



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
JUNE 6, 2023  
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:** Keir Gervais, CAO  
Lisa Clark, CFO/Corporate Officer  
Jennifer Redshaw, Finance/Admin Clerk

**1. Call to Order**

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

**2. Public Input - None**

**3. Introduction of Late Items**

a) Mayor Baker requested the UBCM Complete Communities Program Staff Report be added to the agenda - added as 12. f).

b) Notice of Motions – Cllr. Burchett

**MOTION R23/151**

**MOVED AND SECONDED**

THAT the discussion of notice of motions by Councillor Burchett be moved to the June 20, 2023 Regular Council meeting, as recommended by CAO Gervais.

**Opposed Cllr Burchett, Cllr Gilkin, Cllr Poulsen**

**DEFEATED**

c) Addition of an in-camera meeting in accordance with section 90(1)(n) of the *Community Charter*

**MOTION R23/152**

**MOVED AND SECONDED**

THAT as per section 90(1)(n) of the *Community Charter*, discussion of notice of motions be moved to an in-camera meeting at the end of the June 6, 2023 regular Council meeting.

**Opposed Cllr Burchett, Cllr Poulsen CARRIED**

**4. Approval of Agenda**

**MOTION R23/153  
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for June 6, 2023, be approved, as amended.

**Opposed Cllr Burchett CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R23/154  
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on May 16, 2023, be adopted.

**CARRIED**

**6. Petitions and Delegations - None**

**7. Correspondence**

- a) Island Health RE: 2023 Wildfire Smoke Information for Community Health Partners and Local Governments

*Direction to Staff: post 2023 Wildfire Smoke Information on the village website and social media.*

- b) District of Coldstream RE: Homes for People Action Plan (Action Plan located in Village office, Council Office and here: [https://news.gov.bc.ca/files/Homes\\_For\\_People.pdf](https://news.gov.bc.ca/files/Homes_For_People.pdf))

- c) Community Share Shed RE: April 2023 Report

- d) K'omoks First Nation RE: National Indigenous People's Day Request for Support

*Direction to Staff: promote National Indigenous People's Day on the village website & social media.*

- e) K'omoks First Nation RE: Invitation to Celebrate National Indigenous People's Day

*Direction to Staff: CFO Clark will receive confirmation no later than Thursday, June 8, 2023 from Cllr Gilkin and Cllr Burchett of their attendance at the K'omoks First Nation National Indigenous People's Day celebration June 21, 2023.*

- f) BC Hydro RE: Vancouver Island – Sunshine Coast Community Relations Annual Report

- g) Strathcona Regional District RE: Strathcona Accessibility and Inclusion Advisory Committee

- h) Strathcona Regional District RE: Strathcona Community Health Network (SCHN) Hires New Coordinator and Is Actively Seeking New Members

**MOTION R23/155**  
**MOVED AND SECONDED**

THAT correspondence a) to h) be received.

**CARRIED**

**MOTION R23/156**  
**MOVED AND SECONDED**

THAT the Village of Sayward support K'omoks First Nation National Indigenous People's Day celebration through an in-kind donation of a door prize of a maximum of \$200, and that staff be tasked with the selection and purchase of the gift.

**CARRIED**

**8. Council Reports - None**

**9. Reports of Committees - None**

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

**11. Unfinished Business - None**

**12. Staff Reports**

**a) Summer Water Restrictions – Keir Gervais, CAO**

**MOTION R23/157**  
**MOVED AND SECONDED**

THAT Council receive the Summer Water Restrictions staff report for information and discussion; and,

THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2023 from 6:00am-10:00am & 6:00pm-10:00pm on residents assigned days; and,

THAT water restriction information be communicated to the public on the Village website, social media platforms and noticeboards.

**CARRIED**

**MOTION R23/158**  
**MOVED AND SECONDED**

THAT Staff be directed to research and/or review best practices for the types of properties to be included in summer water restrictions and report back with possible options.

**CARRIED**

**b) Sewer and Water Capacity Studies - John Sorenson, P.Eng., McElhanney Ltd. & John Manson, P.Eng., Approving Officer**

**MOTION R23/159**  
**MOVED AND SECONDED**

THAT Council receive the Sewer and Water Capacity Studies staff report for information and discussion; and,

THAT Council instruct staff to examine options for funding the water metering and recording work recommended in the Water Study to more accurately determine the current maximum day flows, to facilitate future consideration of the impact of future development on the capacity of the water treatment system to provide for maximum day flows; and

THAT Council instruct staff to continue to record daily flows at the Treatment Plant and Log sort until such time as automated flow recording is in place; and

with respect to item 3 c) in the staff report,

THAT Council consider allowing development applications to proceed to a limit of 77 residential lots as an interim measure until such time as additional flow recording data is available, upon which the matter can be re-evaluated; and

FINALLY THAT recognizing that in terms of subdivision approvals, which is solely within the purview of the Approving Officer, Council wishes to advise the Approving Officer that on an interim basis, Council would consider subdivisions consistent with a 77 lot equivalent increase in density in the Public Interest.

**Opposed Mayor Baker, Cllr Tinsley                      CARRIED**

**c) Land Exchange Agreement Extension – Lisa Clark, CFO/CO**

**MOTION R23/160**

**MOVED AND SECONDED**

THAT Council receive the Land Exchange Agreement Extension staff report for information and discussion; and,

THAT the land exchange agreement amendment be approved; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

**CARRIED**

**d) Sayward Clinic Renewal Lease – Lisa Clark, CFO/CO**

**MOTION R23/161**

**MOVED AND SECONDED**

THAT Council receive the Sayward Clinic Renewal Lease staff report for information and discussion; and,

THAT the Renewal Lease between the Village of Sayward and the Sayward Community Health Society be approved; and,

THAT the Mayor and Chief Administrative Officer be authorized to execute the agreement.

**CARRIED**

**e) Permissive Tax Exemptions 2024 – Lisa Clark, CFO/CO**

**MOTION R23/162**

**MOVED AND SECONDED**

THAT Council receive the Permissive Tax Exemptions 2024 staff report for information and discussion; and,

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

**CARRIED**

**f) UBCM Complete Communities Program - Keir Gervais, CAO**

**MOTION R23/163**

**MOVED AND SECONDED**

THAT Council receive the UBCM Complete Communities Program staff report for information and discussion; and,

THAT Council directs Staff to contract with Urban Systems to complete the application for up to \$1,200; and,

THAT Staff be directed to submit the application to UBCM.

**CARRIED**

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

**a) SRD Emergency Support Team Volunteer Opportunity – Tom Tinsley, EPC**

**MOTION R23/164**

**MOVED AND SECONDED**

THAT Council receive the SRD Emergency Support Team Volunteer Opportunity staff report for information and discussion.

THAT Council appoint Councillor Tinsley and Councillor Burchett as the Village of Sayward volunteer representatives for the SRD Emergency Support Team, as described herein.

**CARRIED**

**14. Bylaws**

**a) Public Nuisance Bylaw No. 502, 2023**

**MOTION R23/165**

**MOVED AND SECONDED**

THAT Public Nuisance Bylaw No. 502, 2023 be given fourth and final reading.

**CARRIED**

**15. New Business - None**

**16. Public Question Period - None**

**17. In Camera**

**MOTION R23/166**

**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)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

**Opposed Cllr Burchett**

**CARRIED**

**18. Adjournment**

**MOTION R23/167**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for June 6, 2023, be adjourned.

**CARRIED**

**The meeting was adjourned at 9:25pm.**

Original signed by "M. Baker"

**Mayor**

Original signed by "L. Clark"

**Corporate Officer**