee relations,
- 90(1)(e) the acquisition, disposition, or expropriation of land and improvements, and
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were help in public.

**CARRIED**

**17. Rise & Report**

**MOTION IC22/62  
MOVED AND SECONDED**

THAT Council approves the purchase of 301 MacMillan Drive for the sum of \$115,000; and,  
THAT funding for this purchase be taken from the 2022 Small Communities Grant; and,  
THAT the 2022-2026 Financial Plan be amended accordingly; and,  
FINALLY THAT a staff report be presented to Council at the August 16<sup>th</sup> meeting on the finalization of this purchase.

**CARRIED**

**MOTION IC22/68  
MOVED AND SECONDED**

THAT staff be directed to prepare a report for the September 6<sup>th</sup> meeting outlining options for amendments to the Remuneration Bylaw.

**CARRIED**

**MOTION IC22/69  
MOVED AND SECONDED**

THAT Council receive and review the contract for consulting engineering services with McElhanney Engineering for a period of five years; and,  
THAT Council approves the contact and authorizes the Mayor and Corporate Officer to sign the contract as amended; and,  
THAT the conflict-of-interest letter provided by McElhanney be included in the contract package.

**CARRIED**

**18. Adjournment**

**The meeting was adjourned at 9:44 PM**

Original signed by "M. Baker"

**Mayor**

Original signed by "L. Clark"

**Corporate Officer**