



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
May 6, 2025
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 Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Jennifer Redshaw, Office Administrator

1. Call to Order

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

2. Public Input

- a) Irene Callaghan of 230 Kelsey Way stated that she wrote a letter to Council in February and has not received a written response.

CAO Thomas read the letter Ms Callaghan sent and explained that the content is all operational and that is why it did not come before council. Some of the requested data is more than 7 years old and may be difficult to determine. The top priority is scheduling the sewer work this summer which public works has been directed to do. Ms Callaghan acknowledged and agreed the priority was to get the work of flushing the sewer done first.

3. Introduction of Late Items

- a) CAO Thomas requested that an additional In-Camera item be added to the agenda as 17.3 in accordance to the Community Charter Section 90(1)(c) labour relations or other employee relations.

4. Approval of Agenda

MOTION R25/153

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **May 6, 2025**, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/154

MOVED AND SECONDED

THAT the minutes from the Regular Council Meeting held on **April 15, 2025**, be adopted as presented.

CARRIED

MOTION R25/155

MOVED AND SECONDED

THAT the minutes from the Special Council Meeting held on **April 9, 2024**, be adopted as presented.

CARRIED

MOTION R25/156

MOVED AND SECONDED

THAT the minutes from the Regular Council Meeting held on **March 5, 2024**, be adopted as presented.

CARRIED

MOTION R25/157

MOVED AND SECONDED

THAT the minutes from the Special Council Meeting held on **April 4, 2024**, be deferred until the next meeting.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

MOTION R25/158

MOVED AND SECONDED

THAT the minutes from the Special Council Meeting held on **April 4, 2024**, be adopted as presented.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegations

- a) Draft Audited Financial Statements – CNB – Gaby Martin and Travis Sapala

MOTION R25/159

MOVED AND SECONDED

THAT Council receives the 2024 Audited Financial Statements for information and discussion.

CARRIED

MOTION R25/160

MOVED AND SECONDED

THAT Council approves the 2024 Audited Financial Statements as presented.

CARRIED

MOTION R25/161

MOVED AND SECONDED

THAT Council approves the reappointment of Chan Nowosad Boates as the Auditor of record for the 2025 financial audit year, should they accept the invitation.

CARRIED

- b) Mural Proposal Update – Sarah Levin, Member of the Community

MOTION R25/162

MOVED AND SECONDED

THAT Council approve the Kelsey Centre mural.

CARRIED

7. Correspondence

- a) AVICC AGM Presentations and Videos

MOTION R25/163

MOVED AND SECONDED

THAT Council receives this correspondence for information.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

- a) Housing Needs Assessment Project Plan Update

MOTION R25/164

MOVED AND SECONDED

THAT Council receives this report for information.

CARRIED

12. Staff Reports

- a) 2024 SOFI Report

MOTION R25/165

MOVED AND SECONDED

THAT the Statement of Financial Information 2024 Staff Report be received for information and discussion; and,

THAT Council approves the 2024 Statement of Financial Information report.

CARRIED

b) Finance Variance Report

MOTION R25/166

MOVED AND SECONDED

THAT Council receives the Budget Variance Report from January 1 to April 30, 2025 staff report for information and discussion.

CARRIED

Direction to staff to break out all departments and administration on the next Budget Variance Report.

c) Meeting Management Software – Future Budget

MOTION R25/167

MOVED AND SECONDED

WHEREAS the Village of Sayward currently completes all Council meeting preparation, agenda packaging, minutes recording, and resolution/bylaw tracking manually, which is time-consuming and inefficient;

AND WHEREAS meeting management software can streamline administrative processes, improve coordination, support legislative tracking, enhance public access to Council information, and allow staff to focus on higher-value work;

NOW THEREFORE BE IT RESOLVED THAT Council direct the Acting Chief Administrative Officer to research appropriate meeting management software options and report back to Council with recommendations and potential cost implications for consideration during the 2026 operating budget discussions.

CARRIED

d) Facilities Rental Inquiry Process Reimagined

MOTION R25/168

MOVED AND SECONDED

THAT Council receives this report for information.

CARRIED

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

14. Bylaws - None

15. New Business - None

16. Public Question Period

- a)** Irene Callaghan of 230 Kelsey Way requested that something be done about the ongoing concern about dust from the log sort as it is very bad for our health. Ms Callaghan suggested the village get in touch with Gold River about the liquid used there that keeps the dust down.

Cllr Coates added that the dust generated from M-Branch also generates a lot of dust.

Cllr Johnson mentioned that alternative water solutions for the log sort should be looked at again.

CAO Thomas explained that complaints like this start at the front desk by submitting a complaint ensuring it can be properly documented so that it can be acted on.

- b)** Art Bowbrick of 77 Kelsey Lane inquired about fire protection this summer when the water reservoir tank gets low and if there are any plans to put in a second reservoir.

Mayor Baker advised they are looking for grants to install a second reservoir.

CAO Thomas advised that the issue of fire response readiness will be a concern for the village for the next few years. Drought levels are out of the village's control, and we will manage our current system as best we can. A project like this can take 5-10 years to plan, construct, commission and use safely.

- c)** Sheri Braun of 713 Ruby Road suggested removing timber from behind the village to create a fire break, minimizing risk of wildfires destroying the village's emergency equipment storage. Ms Braun suggested including this work in a fire protection grant.

CAO Thomas advised the forested area surrounding the community is managed forest and may be logged or developed as the owners see fit. Applying for FireSmart grants is ongoing and should be a top priority for council and the administration as well as filling the vacant Emergency Program Coordinator position.

17. In Camera

MOTION R25/169

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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
2. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.
3. 90(2)(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 (*Ombudsperson to notify authority*) of that Act.
4. 90(1)(c) labour relations or other employee relations.

CARRIED

18. Adjournment

The meeting adjourned at 10:30pm.

Original Signed

Mayor

Original Signed

Corporate Officer