



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
December 2, 2024
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 Debbie Coates
Councillor Jason Johnson
Councillor Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Jennifer Redshaw, Office Administrator

1. Call to Order

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

2. Public Input

- a) Maureen Haslehurst of 520 MacMillan: Request to consider reviewing and amending Bylaw 446 to allow secondary routes for off-road vehicles.
- b) Maureen Haslehurst of 520 MacMillan: Request for clarification of the SOFI Report and the SOFI Report Follow-Up Staff Report from Nov. 19th Council meeting. BC regulations state severance is not to be included in remuneration. The schedule of remuneration should also be included in the report.

3. Introduction of Late Items

- a) LGLA 2025 Conference attendance to be added as Unfinished Business as 11. a)

4. Approval of Agenda

MOTION R24/T96

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 2, 2024, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R24/T97

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on November 12, 2024, be adopted as presented.

CARRIED

MOTION R24/T98

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 19, 2024, be adopted as presented.

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) Health Impacts of Winter Season: Information for Community Health Partners & Local Governments

MOTION R24/T99

MOVED AND SECONDED

THAT Council receives correspondence a) for information.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

- a) Verbal Report: Proposed 20% increase in Comox Valley Waste Management fees either through tipping fees or through taxation.

MOTION R24/T100

MOVED AND SECONDED

THAT the verbal Mayor's Report be received.

Opposed Cllr Burchett

CARRIED

11. Unfinished Business

- a) LGLA 2025 Conference Attendance

MOTION R24/T101

MOVED AND SECONDED

THAT all available Councillors attend LGLA as long as they are not under investigation for code of conduct issues.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

**MOTION R24/T102
MOVED AND SECONDED**

THAT attendance of the LGLA 2025 Conference be deferred to the next regular meeting of council.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

12. Staff Reports

a) Restarting Council Corner – Sayward Newsletter

**MOTION R24/T103
MOVED AND SECONDED**

THAT Council Corner be deferred to the next regular meeting of council after the Code of Conduct Bylaw no. 512 is finalized.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Governance Procedure Clarification

**MOTION R24/T104
MOVED AND SECONDED**

THAT Council acknowledges its authority to establish the positions and priorities that guide the actions of its Representatives on external Boards and Committees;

Council recognizes that its Representatives have broad discretion to engage in discussions and decisions externally, provided they remain aligned with Council's previously established positions; AND

Council requests that Representatives on external bodies provide formal reports back to Council on votes or decisions taken in the name of the Village to ensure transparency and keep Council informed on matters impacting the community.

CARRIED

c) Draft Annual Report 2023

**MOTION R24/T105
MOVED AND SECONDED**

THAT Council:

A. Approves the general content and structure of the 2023 Annual Report as presented.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

**MOTION R24/T106
MOVED AND SECONDED**

THAT Council:

- B. Directs staff to proceed with finalizing the graphic design and layout of the report;
- C. Instruct staff to ensure the completed document is published and made available for public inspection no later than December 24, 2024; and
- D. Directs staff to return the document at January 7 Council meeting, following the mandatory 14-day public inspection period, to formally adopt the 2023 Annual Report.

Abstained Cllr Burchett, Cllr Poulsen CARRIED

13. Emergency Services/Public Works/Recreation Department Reports – None

14. Bylaws

- a) **Bylaw 510 – Zoning Amendment Bylaw (for 765 Sayward Road – Site Specific Zoning Amendment)**

**MOTION R24/T107
MOVED AND SECONDED**

THAT Zoning Amendment Bylaw, Bylaw no. 510, 2024 be given first and second readings.

CARRIED

- b) **Code of Conduct Bylaw, Bylaw No. 512**

**MOTION R24/T108
MOVED AND SECONDED**

THAT Code of Conduct Bylaw, Bylaw No. 512 be given first, second, and third readings.

CARRIED

15. New Business - None

16. Public Question Period - None

17. In Camera

**MOTION R24/T109
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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.

3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

18. Adjournment

The meeting was adjourned at

Original Signed

Mayor

Original Signed

Corporate Officer