



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
DECEMBER 5, 2023 - 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.*

**Present:** Mayor Mark Baker  
Councillor Scott Burchett (via Teams)  
Councillor Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley (via Teams)

**In Attendance:** Keir Gervais, CAO/CO  
Melissa Holmes, Finance/Admin Clerk

**1. Call to Order**

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

**2. Public Input**

- a) Lorna Agnew of 754 Sayward Road: informed Council that she is making progress with her wish to have the speed limit reduced on Sayward Rd. *Mayor Baker thanked Mrs. Agnew for the update.*

**3. Introduction of Late Items**

**MOTION R23/270**

**MOVED AND SECONDED**

- a) Councillor Burchett requested that a Council discuss the Village's printing policy.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen**

**DEFEATED**

**MOTION R23/271**

**MOVED AND SECONDED**

- b) Councillor Burchett requested that Council discuss the 2024 committee appointments.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen**

**DEFEATED**

#### **4. Approval of Agenda**

##### **MOTION R23/272**

##### **MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for December 5, 2023, be approved, as amended.

**CARRIED**

#### **5. Minutes of Previous Meetings**

##### **MOTION R23/273**

##### **MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on October 24, 2023, be deferred to the December 19, 2023 regular Council meeting.

**CARRIED**

##### **MOTION R23/274**

##### **MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the December 19, 2023 regular Council meeting.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

##### **MOTION R23/275**

##### **MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the December 19, 2023 regular Council meeting.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

#### **6. Petitions and Delegations - None**

#### **7. Correspondence**

- a) Letter from Alex Turner – Proposal for Evening Workshop to discuss governance/service delivery options
- b) Michele Babchuk, MLA RE Happy Halloween - October Update
- c) UBCM, Approval Letter RE Village of Sayward 2023/24 Community to Community Program Application
- d) AVICC, 2024 Resolutions Notice Request for Submissions
- e) AVICC, 2024 Call for Nominations for AVICC Executive
- f) AVICC, Call for Session Submissions
- g) AVICC, Student Participation Program
- h) AVICC, Climate & Health Community Gathering

**MOTION R23/276**  
**Moved and Seconded**

THAT correspondence b), d), e), f) and h) be received.

**CARRIED**

**MOTION R23/277**  
**Moved and Seconded**

THAT the topic of the correspondence (dissolution) from Mr. Alex Turner be discussed by Council during a Committee of the Whole meeting during the first half of 2024.

**CARRIED**

**MOTION R23/278**  
**Moved and Seconded**

THAT correspondence a) and c) be received.

**CARRIED**

**8. Council Reports**

**MOTION R23/279**  
**Moved and Seconded**

THAT Mayor Baker provide a written report regarding Strathcona Gardens after the December 13, 2023 SRD Board meeting.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen**

**DEFEATED**

**9. Reports of Committees – None**

**10. Mayor's Report**

**MOTION R23/280**  
**Moved and Seconded**

THAT the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs.

**Opposed Cllr Burchett, Cllr Poulsen**

**DEFEATED**

**MOTION R23/281**  
**Moved and Seconded**

THAT the Village of Sayward Council allocate \$1,000 towards Christmas decorations, and that staff report back to Council with options for where the costs can be allocated.

**CARRIED**

**MOTION R23/282**  
**Moved and Seconded**

THAT fifty percent of the \$1,000 Christmas decorating budget be spent on items from local artisans.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen**

**DEFEATED**

Mayor Baker called a recess of the regular Council meeting at 8:13 p.m.

The regular Council meeting reconvened at 8:23 p.m.

The attendance of Council and Staff was the same as at the time the recess was called.

#### **11. Unfinished Business - None**

#### **12. Staff Reports**

##### **a) Fire Protections Services Agreement – Keir Gervais, CAO**

**MOTION R23/283**

**MOVED AND SECONDED**

THAT Council receives and discusses Fire Protection Services Agreement Staff Report; and,

THAT Council direct staff to further investigate the concept of a sub-regional service model for fire protection through the SRD for the Village of Sayward and Sayward Valley Area A; and

THAT a further report be prepared for the Council's consideration on December 19, 2023.

**CARRIED**

##### **b) Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation – Keir Gervais, CAO**

**MOTION R23/284**

**MOVED AND SECONDED**

THAT Council receives the Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation report for discussion; and,

THAT Council inform staff which of the proposed *forum* event dates it will attend; and,

THAT Council direct staff to schedule the *forum* events with We Wai Kai First Nation and Wei Wai Kum First Nation.

**CARRIED**

##### **c) Regular Council Meeting Schedule – Keir Gervais, CAO**

**MOTION R23/285**

**MOVED AND SECONDED**

THAT Council approves the attached 2024 Regular Council Meeting Schedule as presented noting that the July, August and September meetings are varied from Council Procedure Bylaw No. 416, 2015.

**CARRIED**

A friendly amendment to remove the December 17, 2024 regular Council meeting from the schedule was MOVED Baker / SECONDED Gilken.

**Opposed Cllr Burchett**

**CARRIED**

**a) CAO Update - Verbal - Keir Gervais, CAO**

**MOTION R23/286**

**MOVED AND SECONDED**

THAT Council receive the CAO Update – Verbal report for information and discussion;  
and,

THAT staff continue to record the in-camera Council meetings until the end of Council's term; and,

THAT staff bring back to Council a recording in-camera meeting policy by June 30, 2024.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

A friendly amendment to not have single-person oversight over videos and files because it's been a failure so far was MOVED Burchett / SECONDED Poulsen.

**Opposed Mayor Baker, Cllr Tinsley, Cllr Kohen**

**DEFEATED**

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

**a) Kelsey Recreation Centre Report October 2023 - Michelle Davis, Recreation Manager**

**MOTION R23/287**

**MOVED AND SECONDED**

THAT Council receive the Kelsey Recreation Centre October 2023 staff report for information and discussion.

**14. Bylaws - None**

**15. New Business – None**

**16. Public Question Period**

- a)** Milena Gradisar of 261 Ambleside Drive: asked for clarification that there is currently one staff person with access to the video recordings of the in-camera Council meetings, and what would happen if the staff person died. *Mayor Baker explained that the Village would contact the contracted IT firm for help*
- b)** Alex Turner of 1727 Sayward Rd.: asked why Council wouldn't move together forward towards a prompt solution? *Councillor Poulsen commented that Council earlier resolved a decision on the matter as presented, and suggested that Mr. Turner consider returning as delegation before Council.*
- c)** Lee Ettinger of 220 Sayward Heights: informed Council that information about Strathcona Gardens re-development initiative can be found on the SRD website. *Mayor Baker thanked Ms. Ettinger for the information.*
- d)** Jackie Lyons of 291 Ambleside Drive: Pointed out that Mayor Baker mistakenly read out "Council Procedure Bylaw No. 416, 2025" earlier where it should be "Council Procedure Bylaw No. 416, 2015.". *Mayor Baker acknowledged the error and indicated the correction would be made.* Mrs. Lyons asked is she could comment about an earlier comment made

by Councillor Poulsen. Mayor Baker suggested that any complaint about an elected official should be submitted in writing to the Village.

## **17. In Camera**

### **MOTION R23/288**

#### **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,
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

## **18. Adjournment**

### **MOTION R23/289**

#### **MOVED AND SECONDED**

THAT the Regular Meeting of Council for December 5, 2023 be adjourned.

**Cllr Poulsen**

**CARRIED**

**The meeting was adjourned at 10:59 pm.**

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**Mayor**

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**Corporate Officer**