



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
JUNE 20, 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**

- a) David Malinski of 431 Macmillan Drive: Safety concerns regarding Sayward Volunteer Firefighters during recent structure fire near Highway 19. Requesting the variable message sign (VMS) on Highway 19 north of Campbell River include active emergency response information.

*Direction to Staff: Investigate placing active emergency response information on the VMS on Highway 19, north of Campbell River.*

**3. Introduction of Late Items**

- a) Notice of Motions – Cllr. Burchett

**MOTION R23/168  
MOVED AND SECONDED**

THAT the discussion of notice of motions by Councillor Burchett be moved to the In-Camera meeting, already scheduled for after the Regular Council meeting June 20, 2023.

**Opposed Cllr Burchett, Cllr Poulsen                      CARRIED**

- b) Cllr Poulsen’s Council Report RE: revision of the Code of Conduct

**MOTION R23/169  
MOVED AND SECONDED**

THAT the Council Report regarding the revision of the Code of Conduct be added to the agenda as item 8 b)

**Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin      DEFEATED**

**4. Approval of Agenda**

**MOTION R23/170  
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for June 20, 2023, be approved.

**Opposed Cllr Burchett      CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R23/171  
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on June 6, 2023, be adopted.

**Opposed Cllr Burchett      CARRIED**

**6. Petitions and Delegations - None**

**7. Correspondence**

- a) Island Health RE: Extreme Heat Information for Community Partners and Local Governments

- b) Brian Godlonton, Fire Commissioner RE: Announcement from the Office of the Fire Commissioner, 2022 Annual Report (Annual report located in Village office, Council office and here: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/fire-reporting/office\\_of\\_the\\_fire\\_commissioner\\_2022\\_annual\\_report.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/fire-reporting/office_of_the_fire_commissioner_2022_annual_report.pdf) )

- c) Sayward Futures Society RE: Canada Day 2023 Invitation

**MOTION R23/172  
MOVED AND SECONDED**

THAT correspondence a) to c) be received.

**CARRIED**

*Direction to Staff: Investigate whether Sayward Volunteer Fire Department could be funded through the BC Research & Injury Prevention Unit funding to provide public education programs for Kelsey Centre, Sayward School, and Seniors.*

*Direction to Staff: Reply to Sayward Futures Society to confirm that Mayor Baker, Cllr Gilkin, and Cllr Tinsley will attend the Canada Day Parade, July 1, 2023.*

**8. Council Reports**

**a) Policy for Funding/Donation Requests – Cllr. Sue Poulsen**

**MOTION R23/173**

**MOVED AND SECONDED**

THAT Council receive the Policy for Funding/Donation Requests Councillor Report for information and discussion; and

THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.

**CARRIED**

**9. Reports of Committees - None**

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

**11. Unfinished Business - None**

**12. Staff Reports**

**a) Village Appointments to CSHRD and CSWM – Keir Gervais, CAO**

**MOTION R23/174**

**MOVED AND SECONDED**

THAT the Village Appointments to CSHRD and CSWM Staff Report be tabled until the next Regular Council Meeting July 18, 2023.

**CARRIED**

**b) Annual Report and Statement of Financial Information (SOFI) 2022 – Lisa Clark, CFO/CO & Keir Gervais, CAO**

**MOTION R23/175**

**MOVED AND SECONDED**

THAT the 2022 Annual Report and Statement of Financial Information Staff Report be received for information and discussion.

**CARRIED**

**MOTION R23/176**

**MOVED AND SECONDED**

THAT the 2022 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 21 and ending on July 4; and,

THAT Council approves the 2022 Statement of Financial Information report.

**CARRIED**

**c) Kelsey Centre – Emergency Cooling Enhancement Project – Lisa Clark, CFO/CO**

**MOTION R23/177**

**MOVED AND SECONDED**

THAT Council receive the Kelsey Centre – Emergency Cooling Enhancement Project staff report for information and discussion.

**CARRIED**

**MOTION R23/178  
MOVED AND SECONDED**

THAT Council approve a budget of up to \$7,500 for the project, and that the budget be sourced from the Growing Communities Fund; and,

THAT the 2023-2027 Financial Plan be amended accordingly.

**CARRIED**

**d) Floodplain Management Bylaw – Lisa Clark, CFO/CO**

**MOTION R23/179  
MOVED AND SECONDED**

THAT Council receive the Floodplain Management Bylaw staff report for information and discussion; and,

THAT Council direct staff to update the Village of Sayward Floodplain Management Bylaw.

**CARRIED**

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

**14. Bylaws - None**

**15. New Business- None**

**16. Public Question Period**

- a) David Malinski of 431 Macmillan Drive: Request confirmation of what the acronym MFA stands for in the Statement of Financial Information 2022.

*Staff confirmed MFA stands for Municipal Finance Authority.*

**17. In Camera**

**MOTION R23/180  
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*:

- Section 90(1)(c) labor relations or other employee relations
- 90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

**CARRIED**

**18. Adjournment**

**MOTION R23/181**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for June 20, 2023, be adjourned.

**CARRIED**

**The meeting was adjourned at 10:48pm.**

Original signed by "M. Baker"

**Mayor**

Original signed by "L. Clark"

**Corporate Officer**