



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 1, 2022  
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 Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

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

**1. Call to Order**

Meeting was called to order at 7:13 PM

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

**3. Approval of Agenda**

**MOTION R22/175**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for November 1, 2022, be approved.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R22/176**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on October 4, 2022, be adopted.

**CARRIED**

**5. Petitions and Delegations - None**

**6. Correspondence**

- a) VIRL "from the Board Table"
- b) VIRL 2023 Budget
- c) BC Hydro Regreening Grants

- d) Comox Strathcona Waste Management - Solid Waste Management Plan Renewal Launch
- e) Eli Mina – Webinar on Parliamentary Procedure and Roberts Rules of Order March 6, 2023
- f) Thank You Note from Minister Lisa Beare
- g) MOWI Canada West Inc.
- h) New Online Course to Support Responsible Conduct – Working Group on Responsible Conduct (Municipal Affairs, UBCM, & LGMA)

**MOTION R22/177  
MOVED AND SECONDED**

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

**CARRIED**

**MOTION R22/178  
MOVED AND SECONDED**

THAT Council accept MOWI Canada West’s meeting invitation, and that Staff be directed to arrange a meeting between MOWI and Council.

**CARRIED**

**7. Council Reports - None**

**8. Reports of Committees - None**

**9. Mayor’s Report**

**MOTION R22/179  
MOVED AND SECONDED**

THAT the verbal report from the Mayor on cost sharing this year’s Secret Santa event be received for discussion, and;

THAT the Village share the cost of the Secret Santa event with the Valley to a maximum of \$500 to be funded from the 2022 Council budget.

**Opposed Cllr Poulsen**

**CARRIED**

**10. Unfinished Business - None**

**11. Staff Reports**

**a) Refuse Removal Contract 2023-2026 - John France, Acting CAO**

**MOTION R22/180  
MOVED AND SECONDED**

THAT Council receive the Refuse Removal Contract 2023-2026 report, and;

THAT Council approves a three-year extension to the contract at the proposed rates, 2023 \$11.91, 2024 \$12.26, and 2025 \$12.62 for residential collection per unit, and;

THAT the Mayor and Corporate Officer be authorized to sign the contract with Waste Management Canada.

**CARRIED**

**b) Grant Opportunity – UBCM Volunteer & Composite Fire Department Grant**

**MOTION R22/181  
MOVED AND SECONDED**

THAT the report from the Chief Administrative Officer be received; and,  
THAT as part of the Village of Sayward’s ongoing work in relation to fire safety that an application for financial assistance under the UBCM Volunteer & Composite Fire Department Equipment & Training funding stream be authorized for submission to the Union of BC Municipalities; and,  
THAT the Village of Sayward agrees to provide overall grant management.

**CARRIED**

**c) VIU Reports and Funding - Lisa Clark, CFO & John France, Acting CAO**

**MOTION R22/182  
MOVED AND SECONDED**

THAT Council approves the funding sources for the VIU reports as outlined in the staff report - \$10,000 from the COVID-19 Reserve and \$20,000 from operating surplus; and,  
THAT the 2022-2026 Financial Plan be amended accordingly.

**CARRIED**

**d) Orientation Binder – John France, Acting CAO**

Staff note: Binder is to be discussed at a future Council meeting.

**12. Emergency Services/Public Works/Recreation Department Reports - None**

**13. Bylaws - None**

**14. New Business - None**

**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 R22/183  
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.

**CARRIED**

## 17. Adjournment

The meeting was adjourned at 8:09 PM

Original signed by "M. Baker"

**Mayor**

Original signed by "L. Clark"

**Corporate Officer**