



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
August 19, 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:** Andrew Young, CAO/CO  
Lisa Clark, CFO  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

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

**2. Public Input – None**

No members of the public were present in the gallery.

**3. Introduction of Late Items**

- a) CAO Young requested 2025 UBCM Convention be added to the agenda as New Business 15.a)
- b) Cllr Johnson requested the Kelsey Centre be added to the agenda as New Business 15.b)
- c) The In-Camera portion of the meeting was removed from the agenda.

**4. Approval of Agenda**

**MOTION R25/220**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for **August 19, 2025**, be approved as amended.

**Opposed Cllr Burchett**

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R25/221**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **July 7, 2025**, be adopted as presented.

**CARRIED**

**MOTION R25/222**

**MOVED AND SECONDED**

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

**CARRIED**

**MOTION R25/223**

**MOVED AND SECONDED**

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

**CARRIED**

**MOTION R25/224**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **July 16, 2025**, be adopted as presented.

**CARRIED**

**MOTION R25/225**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **July 29, 2025**, be adopted as presented.

**CARRIED**

**MOTION R25/226**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **August 6, 2024**, be adopted as presented.

**CARRIED**

**MOTION R25/227**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council Meeting held on **May 21, 2024**, be adopted as presented.

**CARRIED**

**MOTION R25/228**

**MOVED AND SECONDED**

THAT the minutes from the Special Council Meeting held on **May 13, 2024**, be adopted as presented.

**CARRIED**

**MOTION R25/229**

**Moved and Seconded**

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

**CARRIED**

NOTE: The amendment to Special Council Meeting held on May 9, 2024 was the correction of a typo from \$20,00 to \$20,000.

**6. Petitions and Delegations - None**

**7. Correspondence**

- a) **BC Salmon Farmers Community BBQ**
- b) **North Island College's Strategic Plan**
- c) **BCSFA Salmon Farm Research**
- d) **Coastal Fire Centre Status Report**

**MOTION R25/230**

**Moved and Seconded**

THAT correspondence a) - d) be received.

**CARRIED**

**8. Council Reports - None**

**9. Reports of Committees - None**

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

**11. Unfinished Business**

**a) Authorization of Signing Authorities**

**MOTION R25/231**

**Moved and Seconded**

THAT Council rescind all previous banking, investment, and financial transaction signing authority appointments; and,

THAT Council authorizes the following individuals to be the signing authorities for the Village of Sayward.

One of	Together with one of
Mark Baker	Andrew Young
Scott Burchett	Lisa Clark
Debbie Coates	
Jason Johnson	
Sue Poulsen	

**CARRIED**

## 12. Staff Reports

### a) Grant in Aid Request – Sayward Community Health Society

#### **MOTION R25/232**

#### **Moved AND SECONDED**

THAT Council receives the Grant in Aid Request – Sayward Community Health Society staff report for information and discussion.

**CARRIED**

#### **MOTION R25/233**

#### **Moved AND SECONDED**

THAT the in-kind donation request from the Sayward Community Health Society dated August 1, 2025, be approved.

**Opposed Cllr Burchett**

**CARRIED**

### b) Budget Variance Report – August 2025

Direction to staff to thank the SRD for the Age Friendly Van regional grant.

#### **MOTION R25/234**

#### **Moved AND SECONDED**

THAT Council receives the Budget Variance Report to August 15, 2025 staff report for information and discussion.

**CARRIED**

#### **MOTION R25/235**

#### **Moved AND SECONDED**

THAT Staff return Kelsey Centre pre-paid amounts.

**Opposed Cllr Poulsen**

**CARRIED**

#### **MOTION R25/236**

#### **Moved AND SECONDED**

THAT Staff research comparable recreation centre closures in comparable municipalities and the effects on housing values.

**Opposed Mayor Baker, Cllr Coates, Cllr Johnson**

**DEFEATED**

### c) Permissive Tax Exemptions 2026

#### **MOTION R25/237**

#### **Moved AND SECONDED**

THAT the Permissive Tax Exemptions 2026 Staff Report be received for information.

**CARRIED**

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

## 14. Bylaws – None

## 15. New Business

### a) Request for the CAO/CO to attend the 2025 UBCM Convention.

**MOTION R25/238**

**MOVED AND SECONDED**

THAT the CAO/CO be authorized to attend the 2025 UBCM Convention from Sunday, September 22, 2025 to Friday, September 26, 2025.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**b) Kelsey Centre**

**MOTION R25/239**

**MOVED AND SECONDED**

THAT the Kelsey Centre remain closed until such time the new CAO has had the opportunity to review the AMP (Asset Management Plan), the Ops (Operation) review, the budget, staffing and report back to council.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**16. Public Question Period**

- a)** Sheri Braun of 713 Ruby Road stated that previous employees have gone to new jobs and are not sure if they would come back to the Kelsey Centre, including herself. Ms. Braun also stated that closing the Kelsey Centre completely will make it less likely to get patrons or staff to trust that it won't close again and it looks like 2026 to receive any answers. She doesn't believe that you can have programming without front desk staff and that issuing door fobs to select groups waters down the idea of having a recreation centre.

*Cllr Johnson said that there are models where community centres operate with qualified staff that run a program and rent the space accordingly. He also said he appreciated Ms. Brauns comments.*

- b)** Sheri Braun of 713 Ruby Road stated that the Kelsey Centre has been closed multiple times in the past for a couple of years, so council may want to look at the impact those closures had on regarding property values.

**17. In Camera - None**

**18. Adjournment**

**MOTION R25/240**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council held August 19, 2025 be adjourned.

**CARRIED**

The meeting was adjourned at 8:14pm.

Original signed by "M. Baker"  
**Mayor**

Original signed by "A. Young"  
**Corporate Officer**