



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING AGENDA
August 18, 2026
CLOSED MEETING
COUNCIL CHAMBERS

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Special In-Camera meeting of Council for August 18, 2026, be approved [as presented or as amended].

[REDACTED]

4. Petitions and Delegations

[REDACTED]

5. Minutes of Previous Meetings

[REDACTED]

[illegible]

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports

a. Rise and Report on In Camera Council Meeting Minutes May 2025 to Present

BACKGROUND

The following outlines the process for rising and reporting in-camera votes, ensuring transparency while safeguarding confidential information in accordance with municipal best practices and legislative requirements in British Columbia.

DISCUSSION

Municipal councils frequently hold in-camera (closed) meetings to discuss matters that require confidentiality. These meetings are governed by the Community Charter, which permits councils to deliberate in-camera on specific issues such as legal matters, labour relations, and land negotiations. While decisions made in-camera must sometimes remain confidential, it is equally important to release information when it no longer affects ongoing matters.

It is important to differentiate between confidential information that has bearing on other ongoing matters and confidential information that no longer has any bearing on ongoing matters. If a matter is deemed to have importance to another ongoing matter, it is strongly advised that this information be withheld until such time as the ongoing matter is concluded.

Process for Rising and Reporting Votes:

1. **Council Decision to Rise and Report:** At the conclusion of an in-camera discussion, Council may pass a resolution to “rise and report” on **decisions that no longer require confidentiality.** Once a resolution to rise and report is adopted, staff will work to issue a press release with the

corresponding information and post it online and in the package of the next Regularly Scheduled Council meeting.

2. Determining What Can Be Released: Staff will review in-camera decisions and recommend which items can be disclosed publicly. **Generally, Council decisions that no longer have a bearing on any existing or future matter before Council should be considered for release.**
3. Formal Reporting: **Once approved, in-camera decisions will be publicly reported** through Council meeting minutes or a summary report.
4. Timing of Disclosure: **Information should only be released when there is no risk to legal, financial, or strategic interests of the municipality.**

Information That Must Remain Confidential:

While transparency is a priority, certain in-camera matters must remain confidential to protect the interests of the municipality. These include:

- **Solicitor-Client Privilege:** Legal advice provided to the municipality must remain privileged unless explicitly waived by Council.
- **Labour Relations and Human Resources:** Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations.
- **Land, Legal, and Financial Matters:** Information related to property transactions, **ongoing legal proceedings**, or sensitive financial negotiations **should not be disclosed until the matter is fully resolved.**

The proper rising and reporting of in-camera votes balances transparency with the need for confidentiality. Council should ensure that decisions are released when appropriate while continuing to safeguard sensitive information. Staff will continue to monitor and provide recommendations on items suitable for public disclosure.

The foregoing matters were considered by Council as part of the April 1, 2025 In Camera Council Meeting agenda. After considering these matters Council adopted the following resolution (Resolution #18 April 1-2025 In Camera Meeting). A copy of the associated staff report is attached to the June 9, 2026 Regular In Camera Council Meeting agenda (Attachment #1).

MOVED AND SECONDED

THAT Council endorse the outlined process for rising and reporting in-camera votes and direct staff to prepare a rise and report as soon as practicable covering the periods 2023 and 2024.

CARRIED (Unanimously)

PRESENT DAY – The need for Transparency

Following the May 8, 2026 decision by Justice Hamilton in *Baker v. France*, 2026 BCSC 850 (copy of that decision is attached to the June 9, 2026 Regular In-Camera Council Meeting agenda with sections highlighted – Attachment # 2), and Justice Hamilton's finding at paragraphs 98, 46, and 128 of that decision that there was a lack of transparency in how complaints about Mayor Baker were dealt with, and in follow up to Village Council's April 1, 2025 motion related to rising and reporting of *in camera* matters, staff are seeking that Village of Sayward Council consider rising and reporting on various *in camera* matters that have been dealt with by the current Council since it was sworn in on November 1, 2022. Not only will this help make many of the in-camera decisions made since then by Sayward Council transparent to the public, it will also help minimize the likelihood of potential future harms to the Village of Sayward in the event of unauthorized disclosure of in camera information. The Village Council can mitigate those risks as well by rising and reporting on as much as possible of its in-camera meeting agendas and associated minutes since the Council took office on November 1, 2022.

Justice Hamilton's May 8, 2026 decision in *Baker v. France*, 2026 BCSC 850 and John France's September 23, 2025 sworn Affidavit filed (Attachment #3 to the June 9, 2026 Regular In-Camera Council Meeting agenda) and Talia Clark's September 7, 2025 sworn Affidavit (Attachment #4 to the June 9, 2026 Regular In-Camera Council Meeting agenda) were considered in Justice Hamilton's decision and the following Affidavits were also presented to Justice Hamilton and filed in those proceedings: the Affidavit of Keir Gervais, sworn January 20, 2026, Affidavit of Tom Tinsley, sworn January 21, 2026, Affidavit of Kohen Gilken, sworn February 3, 2026, Affidavit of Mark Baker, sworn January 21, 2026, Affidavit of Janet Baker, sworn January 21, 2026 and Affidavit of Melissa Holmes, sworn January 22, 2026.

Justice Hamilton's May 8, 2026 decision in *Baker v France*, 2026 BCSC 850 and the above mentioned Affidavits address the point of releasing (Rising and Reporting) information when it no longer affects ongoing matters or is confidential. As such, following a review of the Village's *in camera records* it is recommended that Sayward Council Rise and Report on the following In-Camera meeting records subject to Council's earlier decision/s respecting their adoption (please note many of these documents are highlighted to show proposed redactions to be applied; the suffix "HFR" denotes Highlighted for Redaction to identify a document that is intended to be redacted, and "none" means no intended redactions).

1. 2025-05-06 - REGULAR In Camera Council Minutes May 6, 2025 - HFR
2. 2025-05-20 - REGULAR In Camera Council Minutes May 20-2025 - HFR
3. 2025-05-20 - SPECIAL In Camera Council minutes May 20-2025 - HFR
4. 2025-06-03 - REGULAR In Camera Council Minutes June 3-2025 - HFR
5. 2025-06-24 - SPECIAL In Camera Council Minutes June 24-2025 - HFR
6. 2025-07-07 - SPECIAL In Camera Council Minutes July 7-2025 - HFR
7. 2025-07-15 - SPECIAL In Camera Council Minutes July 15-2025 - HFR
8. 2025-07-16 - SPECIAL In Camera Council Minutes July 16-2025 - HFR
9. 2025-07-29 - SPECIAL In Camera Council Minutes July 29-2025 - HFR
10. 2025-08-08 - SPECIAL In Camera minutes August 8-2025 - HFR
11. 2025-09-16 - REGULAR In Camera Council Minutes September 16-2025 - HFR
12. 2025-09-30 - SPECIAL In Camera Council minutes September 30-2025 - HFR
13. 2025-10-07 - REGULAR In Camera Council Minutes October 7-2025 - HFR
14. 2025-10-21 - REGULAR In Camera Council Minutes October 21-2025 - HFR
15. 2025-11-18 - REGULAR In Camera Council Minutes November 18-2025 - HFR
16. 2025-12-02 - REGULAR In Camera Council Minutes December 2-2025 - HFR
17. 2025-12-16 - SPECIAL In Camera Council Minutes December 16-2025 - none
18. 2026-01-11 - SPECIAL In Camera Council Minutes January 11-2026 - HFR
19. 2026-01-27 - REGULAR In Camera Council Minutes January 27-2026 - HFR
20. 2026-02-24 - REGULAR In Camera Council Minutes February 24-2026 - HFR
21. 2026-03-24 - REGULAR In Camera Council Minutes March 24-2026 - HFR
22. 2026-05-07 - SPECIAL In Camera Council Minutes May 7-2026 - HFR
23. 2026-05-26 - REGULAR In Camera Council Minutes May 26-2026 - HFR
24. 2026-06-09 - REGULAR In Camera Council Minutes June 9-2026 - none
25. 2026-07-07 - SPECIAL In Camera Council Minutes July 7-2026 - HFR
26. 2026-07-16 - SPECIAL In Camera Council Minutes July 16-2026 - HFR
27. 2026-07-28 - SPECIAL In Camera Council Minutes July 28-2026 - none

Please be advised there are still some portions of these documents that must remain In-Camera for the reasons provided earlier (i.e., Solicitor-Client Privilege: Legal advice provided to the municipality must remain privileged unless explicitly waived by Council; and Labour Relations and Human Resources: Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations). Some of these documents have been redacted for these reasons.

Proposed Resolution/s

THAT SAYWARD COUNCIL authorizes the immediate public release of the following documents subject to redactions where highlighted and otherwise required:

1. 2025-05-06 - REGULAR In Camera Council Minutes May 6, 2025 - HFR
2. 2025-05-20 - REGULAR In Camera Council Minutes May 20-2025 - HFR
3. 2025-05-20 - SPECIAL In Camera Council minutes May 20-2025 - HFR
4. 2025-06-03 - REGULAR In Camera Council Minutes June 3-2025 - HFR
5. 2025-06-24 - SPECIAL In Camera Council Minutes June 24-2025 - HFR
6. 2025-07-07 - SPECIAL In Camera Council Minutes July 7-2025 - HFR
7. 2025-07-15 - SPECIAL In Camera Council Minutes July 15-2025 - HFR
8. 2025-07-16 - SPECIAL In Camera Council Minutes July 16-2025 - HFR
9. 2025-07-29 - SPECIAL In Camera Council Minutes July 29-2025 - HFR
10. 2025-08-08 - SPECIAL In Camera minutes August 8-2025 - HFR
11. 2025-09-16 - REGULAR In Camera Council Minutes September 16-2025 - HFR
12. 2025-09-30 - SPECIAL In Camera Council minutes September 30-2025 - HFR
13. 2025-10-07 - REGULAR In Camera Council Minutes October 7-2025 - HFR
14. 2025-10-21 - REGULAR In Camera Council Minutes October 21-2025 - HFR
15. 2025-11-18 - REGULAR In Camera Council Minutes November 18-2025 - HFR
16. 2025-12-02 - REGULAR In Camera Council Minutes December 2-2025 - HFR
17. 2025-12-16 - SPECIAL In Camera Council Minutes December 16-2025 - none
18. 2026-01-11 - SPECIAL In Camera Council Minutes January 11-2026 - HFR
19. 2026-01-27 - REGULAR In Camera Council Minutes January 27-2026 - HFR
20. 2026-02-24 - REGULAR In Camera Council Minutes February 24-2026 - HFR
21. 2026-03-24 - REGULAR In Camera Council Minutes March 24-2026 - HFR
22. 2026-05-07 - SPECIAL In Camera Council Minutes May 7-2026 - HFR
23. 2026-05-26 - REGULAR In Camera Council Minutes May 26-2026 - HFR
24. 2026-06-09 - REGULAR In Camera Council Minutes June 9-2026 - none
25. 2026-07-07 - SPECIAL In Camera Council Minutes July 7-2026 - HFR
26. 2026-07-16 - SPECIAL In Camera Council Minutes July 16-2026 - HFR
27. 2026-07-28 - SPECIAL In Camera Council Minutes July 28-2026 - none

10. New Business

[illegible]

11. Rise and Report

Proposed Resolution/s

- a. THAT SAYWARD COUNCIL approves the immediate rise and report of the August 18, 2026 In Camera agenda in its entirety (including any minutes approved for public release under Item 9a. "Rise and Report on In Camera Council Meeting Minutes May 2025 to Present"), but not include information related to items under 4. Delegations and Petitions; 5. Minutes of Previous Meetings (Unredacted); and 10. New Business.

12. Adjournment

- a. THAT the Village of Sayward Council adjourn its In-Camera meeting of August 18, 2026 at: _____ pm.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



VILLAGE OF SAYWARD
IN-CAMERA – REGULAR – COUNCIL MEETING MINUTES
May 6, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

1. Call to Order

The closed portion of the meeting was called to order by the Mayor at 8:13pm.

2. Introduction of Late Items

[REDACTED]

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for May 6, 2025, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOVED AND SECONDED

- a) THAT the in-camera minutes from the Regular Council meeting held on April 15, 2025, be adopted as presented.

CARRIED

5. Delegations - None

6. Council Reports - None

7. Mayor's Report – None

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports

FOI Request – 2025—01

Note: Cllr Burchett, Mayor Baker, Cllr Poulsen should all consider declaring a conflict of interest, recusing themselves from the discussion, and leaving the room.

MOVED AND SECONDED

THAT Council designate A/CAO as Interim FOI Head for the Village of Sayward until such time as this designation is rescinded.

Cllr Burchett sought clarification whether this was to empower the CAO to do investigations and/or requests. CAO Thomas clarified that role would be to respond to requests whereas the OIPC is responsible for investigations.

NO OPPOSED

CARRIED

A/CAO Thomas explained that on May 1, 2025, the Village received a request for information which includes information available in public, minutes, website, or in-camera materials for information captured as part of various investigations, communicated over emails. It has been received from John France's lawyer. A/CAO, A/CAO, and A/Head of Public Body Thomas formally requested that all members of Council to preserve, protect, secure, and keep all records, communications, materials, notes, Facebook chats, text messages, with John France that pertains to the business of Sayward from the time you were elected to May 1, 2025. This request also pertains to your personal emails which may have been used to carry Village business. No member of Council had any further inquiry on the matter. It was also explained that it is an offense under FIPPA to delete materials contained in emails.

Mayor Baker declared a COI, passed the chair to Deputy Mayor Johnson and left the room. Cllr Poulsen declared a COI and left the room. Cllr Burchett declared a COI and left the room at 09:09pm.

MOVED AND SECONDED

AND THAT the A/CAO is empowered to exercise discretion, and to do all such acts and things necessary to fulfill the requirements of the FOI Head in accordance with relevant legislation, Village policies, bylaws, and legal advice.

CARRIED

Council moved to item 8a.

10. New Business

11

[REDACTED]

24

11. Rise

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 10:30pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
May 20, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

Note: Cllr Burchett did not attend this portion of the meeting.

1. Call to Order

The closed portion of the meeting was called to order by the Mayor, at 7:30pm.

2. Introduction of Late Items – none

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for **May 20, 2025**, be approved as presented.

CARRIED

4. Minutes of Previous Meetings

MOVED AND SECONDED

- a) THAT the in-camera minutes from the **Regular Council** meeting held on **May 6, 2025**, be adopted as presented.

CARRIED

MOVED AND SECONDED

- b) THAT the in-camera minutes from the **Special Council** meeting held on **May 6, 2025**, be adopted as presented.

CARRIED

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

c) FOI Request – General

Questions to Council

1. Has any member of Council provided information to John France for which the Village has not authorized its release, including but not limited to staffing, in-camera, personnel information, or other confidential information within the custody of the Village of Sayward?

d) New Complaint – Cllr Burchett

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

e) Request for Indemnification

[REDACTED]

[REDACTED] declared a conflict of interest, recused [REDACTED] from the discussions, and left the room.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

f) Bright HR Training for Council

Note: All members of Council, except for Cllr Burchett and Cllr Poulsen has completed their mandatory Bright HR Training.

MOVED AND SECONDED

THAT Council formally request an update from Councillor Burchett with respect to their timeframe of and intentions to complete mandatory training assigned through Bright HR.

BE IT FURTHER RESOLVED THAT Councillor Burchett provide a response no later than May 29, 2025.

CARRIED

1. **Identify the main topic of the text.**
 2. **Summarize the main points of the text.**
 3. **Identify the author's purpose.**
 4. **Identify the target audience.**
 5. **Identify the main argument.**
 6. **Identify the supporting evidence.**
 7. **Identify the conclusion.**
 8. **Identify the main idea.**
 9. **Identify the main theme.**
 10. **Identify the main message.**

[REDACTED]
[REDACTED]

[REDACTED]

g) Update to Council –

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports

10. New Business

11. Rise

12. Adjournment

THAT Council adjourn the meeting at 10:51 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Regular In Camera Minutes May 20-2025



VILLAGE OF SAYWARD
IN-CAMERA SPECIAL COUNCIL MEETING MINUTES
May 20, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

1. Call to Order

The meeting was called to order by the Mayor at 5:33pm.

2. Introduction of Late Items

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for May 20, 2025, be approved as presented.

1 OPPOSED – CLLR BURCHETT

CARRIED

4. Minutes of Previous Meetings - none

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business - None

9. Staff Reports

a) Request to Pause Further Recordings of In-Camera Meetings

MOVED AND SECONDED

A/CAO Thomas explained to Council that the reason for recording in-camera meeting was due to persons contesting the accuracy of information. There is evidence and

information that leads me to believe that some within the Village including members of Council have deliberately breached confidentiality which may compromise the interest of the municipality. A/CAO Thomas indicated that in light of the information that he was aware of, he urged Council to consider the request until current matters under consideration are resolved one way or another.

WHEREAS in-camera meetings are held to discuss matters of a confidential and sensitive nature as permitted under Section 90 of the *Community Charter*;

AND WHEREAS there is a known and ongoing risk of potential breaches to municipal security, including the unauthorized access, disclosure, or loss of sensitive in-camera materials;

AND WHEREAS the integrity of confidential discussions is essential to the proper functioning of Council and the protection of municipal interests;

THEREFORE, BE IT RESOLVED THAT Council direct staff to **pause the audio and visual recording of all in-camera meetings effective immediately**, until further notice, and pending a review of related risks, legislative requirements, and best practices regarding the management of confidential records.

2 OPPOSED – CLLR BURCHETT & CLLR POULSEN

CARRIED

b)

[REDACTED]

[REDACTED]

[REDACTED]

CLlr Burchett declared a conflict of interest, recused himself and left the room.

[REDACTED]

Cllr Poulsen then declared a conflict of interest, recused herself and left the room.

[REDACTED]

10. New Business

Cllr Poulsen returned to the Council Chambers for the next item.

Cllr Burchett did not return to Council meeting for this item.

a) CAO Recruitment

[REDACTED]

CARRIED

11. Rise - none

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 6:33 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
June 3, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

Note: Cllr Burchett was absent for this portion of the meeting.

In Attendance: John Thomas, Acting CAO/Corporate Officer

1. Call to Order

The closed portion of the meeting was called to order by the Mayor, at 8:09pm.

2. Introduction of Late Items – none.

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for **June 3, 2025**, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – none

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business

a)

[REDACTED]

[REDACTED]

CARRIED

b) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

c) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

d) [REDACTED]

[REDACTED]

Cllr Poulsen declared a conflict of interest on this matter, recused herself from the discussion, and left the room at 9:24pm.

Motion to Reduce Quorum

MOVED AND SECONDED

1. THAT Council directs Village legal counsel to prepare a court application under *Community Charter* section 129(4) for an order that the quorum of Council members who may discuss and vote on the following matters be reduced to two Council members:
 - a. proceeding with consideration of a motion of censure and related sanctions against two other Councillors for their respective likely contraventions of *Community Charter* section 117 and sections of the Old Code of Conduct (and possibly under sections of the new Code of Conduct) in relation to:
 1. their likely unauthorized disclosure to third parties of information received in confidence and discussed during closed meetings; and
 2. likely disrespectful behaviour towards Village staff; and
 - b. possibly proceeding with court proceedings against at least one other Councillor and possibly another Councillor and possibly Village staff for possible breaches of confidence, fiduciary duties and knowing assistance for such breaches of fiduciary duty and intentional tort of misfeasance in public office of at least one and possible two members of Council.

CARRIED

[REDACTED]

11/11/2019

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

11. Rise

12. Adjournment

MOVED AND SECONDED

THAT this meeting be adjourned at 11:09pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Regular In Camera Minutes June 3-2025



**VILLAGE OF SAYWARD
IN-CAMERA COUNCIL
MEETING MINUTES
June 24, 2025
CLOSED MEETING
COUNCIL CHAMBERS**

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson

In Attendance: John Thomas, Acting CAO/Corporate Officer

Cllr. Poulsen was absent at the start of the meeting but joined soon after.

Cllr Burchett was absent from the regular and in-camera meeting.

1. Call to Order

The in-camera portion of the meeting was called to order by the Mayor.

2. Introduction of Late Items



3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for June 24, 2025, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOVED AND SECONDED

- a) THAT the in-camera minutes from the Regular Council Meeting held on May 6, 2025, be reconsidered for the following reasons:

Resolution "AND THAT the A/CAO is empowered to exercise discretion, and to do all such acts and things necessary to fulfill the requirements of the FOI Head in accordance with relevant legislation, Village policies, bylaws, and legal advice." was voted without quorum.

CARRIED

Note: Upon a second review of the in-camera meeting on May 6, 2025 [REDACTED] there appears to be a motion that was “passed” without quorum. Although Cllr Coates raised the question of quorum at the time, A/CAO provided an inaccurate analysis of the requirements for quorum to Council. This resolution has not been acted upon and there is no action that turns on this resolution. There was no other resolution “passed” without quorum (3 persons voting). If Council approves the reconsideration of the minutes, then two additional motions are required: 1) rescinding the invalid resolution passed, and 2) reapproving the minutes with the change.

MOVED AND SECONDED

Motion 2:

THAT Council declare the following motion invalid, void, and of no effect and strike it from the minutes “AND THAT the A/CAO is empowered to exercise discretion, and to do all such acts and things necessary to fulfill the requirements of the FOI Head in accordance with relevant legislation, Village policies, bylaws, and legal advice.”

CARRIED

MOVED AND SECONDED

Motion 3:

THAT Council reapproves the in-camera minutes of May 6, 2025.

CARRIED

MOVED AND SECONDED

- b) THAT the in-camera minutes from the Special Council Meeting held on May 20, 2025, be approved as presented.

CARRIED

5. Delegations - None

6. Council Reports - None

7. Mayor’s Report - None

8. Unfinished Business

a) [REDACTED]

[REDACTED]

[REDACTED]

b) [REDACTED]

[REDACTED]

[REDACTED]

c) [REDACTED]
[REDACTED]
[REDACTED]

d) [REDACTED]
[REDACTED]
[REDACTED]

e) [REDACTED]
[REDACTED]
[REDACTED]

f) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

g) [REDACTED]
[REDACTED]

h) [REDACTED]
[REDACTED]

- [illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MOVED AND SECONDED

Motion to extend to 11:30 pm.

CARRIED

k) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports

a) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] IED

c) [REDACTED]

[REDACTED]

[REDACTED]

d) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10. New Business

11. Rise

12. Adjournment

All members of Council were asked if they ever breached in-camera information by disclosing privileged or confidential information to third parties, including John France.

Cllr Coates, Cllr Johnson, Mayor Baker all said no they did not breach in-camera privilege or disclosed confidential information.

Cllr Poulsen said she has never breached in-camera information in the last 6 months.

MOVED AND SECONDED

that the meeting be adjourned at 11:19 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA SPECIAL COUNCIL
MEETING MINUTES
July 7, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Ken Glover, Recruiter, Human Edge Executive Search for Item 8 a) only

Absent: Councillor Scott Burchett

1. Call to Order

The meeting was called to order by the Mayor at 6:01pm.

2. Introduction of Late Items - none

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for **July 7, 2025**, be approved as presented.

CARRIED

4. Minutes of Previous Meetings - none

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business

a) [REDACTED]

[REDACTED]

[REDACTED]

CARRIED

b) [REDACTED]

[REDACTED]

c) [REDACTED]

[REDACTED]

d)

[REDACTED]

[REDACTED]

9. Staff Reports

10. New Business

11. Rise

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 8:38pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Special In Camera Minutes July 7-2025



VILLAGE OF SAYWARD
IN-CAMERA SPECIAL COUNCIL
MEETING MINUTES
July 15, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Ken Glover, Recruiter, Human Edge Executive Search for Item 8

Absent: Councillor Scott Burchett

1. Call to Order

The in-camera portion of the meeting was called to order by the Mayor at 1:00 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for **July 15, 2025**, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports – None

10. New Business – None

11. Rise – None

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 2:59pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA SPECIAL COUNCIL
MEETING MINUTES
July 16, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Ken Glover, Recruiter, Human Edge Executive Search for Item 8

Absent: Councillor Scott Burchett

1. Call to Order

The closed portion of the meeting was called to order by the Mayor at 1:00 pm..

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for **July 16, 2025**, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

[REDACTED]

[REDACTED]

c) Council Debrief

9. Staff Reports – None

10. New Business – None

11. Rise – None

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 2:37pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA SPECIAL COUNCIL
MEETING MINUTES
July 29, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer attended the first part of the meeting virtually
Ken Glover, Recruiter, Human Edge Executive Search attended the meeting in person for the CAO Recruitment matters per Items 8 a, b, c (as amended)

Absent: Councillor Scott Burchett

1. Call to Order

The in-camera portion of the meeting was called to order by the Mayor at 9:00 am.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for **July 29, 2025**, be approved as amended by moving Items 8 c), b), and d) ahead of Item 8 a) and re-ordering the items on the agenda as 8 a), b), and c).

CARRIED

4. Minutes of Previous Meetings - none

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business

John Thomas, Acting CAO/Corporate Officer left the meeting at about 9:10 am

[REDACTED]

[REDACTED]

c) Council Debrief – None

Mayor Baker called a meeting recess (time was not noted) with the In Camera meeting scheduled to resume at 5:30 pm.

The meeting was recalled to order by Mayor Baker at 5:36 pm with the following Council members present.

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson

In Attendance: John Thomas, Acting CAO/Corporate Officer

Absent: Councillor Scott Burchett
Councillor Sue Poulsen

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Recommended Resolutions (one at a time):

Motion to Reduce Quorum

MOVED AND SECONDED

1. THAT Council directs Village legal counsel to commence a court application under *Community Charter* section 129(4) for an order that the quorum of Council members who may discuss and vote on the following matters be reduced to two Council members:
 - a. proceeding with consideration of a motion of censure and related sanctions against two other Councillors for their respective likely contraventions of *Community Charter* section 117 and sections of the Old Code of Conduct (and possibly under sections of the new Code of Conduct) in relation to:
 1. their likely unauthorized disclosure to third parties of information received in confidence and discussed during closed meetings; and
 2. likely disrespectful behaviour towards Village staff; and
 - b. possibly proceeding with court proceedings against at least one other Councillor and possibly another Councillor and possibly Village staff

for possible breaches of confidence, fiduciary duties and knowing assistance for such breaches of fiduciary duty.

CARRIED

9. Staff Reports – None

10. New Business – None

11. Rise

MOVED AND SECONDED

THAT Council rise and report on the final draft of its application to reduce quorum, as finalized at the discretion of Legal Counsel.

CARRIED

12. Adjournment

MOVED AND SECONDED

THAT the meeting be adjourned at 6:29pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Special In Camera Minutes July 29, 2025



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL
MEETING MINUTES
August 8, 2025
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

Absent: Councillor Scott Burchett

1. Call to Order

The closed portion of the meeting was called to order by Mayor Baker at 7:03 pm

2. Introduction of Late Items - none

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for August 8, 2025, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

a) CAO Recruitment

MOVED AND SECONDED

THAT Council approves the appointment of Andrew Young as the Chief Administrative Officer and Corporate Officer for the Village of Sayward effective August 18, 2025.

CARRIED



MOVED AND SECONDED

THAT John Thomas through Owl Vision Inc. cease holding the duties of Acting Chief Administrative Officer and Acting Corporate Officer as of August 17, 2025 while maintaining the Acting Head of the Public Body designation until the completion of existing Freedom of Information (FOI) investigations / matters after which this responsibility will automatically go to Andrew Young.

CARRIED

9. Council Debrief – None

10. Staff Reports – None

11. New Business

a) Gift Basket

MOVED AND SECONDED

THAT Council approve a gift basket for the new Chief Administrative Officer up to a value of \$150.00

CARRIED

12. Rise

MOVED AND SECONDED

THAT Council rise and report on the appointment of Andrew Young as the Chief Administrative Officer and Corporate Officer effective August 18, 2025.

CARRIED

13. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its August 8, 2025 Special In-Camera Council Meeting

CARRIED

Time: 7:27 pm

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
September 16, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

Absent: Councillor Scott Burchett

1. Call to Order

The meeting was called to order by Mayor Baker at 7:47 pm.

2. Introduction of Late Items - None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for September 16, 2025, be approved as presented.

CARRIED

4. Minutes of Previous Meetings - None

5. Delegations - None

6. Council Reports - None

7. Mayor's Report - None

8. Unfinished Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b) Update to Council –

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DRAFT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10. New Business – None

11. Rise and Report – None

12. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its September 16, 2025 Regular In-Camera Meeting

CARRIED

Time: 9:56 pm

Mayor

Corporate Officer

DRAFT - Regular In Camera Minutes Sept 16-2025



**VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES**

**September 30, 2025
COUNCIL CHAMBERS**

Present: Mayor Mark Baker (via Teams)
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson – meeting chair
Councillor Sue Poulsen (via Teams)

In Attendance: Andrew Young, CAO/CO

1. Call to Order

The closed portion of the meeting was called to order by Chair Councillor Johnson at 7:12 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for September 30, 2025, be approved as presented.

Note: Councillor Burchett disrupted the meeting by attempting to record the In Camera meeting using his cell phone after the meeting had been called to order.

After objections were raised by other Council members Councillor Burchett stated that he was no longer recording the meeting which enabled Chair Johnson to call the meeting back to order based on the councillor's word.

Opposed: Councillors Burchett and Poulsen

CARRIED

4. Minutes of Previous Meetings - None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

- a) **Update to Council – Petition Under Community Charter Section 129 to Reduce Quorum ("Petition")**

Note 1: Section 147 of the Community Charter states “A bylaw under section 146 may establish the position of Chief Administrative Officer of the municipality, whose powers, duties, and functions include the following... c) advising and informing the Council on the operations and affairs of the municipality.

“Bylaw 488 – Appointment of Officers Bylaw No. 488, 2022”, Schedule A – Powers, Duties, and Functions of the Chief Administrative Officer (CAO) states under “Legal Advice and Proceedings” “a) obtain legal advice b) authorize lawyers to defend or conduct any action or proceeding in a court of law or before any tribunal, board, or any person, for or on behalf of the municipality” AND under the “Council” section, “e) “Provide advice and recommendation to Council on any matter within Council’s jurisdiction and f) report on any matter of importance to the municipal Council.”

Note 2: Section 100(2) of the Community Charter reads “If a council member attending a meeting considers that the member is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has a) a direct or indirect pecuniary interest in the matter, or b) another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.”

Councillor Burchett and Councillor Poulsen have both previously declared conflict of interest on this matter.

[REDACTED]

Note 4: Section 15(4) of Bylaw 512, Code of Conduct Bylaw states “A Council member is not entitled to review Confidential Information, including a privileged legal opinion, CAO’s report to Council or Staff’s report to Council, or any resolutions passed during an in camera Council meeting which has not been released to the public on a subject matter about which a Council member has declared a conflict of interest.”

Note 5: [REDACTED]

Section 30 of *FIPPA* requires the Village to protect personal information in its custody and control by making reasonable securities arrangements against such risks such as unauthorized use and disclosure.

Section 25.1 of *FIPPA* also prohibits Village staff and its Council members from using, collecting or disclosing personal information except as authorized under *FIPPA*.

Please also note that if a Freedom of Information (FOI) request be submitted for the Petition and supporting Affidavits of Mayor Mark Baker and John Thomas and Exhibits attached to those Affidavits the Village is authorized to refuse to disclosure to a FOI applicant under sections 12, 14, 15(a) and 17 and possibly 15(c) of FIPPA.

Note 6: It is my advice to Council as per the delegated authority that Council ought to maintain the approach it has taken thus far (re. Conflict of Interest). It is in this vein as the Village of Sayward's CAO supporting all of Council that the CAO suggests each member of Council consider whether they have an interest in this matter that warrants a new declaration of or the continuation of a declaration of Conflict of Interest in this specific investigation.

Note 7: It is the CAO's strongest recommendation that Councillor Burchett and Councillor Poulsen both declare a conflict of interest on this matter.

Further, pursuant to sections 116(2)(c) and 132(1) of the *Community Charter*, the Mayor is responsible for presiding at Council meetings when in attendance and the Mayor or the member presiding at a Council meeting must preserve order ... accordingly the CAO recommends that the Mayor NOT ALLOW the meeting to continue with either Councillor Poulsen or Councillor Burchett in attendance.

Note: *Councillor Burchett stated that Mayor Baker and Councillor Coates were both in a conflict of interest. Councillor Burchett then left the meeting at 7:27 pm.*

Note: *Councillor Poulsen stated she was not sure why she is unable to see the redacted agenda. She stated that council members had been allowed to see redacted agendas in the past. She was unable to attend the Council meeting in person or see the in-camera agenda before the meeting. Councillor Poulsen then left the meeting at 7:30 pm.*

Attachments:

[REDACTED]

MOVED AND SECONDED

THAT Council approves the:

[REDACTED]

- [REDACTED]
- iii. Release /disclosure to the public of the Petition and all of the information in the Affidavit of John Thomas, and the Affidavit of Mark Baker and the supporting documents attached as Exhibits to those Affidavits following the filing of the Petition and Affidavits with the Victoria Court Registry.

CARRIED

9. Staff Reports

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b) [REDACTED]

10. New Business

11. Rise and Report

MOVED AND SECONDED

THAT Council rise and report through a press release about the Petition and all of the information in the Affidavit of John Thomas, and the Affidavit of Mark Baker and supporting documents attached as Exhibits to those Affidavits following the filing of the Petition and Affidavits with the Victoria Court Registry.

CARRIED

12. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its September 30, 2025 Special In-Camera Meeting

CARRIED

Time: 9:24 pm

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
October 7, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen (Virtually)

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 7:15 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for October 7, 2025, be approved as presented.

Opposed: Councillors Burchett and Poulsen

CARRIED

Councillor Poulsen expressed concern that she was unable to review the In Camera agenda because she is out of town and is only able to attend the meeting virtually.

Mayor Baker recessed the meeting at 7:21 pm to allow staff to post a copy of the In Camera agenda (redacted for Councillor Poulsen) on Teams so that Councillor Poulsen can review it.

Mayor Baker recalled the meeting to order at 7:37 pm.

Councillor Poulsen was then able to read the unredacted portions of the In Camera agenda with staff scrolling it in Teams.

Councillors Burchett and Poulsen stated that they should have received the In Camera agenda. And further that they do not wish to repeat this experience.

4. Minutes of Previous Meetings – None
5. Delegations – None
6. Council Reports – None
7. Mayor's Report – None
8. Unfinished Business

[illegible]

MOVED and SECONDED

THAT the Village of Sayward be responsible for UBCM grant management for Sayward's Working Waterfront grant application 25-0809-SPF, working closely with the Sayward Futures Society; and

THAT the Village of Sayward be responsible for cost overruns in the unlikely event this project exceeds available funding.

Opposed Councillors Burchett and Poulsen. The vote resulted in a tie. **DEFEATED**

Councillor Johnson returned to Council Chambers at 8:16 pm

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Poulsen declared a conflict of interest and recused herself from the meeting at 8:24 pm. She exited the Teams link and did not return to the meeting.

Councillor Burchett refused to recuse himself from the meeting and stated that he would start recording the proceedings if he is harassed.

Mayor Baker called a meeting recess at 8:35 pm

Mayor Baker recalled the meeting to order at 9:02 pm

10. Staff Reports – none could be presented

11. New Business – None

12. Rise and Report – None

13. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its October 7, 2025 Regular In-Camera Meeting at 9:02 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
October 21, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen (Virtually)

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:30 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for October 21, 2025, be approved as presented.

Opposed: Councillors Burchett and Poulsen

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports – None

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

That Council rise and report on the adoption of the two resolutions to the Union of British Columbia Municipalities (UBCM) specifically:

1. THAT the Village of Sayward be responsible for UBCM grant management for Sayward's Working Waterfront grant application 25-0809-SPF, working closely with the Sayward Futures Society; and
2. THAT the Village of Sayward be responsible for cost overruns in the unlikely event this project exceeds available funding.

Opposed Councillor Poulsen

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its October 21, 2025 Regular In-Camera Meeting at 9:54 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
November 18, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates (Virtually)
Councillor Jason Johnson
Councillor Sue Poulsen (Virtually)

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 7:40 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for November 18, 2025, be approved as presented.

Opposed: Councillors Burchett and Poulsen

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

a) 291 MacMillan Drive Remedial Action – follow up

i. Report to Council - 291 MacMillan Drive Remedial Action follow-up

[REDACTED]

[REDACTED]

- iv. Report to Council dated May 20-2025 entitled 291 MacMillan Drive Remedial Action

MOVED AND SECONDED

THAT Council:

1. Reaffirms the general direction it gave on May 20, 2025 pursuant to Resolution R25/180 to mitigate the nuisance property located at 291 MacMillan Drive;
2. Directs staff to pursue an Information Prosecution ("LFI" – Long Form Information) pursuant to the Offence Act through the BC Court system in order to address and mitigate the nuisance property located at 291 MacMillan Drive; and
3. Directs staff to prepare proposed amendments – for Council to consider in early 2026 – to Village of Sayward Zoning Bylaw No. 309 (as amended) to increase potential fines for bylaw infractions consistent with the provisions of BC's Community Charter.

CARRIED

9. Staff Reports

a) Financial Projection to December 31, 2025

- i. Report to Council – Financial Projection to December 31, 2025

MOVED AND SECONDED

THAT Council directs staff to prepare a reconciliation report for the December 2, 2025 Regular Council meeting based on the following:

1. THAT Council defer the 2025 capital reserve transfers for water and sewer.
2. THAT Council transfer up to \$80,000 from the Growing Communities Fund Reserve for equipment purchases in 2025.
3. THAT Council authorizes the use of unappropriated surplus for any remaining deficit in 2025.
4. THAT Council direct staff to prepare a Revenue Anticipation Bylaw for Council consideration.

Opposed Councillors Burchett and Poulsen

CARRIED

Councillor Burchett left the meeting at 7:48 pm.

Councillor Poulsen signed off and left the meeting at 7:50 pm.

10. New Business (This was an Unscheduled Addition)

a) K'omox First Nation Relations

MOVED AND SECONDED

THAT Council directs staff to contact the K'omox First Nation to seek a Council to Council meeting date with the K'omox First Nation Chief and Council in order to begin developing a better relationship between the two governments, and that the Village

of Sayward send a delegation to the K'omox First Nation for that purpose with Mayor Baker, Councillor Johnson, and CAO Young forming that delegation.

CARRIED

11. Rise and Report

MOVED AND SECONDED

That Council rise and report as follows:

a) With Respect to 291 MacMillan Drive and Remedial Action

2. That Council has reaffirmed the general direction it gave on May 20, 2025 pursuant to Resolution R25/180 to mitigate the nuisance property located at 291 MacMillan Drive;
3. That Council directed staff to pursue an Information Prosecution ("LFI" – Long Form Information) pursuant to the Offence Act through the BC Court system in order to address and mitigate the nuisance property located at 291 MacMillan Drive; and
4. That Council directed staff to prepare proposed amendments – for Council to consider in early 2026 – to Village of Sayward Zoning Bylaw No. 309 (as amended) to increase potential fines for bylaw infractions consistent with the provisions of BC's Community Charter.

b) With Respect to the Financial Projection to December 31, 2025

1. That Council directs staff to make public the information contained in the Financial Projection to December 31, 2025 at the next Regular Council meeting.

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its November 18, 2025 Regular In-Camera Meeting at 8:45 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
IN-CAMERA COUNCIL MEETING MINUTES
December 2, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates (Virtually)
Councillor Jason Johnson
Councillor Sue Poulsen

Absent: Councillor Scott Burchett

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:20 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for December 2, 2025, be approved as amended by moving item 9a Finance and Administration Staffing to appear as item 8a and renumbering the agenda accordingly.

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

a) Finance and Administration Staffing

On November 18, 2025, CFO Lisa Clark gave her notice of resignation, which resignation is to take effect on December 31, 2025.

Since Lisa Clark will be leaving the Village of Sayward's employment very soon, it will be necessary to begin the process to recruit a new CFO for the Village as soon as possible. The Village may be able to secure short-term (contract) financial staff support through the Local Government Management Association (LGMA); however, the Village will need to find a new permanent CFO to help sustain its operations. While the Village could try recruiting a new CFO on its own, it may be more effective to work with a recruiter with a proven track record (i.e., Ken Glover at Human Edge).

MOVED AND SECONDED

THAT Council authorizes staff to move forward with Ken Glover at Human Edge Executive Search and two other firms to seek proposals for the recruitment of a new Chief Financial Officer for the Village of Sayward.

CARRIED

b) Re-Appointment of Municipal Advisor – John Thomas

At the August 8, 2025 Special In Camera meeting the Village of Sayward Council resolved that "John Thomas through Owl Vision Inc. [would] cease holding the duties of Acting Chief Administrative Officer and Acting Corporate Officer as of August 17, 2025 while maintaining the Acting Head of the Public Body designation until the completion of existing Freedom of Information (FOI) investigations / matters after which this responsibility will automatically go to Andrew Young." While it appears that those responsibilities have now largely been discharged, it is clear that the Village of Sayward would benefit from Mr. Thomas' continued advice and services given Mr. Thomas's background, knowledge and familiarity of various ongoing investigations, and legal proceedings, including administrative tribunal proceedings, which the Village of Sayward is still engaged or is a party to.

MOVED AND SECONDED

THAT Council appoints John Thomas through Owl Vision Inc as Municipal Advisor to the Village of Sayward for the purpose of providing support and advice to the municipality on the various investigations, administrative tribunal proceedings and legal proceedings which the Village of Sayward is still engaged with or is a party to including but not limited to the Village's application to reduce Village Council quorum (Re: The Village of Sayward in the Matter of Section 129 of the Community Charter, SBC 2003, c. 26, SCBC, Victoria Registry No. 2512336).

Opposed Councillor Poulsen

CARRIED

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Poulsen recused herself from the meeting at 8:47 pm

Mayor Baker called a meeting recess at 8:57 pm

Mayor Baker recalled the meeting to order at 9:05 pm

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Staff Reports – None

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

That Council rise and report as follows:

- a) With Respect to Re-Appointment of Municipal Advisor – John Thomas

THAT Council appoints John Thomas through Owl Vision Inc as Municipal Advisor to the Village of Sayward for the purpose of providing support and advice to the municipality on the various investigations, administrative tribunal proceedings and legal proceedings which the Village of Sayward is still engaged with or is a party to including but not limited to the Village's application to reduce Village Council quorum (Re: The Village of Sayward in the Matter of Section 129 of the Community Charter, SBC 2003, c. 26, SCBC, Victoria Registry No. 2512336).

Opposed Councillor Poulsen

CARRIED

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its December 2, 2025 Regular In-Camera Meeting at 9:39 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
December 16, 2025
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates (Virtually)
Councillor Jason Johnson

Absent: Councillor Scott Burchett
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:08 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for December 16, 2025, be approved as presented

CARRIED

4. Minutes of Previous Meetings

CAO Young read the following statement ...

In response to paragraphs 24, 37 to 42, 43, 46, 47, 48 and 50 of Part 5 of the Response to Petition, and paragraph 24 of the Affidavit of Councillor Burchett, sworn December 5, 2025 and paragraph 16 of the Affidavit of Councillor Poulsen, sworn December 8, 2025, I asked Mayor Baker to declare on December 16, 2025 and during a special in camera/closed Village Council meeting as he did during the September 30, 2025 in camera/closed Village Council meeting through the statements at paragraphs 13 of 15 of his draft Affidavit presented to Village Council on September 30, 2025 that Mayor Baker has a conflict of interest on the basis of having another interest in the matter, being a reasonable apprehension of bias or disqualifying bias, and in relation to the sought Order that Village Council May Proceed to Consider a Censure Motion and Order that Village Council May Consider Commencing Court Proceedings (together, the "Two Sought Orders").

Mayor Baker then declared a conflict-of-interest respecting items 4 a, b, and c and recused himself. He left the Council Chamber at 8:10 pm

The Recommended Resolutions were:

- a) THAT the partially REDACTED minutes and agenda for the Regular In Camera Meeting held on June 3, 2025 be adopted as presented [or as amended].
- b) THAT the partially REDACTED minutes and agenda for the Special In Camera Meeting held on September 30, 2025 be adopted as presented [or as amended].
- c) THAT the partially REDACTED minutes and agenda for the Regular In Camera Meeting held on October 7, 2025 be adopted as presented [or as amended].

Councillors Coates and Johnson on their own did not comprise a Council quorum so no action could be taken on items 4 a, b, and c.

Mayor Baker was recalled to the Council Chamber at 8:15 pm whereupon the required Council quorum of three Council members was restored, and other Council business could proceed.

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports – None

10. New Business

- a) Recruitment of new Chief Financial Officer (CFO)

MOVED AND SECONDED

THAT Council accepts the CFO recruitment proposal provided by Ken Glover, Principal, Human Edge Recruitment & Consulting Services dated December 12, 2025 for \$17,500; and

THAT Council authorizes the Mayor and CAO to contract the Village of Sayward with Ken Glover, Principal, Human Edge Recruitment & Consulting Services to help find a new Chief Financial Officer (CFO) for the municipality.

CARRIED

11. Rise and Report

That Council rise and report as follows:

- a) With Respect to Recruitment of new Chief Financial Officer (CFO)

THAT Council accepts the CFO recruitment proposal provided by Ken Glover, Principal, Human Edge Recruitment & Consulting Services dated December 12, 2025 for \$17,500; and

THAT Council authorizes the Mayor and CAO to contract the Village of Sayward with Ken Glover, Principal, Human Edge Recruitment & Consulting Services to help find a new Chief Financial Officer (CFO) for the municipality.

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its December 16, 2025 Special In-Camera Meeting at 8:21 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Special In Camera Minutes Dec 16-2025



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
January 11, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates (Virtually)
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by presiding Chair Councillor Johnson at 1:15 pm.

[REDACTED]

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for January 11, 2026, be approved as presented.

Opposed Councillors Burchett and Poulsen

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business

a) **Update to Council – Petition Under Community Charter Section 129 to Reduce Quorum (“Petition”)**

Mayor Baker declared a Conflict of Interest regarding this matter and recused himself from the meeting at 1:54 pm.

Councillor Burchett declared a Conflict of Interest regarding this matter and recused himself from the meeting at 1:55 pm.

Councillor Poulsen declared a Conflict of Interest regarding this matter and recused herself from the meeting at 1:55 pm.

Chair Johnson called for a meeting recess at 1:57 pm

At 1:57 pm Chair Johnson observed that Councillor Poulsen had left the meeting with the In Camera materials.

CAO Young left the Council Chambers at 1:58 pm to find Councillor Poulsen to recover the In Camera documents she had removed. CAO Young found Councillors Poulsen and Burchett walking outside and away from the Kelsey Recreation Centre (KRC). CAO Young spoke briefly with Councillor Poulsen and asked that she return the In Camera materials that she had taken from the meeting. Councillor Poulsen refused to do so. Instead, she gave the CAO her copy of the public version of the meeting agenda. Councillor Burchett laughed at Councillor Poulsen’s response to the CAO. This encounter was witnessed by Mayor Baker who was standing near the Council members entry door to the KRC.

CAO Young returned to the Council Chambers and reported to Chair Johnson and Councillor Coates what had occurred. [REDACTED]

CAO Young returned to the Council Chambers at 2:20 pm.

Chair Johnson recalled the meeting to order at 2:20 pm.

[REDACTED]

Mayor Baker was recalled to the Council Chamber at 2:21 pm whereupon the required Council quorum of three Council members was restored, and other Council business could proceed.

9. Staff Reports – None

10. New Business – None

11. Rise and Report – None

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its January 11, 2026 Special In-Camera Meeting at 2:23 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Special In Camera Minutes Jan 11-2026



VILLAGE OF SAYWARD
REGULAR IN-CAMERA COUNCIL MEETING MINUTES
January 27, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates (Virtually)
Councillor Jason Johnson

Absent: Councillor Scott Burchett
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:01 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for January 27, 2026, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports

[REDACTED]

[REDACTED]

b) Chief Financial Officer recruitment update – verbal report by CAO

The CAO provided Council with a brief update on the status of the recruitment process to find a new CFO for the Village of Sayward.

10. New Business – None

11. Rise and Report – None

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its January 27, 2026 Regular In-Camera Meeting at 8:17 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
REGULAR IN-CAMERA COUNCIL MEETING MINUTES
February 24, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:19 pm.

2. Introduction of Late Items

Mayor Baker requested a Mayor's Report be added to the agenda so that Sayward Council can consider whether or not to direct the Village's Chief Administrative Officer (CAO) to contact the Inspector of Municipalities with the Ministry of Housing and Municipal Affairs (BC) to request a forensic audit of legal fees incurred by the Village of Sayward in the past few years.

Councillor Burchett declared a conflict of interest regarding this matter and recused himself from the meeting at 8:20 pm.

MOVED AND SECONDED

THAT a Mayor's Report be added to the agenda before 4. Minutes of Previous Meetings on the Agenda – so that Sayward Council can consider whether or not to direct the Village's Chief Administrative Officer (CAO) to contact the Inspector of Municipalities with the Ministry of Housing and Municipal Affairs (BC) to request a forensic audit of legal fees incurred by the Village of Sayward in the past few years – and that the agenda be renumbered accordingly.

CARRIED

Councillor Burchett returned to the Council Chamber at 8:24 pm.

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for February 24, 2026, be approved as amended with the Mayor's Report to appear before 4. Minutes of Previous Meetings and that the agenda be renumbered accordingly.

Opposed Councillor Burchett

CARRIED

Councillor Burchett declared a conflict of interest regarding the next item on the agenda and recused himself from the meeting at 8:27 pm.

4. Mayor's Report

a) Question regarding Forensic Audit request - Village of Sayward

Does Sayward Council wish the Village's Chief Administrative Officer (CAO) to contact the Inspector of Municipalities with the Ministry of Housing and Municipal Affairs (BC) to request a forensic audit of legal fees incurred in the past few years? Yes or No ?

MOVED AND SECONDED

THAT COUNCIL DOES NOT wish the Village's Chief Administrative Officer (CAO) to contact the Inspector of Municipalities with the Ministry of Housing and Municipal Affairs (BC) to request a forensic audit of legal fees incurred in the past few years

- Opposed Councillor Poulsen

CARRIED

Councillor Burchett returned to the Council Chamber at 8:47 pm.

5. Minutes of Previous Meetings – None

6. Delegations

- a) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. Council Reports – None

8. Unfinished Business – None

9. Staff Reports

a)

[REDACTED]

[REDACTED]

- b) Chief Financial Officer (CFO) recruitment update – verbal report by CAO
- CAO Young informed Council that the recruitment process to find a new CFO for the Village of Sayward has not gone well. The Village of Sayward is sadly unable to attract suitable candidates to fill the position due to the Village's location and relative isolation, the comparatively low salary for the position, and the Village's currently poor governance reputation. After much work and many interviews, it was concluded that the best course of action for the Village is to look for a financial consultant who can provide the services the Village needs at least for 2026. Consistent with the CAO's February 6, 2026 memorandum to Council, the CAO pointed out that the advantage of taking this approach is it may help reduce costs for the municipality and provide for some flexibility to hire casual staff support for the Office Administrator. The CAO stated that he hopes to secure the services of a suitable Financial Consultant very soon. The CAO informed Council that the financial consultant idea will be formally brought forward as part of the Village's proposed 2026-2030 Financial Plan which will be presented to Council in March.

10. New Business – None

11. Rise and Report – None

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its February 24, 2026 Regular In-Camera Meeting at 10:21 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
REGULAR IN-CAMERA COUNCIL MEETING MINUTES
March 24, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 7:38 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the In-Camera meeting of Council for March 24, 2026, be approved as presented.

Opposed Councillor Burchett

CARRIED

4. Minutes of Previous Meetings – None

5. Delegations

- a. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. Council Reports – None

7. Mayor's Report

8. Unfinished Business – None

9. Staff Reports

a. MacMillan Drainage Area Project – verbal report by CAO

- i. MacMillan Drainage Area Project Phase 1 overview and cost estimate
- ii.

MOVED AND SECONDED

THAT Council approves Phase 1 of the MacMillan Drainage Area project as described by McElhanney Consulting Ltd in the presentation given to Sayward Council on March 24, 2026, and authorizes Village of Sayward staff and McElhanney Consulting Ltd to issue a public tender for Phase 1 of the MacMillan Drainage Area project with the expectation that the Phase 1 work be completed in 2026.

CARRIED

- b.** [REDACTED]
- i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
 - vi. [REDACTED]
 - vii. [REDACTED]
 - viii. [REDACTED]
 - ix. [REDACTED]
 - x. [REDACTED]
 - xi. [REDACTED]
 - xii. [REDACTED]
 - xiii. [REDACTED]
 - xiv. [REDACTED]
 - xv. [REDACTED]
 - xvi. [REDACTED]
 - xvii. [REDACTED]
 - xviii. [REDACTED]
 - xix. [REDACTED]
 - xx. [REDACTED]
 - xxi. [REDACTED]
 - xxii. [REDACTED]
 - xxiii. [REDACTED]
 - xxiv. [REDACTED]
 - xxv. [REDACTED]
 - xxvi. [REDACTED]
 - xxvii. [REDACTED]
 - xxviii. [REDACTED]
 - xxix. [REDACTED]
 - xxx. [REDACTED]

c. 2026 Local Government Elections Appointments

MOVED AND SECONDED

THAT Council rescind the appointments of Andrew Young, CAO, as Chief Election Officer, and Jennifer Redshaw, Office Administrator, as Deputy Chief Election Officer for the 2026 Local Government Election.

Opposed Councillor Poulsen

CARRIED

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

THAT Council rise and report as follows:

a) With Respect to MacMillan Drainage Area Project Rescope – Item 9a

THAT Council approved Phase 1 of the MacMillan Drainage Area project as described by McElhanney Consulting Ltd in the presentation given to Sayward Council on March 24, 2026, and authorized Village of Sayward staff and McElhanney Consulting Ltd to issue a public tender for Phase 1 of the MacMillan Drainage Area project with the expectation that the Phase 1 work be completed in 2026.

b) 2026 Local Government Elections Appointments – Item 9c

THAT Council rescinded the appointments of Andrew Young, CAO, as Chief Election Officer, and Jennifer Redshaw, Office Administrator, as Deputy Chief Election Officer for the 2026 Local Government Election.

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its March 24, 2026 Special In-Camera Meeting at 9:27 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - Regular In Camera Minutes March 24-2026



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
May 7, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer
Jeannie Bradburne, CPA, Financial Consultant, Pacific Coastal Consulting

Gaby Martin, CPA, Partner, Chan Nowosad Boates Chartered Professional Accountants (CNB Accountants) – Municipal Auditors

1. Call to Order

The meeting was called to order by Mayor Baker at 5:03 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Special In-Camera meeting of Council for May 7, 2026, be approved as amended to receive the staff report and presentation titled Village of Sayward Dissolution Report immediately before Item 5 Delegations.

Opposed Councillors Burchett and Poulsen

CARRIED

4. Minutes of Previous Meetings – None

5. Staff Reports

a. Village of Sayward Dissolution Report prepared by Jeannie Bradburne, CPA, Pacific Coastal Consulting

Ms. Jeannie Bradburne joined the meeting virtually at 5:05 pm

- i. Village of Sayward Dissolution Report – dated May 5, 2026
- ii. Presentation slides regarding Village of Sayward Dissolution Report

MOVED AND SECONDED

THAT the Village of Sayward Dissolution Report and presentation be received by Council for information and discussion and accepted as presented.

Opposed Councillors Burchett and Poulsen

CARRIED

MOVED AND SECONDED

THAT the Sayward Dissolution Report and presentation slides be presented to the public at the Regular Council meeting scheduled for May 12, 2026.

Opposed Councillors Burchett and Poulsen

CARRIED

Ms. Jeannie Bradburne exited the meeting virtually at 6:01 pm

Mayor Baker called a meeting recess at 6:01 pm

Mayor Baker called the meeting back to order at 6:06 pm

6. Delegations

a. Ms. Gaby Martin, CPA, Partner with Chan Nowosad Boates Accountants

In-Person presentation of 2025 Audited Financial Statements [REDACTED]

i. 2025 Audited Financial Statements [REDACTED]

MOVED AND SECONDED

1. THAT the 2025 Audited Financial Statements [REDACTED] be received by Council for information and discussion and accepted as presented.

Opposed Councillors Burchett and Poulsen

CARRIED

MOVED AND SECONDED

2. THAT the 2025 Audited Financial Statements be approved by Council at the Special Council meeting being held on May 7, 2026 at 7:00 pm.

Opposed Councillors Burchett and Poulsen

CARRIED

7. Council Reports – None

8. Mayor's Report – None

9. Unfinished Business – None

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

THAT Council rise and report as follows with respect to the Village of Sayward Dissolution Report and presentation prepared by Jeannie Bradburne, CPA, Pacific Coastal Consulting ... THAT the Village of Sayward Dissolution Report and presentation slides be accepted by Council and that this information be presented to the public at the Regular Council meeting scheduled for May 12, 2026.

Opposed Councillors Burchett and Poulsen

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its May 7, 2026 Special In-Camera Meeting at 7:05 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
REGULAR IN-CAMERA COUNCIL MEETING MINUTES
May 26, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson

Absent: Councillor Scott Burchett
Councillor Sue Poulsen

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 7:52 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Regular In-Camera meeting of Council for May 26, 2026, be approved as presented.

CARRIED

4. Minutes of Previous Meetings – None

5. Petitions and Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports

a. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

c.

[REDACTED]

MOVED AND SECONDED

[REDACTED]

[REDACTED]

[REDACTED]

CARRIED

d. Requests for Information by Councillor Burchett regarding:

- i. Pro Bono Legal Services by Phoenix Law in relation to PPLA Hearing

Staff Comment: This matter was formally addressed by the Village's CAO through an open letter to the community on April 28, 2026.

and

- ii. Preparation of legal affidavits to support the Village of Sayward and possible overlap with independent legal proceedings.

Staff Comment:

Andrew LaCroix is legal counsel for Mark Baker in his defamation proceedings against John France. As legal counsel for Mark Baker, Andrew LaCroix attended to the swearing and preparation of the Affidavits filed in support of Mark Baker's defamation proceedings against John France. After an affidavit has been filed with a Court Registry it becomes a public document.

Councillor Burchett and members of the public can obtain copies of and review at the Duncan Court Registry (and in the matter of Mark Baker v. John France, British Columbia Supreme Court, Duncan Registry No. DUN-S-S-22667) the following Affidavits all of which were sworn before Andrew LaCroix and filed in Mark Baker's defamation proceedings against John France: the Affidavit of Keir Gervais, sworn January 20, 2026; Affidavit of Tom Tinsley, sworn January 21, 2026; Affidavit of Kohen Gilken, sworn February 3, 2026; Affidavit of Mark Baker, sworn January 21, 2026; Affidavit of Janet Baker, sworn January 21, 2026; and Affidavit of Melissa Holmes, sworn January 22, 2026.

Further Staff Comment:

Council is advised that requests for information such as the foregoing ones can consume a great deal of staff time.

Respectfully, Councillor Burchett's request for information about Andrew LaCroix's preparation of Affidavits is more appropriate for Councillor Burchett to discuss with his own legal counsel and what if any investigation could be done and to pierce privilege.

MOVED AND SECONDED

THAT Council directs that no further work be undertaken by Village staff in response to these requests, and other such requests in the future, unless the requests are first authorized by a Council resolution; which is consistent with the provisions of Sayward's Council Code of Conduct Bylaw (especially Sections 31 and 32 of the consolidated version of the bylaw).

CARRIED

e.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- f. **Consideration of eleven proposed motions from Councillor Poulsen – the following items were shared by email with Council and the CAO on Wednesday, May 20, 2026 at 10:51 am.**

Staff Comment/s:

Councillor Poulsen requested that these items be added to the May 26, 2026 Regular Council meeting. The items listed here were placed on the In-Camera agenda for Council's consideration due to their legal nature and sensitivity. Council may choose to rise and report on them but can only do that by voting to do so. Additional comments from staff follow each item.

1. **Motion: Removal of Mark Baker as mayor for the Village of Sayward.**

Comment: This matter is governed by the Council Code of Conduct. It is important as well to note that Council lacks the authority to remove the Village's mayor.

2. **Motion: Forensic Audit to include the years of 2023, 2024, 2025 and to produce all financial in-camera meeting minutes to account for all approved resolutions authorizing expenditures.**

Comment: CNB the Village's auditors have recently given the Village of Sayward an unqualified clean audit report. They have previously stated there is no need for a forensic audit. Further, Council has already voted on this matter and decided that the Village did not need to have a forensic audit conducted.

3. Motion:

4. Motion:

5. Motion: Investigation into the editing of council meetings. Provide original copies of recordings for council. Immediate posting of unedited council meetings.

Comment: Explanations regarding the handling and care of Council meeting video recordings have previously been provided to Council. As noted, editing of posted recordings is limited to removing meeting recesses and non-meeting portions of the recordings (i.e., before the meeting starts, and after the meeting ends). The Village of Sayward is the owner of the recordings not Council or third parties for that matter. It should be noted that Councillors Burchett and Poulsen's lawyer received full copies of several video recordings of Council meetings in the fall of 2023 and in relation to the then consideration of whether to proceed with a motion of censure and related sanctions against Councillor Burchett and also this year after Councillor Burchett and Councillor Poulsen decided to oppose the Village's Petition/application under *Community Charter* section 129 and after they received courtesy copies of the Village's Petition and supporting Affidavits.

6. Motion: Record all in-camera meetings and adjust the procedural bylaw to reflect proper ways to review meetings at councils' discretion.

Comment: Over the years Council and Council members have made different In Camera decisions regarding the desirability to record in-camera meetings. As related to Council previously the meeting recordings were used by Village staff to assist with the preparation of meeting

minutes. The recordings were never intended to serve as a research tool for Council members. If, however, Council wishes to make the video recordings of in-camera Council meetings available for such purposes it will then be necessary for Council to amend the Council Procedure Bylaw. If that is to be done, then it will be necessary to establish some safety protocols to ensure those records are handled appropriately, and not given to unauthorized parties, misused, or removed from the Village's custody.

7. Motion:

[REDACTED]

[REDACTED]

8. Motion:

[REDACTED]

[REDACTED]

9. Motion:

[REDACTED]

[REDACTED]

10. Motion:

[REDACTED]

[REDACTED]

11. Motion:

MOVED AND SECONDED

THAT Council resolves that with respect to Items 1 through 11 inclusive under 9 f) that Council takes no further action on these vexatious and frivolous allegations brought forward by Councillor Poulsen.

CARRIED

10. New Business

a.

11. Rise and Report

MOVED AND SECONDED

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its May 26, 2026 Special In-Camera Meeting at 8:59 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - REGULAR In Camera Minutes May 26-2026



VILLAGE OF SAYWARD
REGULAR IN-CAMERA COUNCIL MEETING MINUTES
June 9, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen (Attending Virtually via Team)

Absent: Councillor Scott Burchett

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:04 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Regular In-Camera meeting of Council for June 9, 2026, be approved as presented. **CARRIED**

4. Minutes of Previous Meetings – None

5. Petitions and Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports

a. Appointment of Chief Election Officer

Section 58(1) of the Local Government Act (LGA) requires that local governments appoint a Chief Election Officer (CEO) to carry out the responsibilities for conducting an election. The LGA also empowers the CEO to appoint election officials required for the administration and conduct of the election.

Village staff are pleased to report that a prospective Chief Election Officer has been found to support the Village of Sayward's 2026 General Election. Chris Coates began his career in local government in the early 1980's with the Ministry of Municipal Affairs. In 1989 he moved into local government directly and for the next 26 years was a Chief Administrative Officer (CAO) and Chief Financial Officer (CFO) for five small local governments in the Cariboo, Kootenays, Lower Mainland, Shuswap, and Greater Victoria. In 2015 Mr. Coates joined the City of Victoria as the City Clerk retiring in 2021. After 13 months of retirement, Mr. Coates joined the District of Oak Bay for 18 months as Director of Corporate Services and Corporate Officer before re-retiring at the end of 2023. Chris Coates is an Advisor for the District of Saanich for the Victoria – Saanich Citizen's Assembly on Amalgamation and has done contract work for the District of Oak Bay and District of North Saanich. Mr. Coates possesses extensive Chief Election Officer experience with local governments throughout British Columbia. Village staff will provide support to Mr. Coates so that he can conduct preliminary CEO duties remotely. He will be in Sayward in person to oversee the Advance Poll on October 7, 2026 and the General Election on October 17, 2026.

MOVED AND SECONDED

THAT SAYWARD COUNCIL appoints Chris Coates as Chief Election Officer for the 2026 Local Government Election, with power to appoint other election officials as required for the administration and conduct of the 2026 Local Government Election pursuant to Section 58 of the Local Government Act.

CARRIED

b. Proposal to Rise and Report on In Camera Items (November 2022 to Present)

BACKGROUND

The following outlines the process for rising and reporting in-camera votes, ensuring transparency while safeguarding confidential information in accordance with municipal best practices and legislative requirements in British Columbia.

DISCUSSION

Municipal councils frequently hold in-camera (closed) meetings to discuss matters that require confidentiality. These meetings are governed by the Community Charter, which permits councils to deliberate in-camera on specific issues such as legal matters, labour relations, and land negotiations. While decisions made in-camera must sometimes remain confidential, it is equally important to release information when it no longer affects ongoing matters.

It is important to differentiate between confidential information that has bearing on other ongoing matters and confidential information that no longer has any bearing on ongoing matters. If a matter is deemed to have importance to another ongoing matter, it is strongly advised that this information be withheld until such time as the ongoing matter is concluded.

Process for Rising and Reporting Votes:

- i. **Council Decision to Rise and Report:** At the conclusion of an in-camera discussion, Council may pass a resolution to “rise and report” on decisions **that no longer require confidentiality**. Once a resolution to rise and report is adopted, staff will work to issue a press release with the corresponding information and post it online and in the package of the next Regularly Scheduled Council meeting.
- ii. **Determining What Can Be Released:** Staff will review in-camera decisions and recommend which items can be disclosed publicly. **Generally, Council decisions that no longer have a bearing on any existing or future matter before Council should be considered for release.**
- iii. **Formal Reporting:** **Once approved, in-camera decisions will be publicly reported** through Council meeting minutes or a summary report.
- iv. **Timing of Disclosure:** **Information should only be released when there is no risk to legal, financial, or strategic interests of the municipality.**

Information That Must Remain Confidential:

While transparency is a priority, certain in-camera matters must remain confidential to protect the interests of the municipality. These include:

- **Solicitor-Client Privilege:** Legal advice provided to the municipality must remain privileged unless explicitly waived by Council.
- **Labour Relations and Human Resources:** Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations.
- **Land, Legal, and Financial Matters:** Information related to property transactions, ongoing legal proceedings, or sensitive financial negotiations should not be disclosed until the matter is fully resolved.

The proper rising and reporting of in-camera votes balances transparency with the need for confidentiality. Council should ensure that decisions are released when appropriate while continuing to safeguard sensitive information. Staff will continue to monitor and provide recommendations on items suitable for public disclosure.

The foregoing matters were considered by Council as part of the April 1, 2025 In Camera Council Meeting agenda. After considering these matters Council adopted the following resolution (Resolution #18 April 1-2025 In Camera Meeting). A copy of the associated staff report is attached to this agenda for Council's reference (Attachment #1).

MOVED AND SECONDED

THAT Council endorse the outlined process for rising and reporting in-camera votes and direct staff to prepare a rise and report as soon as practicable covering the periods 2023 and 2024.

CARRIED (Unanimously)

PRESENT DAY – The need for Transparency

Following the May 8, 2026 decision by Justice Hamilton in *Baker v. France*, 2026 BCSC 850 (copy of that decision is attached to the agenda with sections highlighted – Attachment # 2), and Justice Hamilton's finding at paragraphs 98, 46, and 128 of that decision that there was a lack of transparency in how complaints about Mayor Baker were dealt with, and in follow up to Village Council's April 1, 2025 motion related to rising and reporting of *in camera* matters, staff are seeking that Village of Sayward Council consider rising and reporting on various *in camera* matters that have been dealt with by the current Council since it was sworn in on November 1, 2022. Not only will this help make many of the in-camera decisions made since then by Sayward Council transparent to the public, it will also help minimize the likelihood of potential future harms to the Village of Sayward in the event of unauthorized disclosure of in camera information. The Village Council can mitigate those risks as well by rising and reporting on as much as possible of its in-camera meeting agendas and associated minutes since the Council took office on November 1, 2022.

Justice Hamilton's May 8, 2026 decision in *Baker v. France*, 2026 BCSC 850 and John France's September 23, 2025 sworn Affidavit filed (Attachment #3 to this agenda) and Talia Clark's September 7, 2025 sworn Affidavit (Attachment #4 to this agenda) were considered in Justice Hamilton's decision and the following Affidavits were also presented to Justice Hamilton and filed in those proceedings: the Affidavit of Keir Gervais, sworn January 20, 2026, Affidavit of Tom Tinsley, sworn January 21, 2026, Affidavit of Kohen Gilken, sworn February 3, 2026, Affidavit of Mark Baker, sworn January 21, 2026, Affidavit of Janet Baker, sworn January 21, 2026 and Affidavit of Melissa Holmes, sworn January 22, 2026.

Justice Hamilton's May 8, 2026 decision in *Baker v France*, 2026 BCSC 850 and the above mentioned Affidavits address the point of releasing (Rising and Reporting) information when it no longer affects ongoing matters or is confidential. As such, following a review of the Village's *in camera* records it is recommended that Sayward Council Rise and Report on the following In-Camera meeting records (copies of all of these documents are attached to this agenda for Council's reference).

1. 2022-07-25 emails -- FW_ LGMA Job Circular, News, and Program Updates - Week of July 25, 2022
2. a. 2022-12-16 and 2022-12-15 emails -- Fwd FOIPPA Privacy Management Programs and Mandatory Privacy Breach Notifications
2. b. 2022-11-28 -- Order in Council 638 re Privacy Breaches FOIPPA Amendment Act
2. c. 2022-11-28 -- Privacy Management Ministerial direction effective Feb 1-2023
2. d. 2022-12-01 -- Privacy Management Program Guidance - for Public Bodies
2. e. 2022-12-01 -- Guidance on Mandatory Privacy Breach Notifications - Province BC updated Feb 25-2025
3. 2023-02-19, 2023-02-20, 2023-03-20, and 2023-03-26 -- Burchett and Clark Complaints
4. 2023-02-22 -- 2.22.23 emails among Keir Gervais Cllr Burchett Talia Clark and copied to Lisa Clark -- Redacted
5. a. 2023-04-12 -- IN CAMERA Agenda - April 12 2023 with Keir Gervais notes -- script
5. b. 2023-04-12 -- Certified Resolution - IC23-34, April 12, 2023
6. 2023-04-20 -- Notes -- Jerry Berry and Gary Nason re meetings with Mark Baker and Scott Burchett
7. 2023-05-03 -- Certified Copy of Motion IC 23-38 May 3 2023
8. 2023-05-04 -- Redacted 2023-05-04 Keir Gervais Memo to JB Consultants re meeting with Cncl Burchett
9. a. 2023-05-07 -- Mayor Baker Apology Letters to T. Clark and Cllr Burchett
9. b. 2023-05-07 letter -- Apology Letter to C. Gilkin
9. c. 2023-05-07 letter -- Apology Letter to C. Poulsen
9. d. 2023-05-07 letter -- Apology Letter to C. Tinsley
10. 2023-05-12 memo -- Mayor Baker May 12 2023 Memo
11. 2023-05-18 emails -- John France unsolicited May 18 2023 emails to Keir Gervais
12. 2023-05-23 -- Councillor Burchett's May 23 2023 cover email with Motions for June 6-2023 Regular agenda and In-Camera agenda

13. 2023-05-23 -- Councillor Burchett June 6 2023 Council Meeting Motions - moved to June 6-2023 In Camera
14. 2023-06-20 -- Redacted IN CAMERA Agenda - June 20, 2023
15. 2023-06-20 -- Redacted 2023-06-20 Update to Council by Keir Gervais
16. 2023-06-20 -- Redacted June 20 2023 IC Minutes
17. 2023-08-04 letter -- Letter to OIPC re Privacy Breach Notification, 04082023-2
18. 2023-08-11 thru 2024-09-10 emails re -- FW_ OIPC File F23-93977_ Breach Notification - The Village of Sayward – Redacted
19. 2023-08-15 -- letter from Cllr Tinsley to Cllr Burchett re Appointment to Examine Councillor Burchett
20. 2023-09-05 -- Affidavit of Service Appointment for Examination - Cllr Sue Poulsen
21. 2023-08-21 – Affidavit of Service and Appointment for Examination - John France
22. 2023-10-11 email -- email from C. Poulsen to CFO L. Clark
23. 2024-03-22 letter -- OIPC file F23-93977 - Breach Monitoring Letter – Redacted
24. 2024-04-16 -- REDACTED In-Camera Agenda w RTC - Rise and Report Some In-Camera Information and Documents
25. 2025-04-01 -- Certified Resolution #18 - April 1, 2025 In-Camera Meeting
26. 2026-03-16 -- Facebook postings by Sue Poulsen - Councillor

Please be advised there are still some portions of these documents that must remain In-Camera for the reasons provided earlier (i.e., Solicitor-Client Privilege: Legal advice provided to the municipality must remain privileged unless explicitly waived by Council; and Labour Relations and Human Resources: Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations). Some of these documents have been redacted for these reasons.

MOVED AND SECONDED

THAT SAYWARD COUNCIL authorizes the immediate public release of the following documents:

1. 2022-07-25 emails -- FW_ LGMA Job Circular, News, and Program Updates - Week of July 25, 2022
2. a. 2022-12-16 and 2022-12-15 emails -- Fwd FOIPPA Privacy Management Programs and Mandatory Privacy Breach Notifications
2. b. 2022-11-28 -- Order in Council 638 re Privacy Breaches FOIPPA Amendment Act
2. c. 2022-11-28 -- Privacy Management Ministerial direction effective Feb 1-2023

2. d. 2022-12-01 -- Privacy Management Program Guidance - for Public Bodies
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3. 2023-02-19, 2023-02-20, 2023-03-20, and 2023-03-26 -- Burchett and Clark Complaints
4. 2023-02-22 -- 2.22.23 emails among Keir Gervais Cllr Burchett Talia Clark and copied to Lisa Clark – Redacted
5. a. 2023-04-12 -- IN CAMERA Agenda - April 12 2023 with Keir Gervais notes – script
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10. 2023-05-12 memo -- Mayor Baker May 12 2023 Memo
11. 2023-05-18 emails -- John France unsolicited May 18 2023 emails to Keir Gervais
12. 2023-05-23 -- Councillor Burchett's May 23 2023 cover email with Motions for June 6-2023 Regular agenda and In-Camera agenda
13. 2023-05-23 -- Councillor Burchett June 6 2023 Council Meeting Motions - moved to June 6-2023 In Camera
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22. 2023-10-11 email -- email from C. Poulsen to CFO L. Clark

- 23. 2024-03-22 letter -- OIPC file F23-93977 - Breach Monitoring Letter – Redacted
- 24. 2024-04-16 -- REDACTED In-Camera Agenda w RTC - Rise and Report Some In-Camera Information and Documents
- 25. 2025-04-01 -- Certified Resolution #18 - April 1, 2025 In-Camera Meeting
- 26. 2026-03-16 -- Facebook postings by Sue Poulsen – Councillor

AND

- 27. Attachment 1 – Confirmation of the Process for Rising and Reporting – In Camera report to Sayward Council dated April 1-2025

Opposed Councillor Poulsen

CARRIED

The following attachments (Attachments 2 to 9 inclusive) are included for context for the proposed rise and report on the above documents, they themselves do not need to be risen and reported on.

Attachment #2 – Justice Hamilton's May 8, 2026 decision in Baker v. France, 2026 BCSC 850;

Attachment #3 – Affidavit of John France, sworn September 23, 2025

Attachment # 4 – Affidavit of Talia Clark, sworn September 7, 2025

Attachment #5 – Affidavit of Keir Gervais, sworn January 20, 2026

Attachment #6 – Affidavit of Kohen Gilken, sworn February 3, 2026

Attachment #7 – Affidavit of Tom Tinsley, sworn January 21, 2026

Attachment #8 – Affidavit of Melissa Holmes, sworn January 22, 2026

Attachment #9 – Affidavit of Mark Baker, sworn January 21, 2026 (and with Affidavit #1 of John Thomas, sworn October 3, 2025, attached as Exhibit "E" to Mark Baker's Affidavit).

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

- a. THAT SAYWARD COUNCIL approves the immediate rise and report on the appointment of Mr. Chris Coates to serve as Chief Elections Officer (CEO) to support the Village of Sayward's 2026 General Election. **AND**
- b. THAT SAYWARD COUNCIL approves the immediate rise and report of the June 9, 2026 In Camera agenda in its entirety.

Opposed Councillor Poulsen

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its June 9, 2026 Regular In-Camera Meeting at 9:03 pm.

CARRIED

Mayor

Corporate Officer

DRAFT - REGULAR In Camera Minutes June 9-2026



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
July 7, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates (attending via cellphone)
Councillor Jason Johnson
Councillor Sue Poulsen (attending via Teams)

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 7:15 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Regular In-Camera meeting of Council for July 7, 2026, be approved as amended by adding the following items under New Business:

- a. Proposal from BC Emergency Health Services Paramedics regarding access to the Weight Room in the Kelsey Recreation Centre
- b. Consumption of alcohol in the Sayward Community Garden
- c. Volunteer Service Award recognition for [REDACTED]
[REDACTED] will both be retiring this fall
from the [REDACTED]

CARRIED

4. Minutes of Previous Meetings – None

5. Petitions and Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports

a. Proposed Award of Contract for MacMillan Drainage Improvement Project

MOVED AND SECONDED

1. THAT Council award the construction contract for the MacMillan Drainage Improvement Project to Upland Contracting Ltd pursuant to the terms and conditions of Tender No. 2221-49618-06 that was issued on May 25, 2026.

CARRIED

MOVED AND SECONDED

2. THAT Council authorizes the Mayor and the Chief Administrative Officer to approve a construction contract with Upland Contracting Limited for the MacMillan Drainage Improvement Project under the terms and conditions of Tender No. 2221-49618-06 at the Contract Price of \$862,711.00, excluding GST with the understanding that two optional items specifically trash rack and safety grate on the two ends of the arch culvert for an additional cost of \$13,859, excluding GST will be added to the contract under a change order; and that a contingency of 10% of the tender price be provided for in the amount of \$ 88,350.00.

Attachment/s:

CARRIED

b. Proposed Residential Curbside Solid Waste Collection Contract

MOVED AND SECONDED

THAT Council authorizes the Mayor and the Chief Administrative Officer to approve a new Residential Curbside Solid Waste Collection Contract between the Village of Sayward and Waste Management of Canada Corporation for the period of April 1, 2026 to March 31, 2027 as presented.

CARRIED

c.

[REDACTED]

[REDACTED]

ii. [REDACTED]

10. New Business

The Chief Administrative Officer provided Council with a brief verbal report on the following items which were then discussed by Council:

- a. Proposal from BC Emergency Health Services Paramedics regarding access to the Weight Room in the Kelsey Recreation Centre (KRC) – in brief, the request is to give BCEHS employees stationed at station 131 (Sayward) unrestricted access to the weight room (i.e., 24/7).

Council appreciated hearing about BCEHS personnel interest in reopening the weight room; however, Council wants to ensure that if /when the KRC weight room re-opens that it is available to the public and not just to specific groups of people. Accordingly, Council asked staff to: develop an operation policy for the weight room in the Kelsey Recreation Centre (KRC); look at the cleaning and maintenance requirements; and look at upgrading the security system/s at the KRC to provide fob / keypad access to the weight room and downstairs washrooms.

- b. Consumption of alcohol in the Sayward Community Garden – in recent days Village staff learned that a small refrigerator had been moved into the shed at the community garden and that there has been public consumption of alcohol in the garden area. The Village has posted notices advising that this activity must stop and the fridge must be removed. Public Works staff will remove the fridge by the end of day Friday if it has not been removed before then.

- c. Volunteer Service Award recognition for [REDACTED]
[REDACTED]
[REDACTED] Does Village Council on behalf of the Village of Sayward wish to recognize their service to the community?

Sayward Council unanimously supported recognizing [REDACTED]
[REDACTED] volunteer service to the community. Village staff will pursue this.

11. Rise and Report**MOVED AND SECONDED**

That Council rise and report as follows:

a. Award of Contract for MacMillan Drainage Improvement Project

THAT Council awarded the construction contract for the MacMillan Drainage Improvement Project to Upland Contracting Ltd pursuant to the terms and conditions of Tender No. 2221-49618-06 that was issued on May 25, 2026; and THAT Council authorizes the Mayor and the Chief Administrative Officer to approve a construction contract with Upland Contracting Limited for the MacMillan Drainage Improvement Project under the terms and conditions of Tender No. 2221-49618-06 at the Contract Price of \$862,711.00, excluding GST with the understanding that two optional items specifically trash rack and safety grate on the two ends of the arch culvert for an additional cost of \$13,859, excluding GST will be added to the contract under a change order; and that a contingency of 10% of the tender price be provided for in the amount of \$ 88,350.00.

b. Residential Curbside Solid Waste Collection Contract

THAT Council authorized the Mayor and the Chief Administrative Officer to approve a new Residential Curbside Solid Waste Collection Contract between the Village of Sayward and Waste Management of Canada Corporation for the period of April 1, 2026 to March 31, 2027 as presented.

CARRIED

Councillor Burchett left the meeting at 7:36 pm

10. Adjournment**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its July 7, 2026 Regular In-Camera Meeting at 7:37 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
July 16, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Acting Mayor Jason Johnson (presiding Chair)
Mayor Mark Baker
Councillor Debbie Coates
Councillor Sue Poulsen

Absent: Councillor Scott Burchett – absent with notice

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Acting Mayor (Chair) Johnson at 7:18 pm.

2. Introduction of Late Items

a. [REDACTED]

3. Approval of Agenda

MOVED AND SECONDED

[REDACTED]

[REDACTED]

CARRIED

4. Minutes of Previous Meetings – None

5. Petitions and Delegations – None

6. Council Reports – None

7. Mayor's Report – None

8. Unfinished Business – None

9. Staff Reports – None

10. New Business

a.

[REDACTED]

[REDACTED]

MOVED AND SECONDED

[REDACTED]

CARRIED

MOVED AND SECONDED

[REDACTED]

CARRIED

b.

[REDACTED]

MOVED AND SECONDED

[REDACTED]

[REDACTED]

CARRIED

11. Rise and Report

MOVED AND SECONDED

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its July 16, 2026 Regular In-Camera Meeting at 8:03 pm.

CARRIED

Mayor

Corporate Officer



VILLAGE OF SAYWARD
SPECIAL IN-CAMERA COUNCIL MEETING MINUTES
July 28, 2026
CLOSED MEETING
COUNCIL CHAMBERS

Present: Mayor Mark Baker
Councillor Scott Burchett (Attending Virtually via Teams)
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen (Attending Virtually via Teams)

In Attendance: Andrew Young, MCIP, RPP, CAO/Corporate Officer

1. Call to Order

The meeting was called to order by Mayor Baker at 8:08 pm.

2. Introduction of Late Items – None

3. Approval of Agenda

MOVED AND SECONDED

THAT the agenda for the Regular In-Camera meeting of Council for July 28, 2026, be approved as presented.

From 8:09 pm to 8:20 pm Councillors Burchett and Poulsen reviewed pages 1-9 of the In-Camera Agenda virtually. This was supported by Village staff slowly scrolling the agenda via the Teams meeting connection so that Councillors Burchett and Poulsen could read it and prompt staff accordingly. After completing his review Councillor Burchett then declared that he would not be participating further in the In-Camera meeting. Councillor Burchett then disconnected his virtual connection to the meeting at 8:20 pm.

Afterwards, Councillor Poulsen stated that she would also recuse herself from the meeting. Councillor Poulsen then disconnected her virtual connection to the meeting at 8:21 pm.

After the two Councillors had left the meeting, Mayor Baker called the question on the motion at which time the motion was ... **CARRIED**

4. Minutes of Previous Meetings – None

5. Petitions and Delegations – None

- 6. Council Reports – None
- 7. Mayor's Report – None
- 8. Unfinished Business – None
- 9. Staff Reports

a. Rise and Report on In Camera Items (November 2022 to Present continued)

BACKGROUND

The following outlines the process for rising and reporting in-camera votes, ensuring transparency while safeguarding confidential information in accordance with municipal best practices and legislative requirements in British Columbia.

DISCUSSION

Municipal councils frequently hold in-camera (closed) meetings to discuss matters that require confidentiality. These meetings are governed by the Community Charter, which permits councils to deliberate in-camera on specific issues such as legal matters, labour relations, and land negotiations. While decisions made in-camera must sometimes remain confidential, it is equally important to release information when it no longer affects ongoing matters.

It is important to differentiate between confidential information that has bearing on other ongoing matters and confidential information that no longer has any bearing on ongoing matters. If a matter is deemed to have importance to another ongoing matter, it is strongly advised that this information be withheld until such time as the ongoing matter is concluded.

Process for Rising and Reporting Votes:

- i. **Council Decision to Rise and Report:** At the conclusion of an in-camera discussion, Council may pass a resolution to “rise and report” on **decisions that no longer require confidentiality.** Once a resolution to rise and report is adopted, staff will work to issue a press release with the corresponding information and post it online and in the package of the next Regularly Scheduled Council meeting.
- ii. **Determining What Can Be Released:** Staff will review in-camera decisions and recommend which items can be disclosed publicly. **Generally, Council decisions that no longer have a bearing on any existing or future matter before Council should be considered for release.**
- iii. **Formal Reporting:** **Once approved, in-camera decisions will be publicly reported** through Council meeting minutes or a summary report.
- iv. **Timing of Disclosure:** **Information should only be released when there is no risk to legal, financial, or strategic interests of the municipality.**

Information That Must Remain Confidential:

While transparency is a priority, certain in-camera matters must remain confidential to protect the interests of the municipality. These include:

- **Solicitor-Client Privilege:** Legal advice provided to the municipality must remain privileged unless explicitly waived by Council.
- **Labour Relations and Human Resources:** Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations.
- **Land, Legal, and Financial Matters:** Information related to property transactions, ongoing legal proceedings, or sensitive financial negotiations should not be disclosed until the matter is fully resolved.

The proper rising and reporting of in-camera votes balances transparency with the need for confidentiality. Council should ensure that decisions are released when appropriate while continuing to safeguard sensitive information. Staff will continue to monitor and provide recommendations on items suitable for public disclosure.

The foregoing matters were considered by Council as part of the April 1, 2025 In Camera Council Meeting agenda. After considering these matters Council adopted the following resolution (Resolution #18 April 1-2025 In Camera Meeting). A copy of the associated staff report is attached to the June 9, 2026 Regular In-Camera Council Meeting agenda (Attachment #1).

MOVED AND SECONDED

THAT Council endorse the outlined process for rising and reporting in-camera votes and direct staff to prepare a rise and report as soon as practicable covering the periods 2023 and 2024.

CARRIED (Unanimously)

PRESENT DAY – The need for Transparency

Following the May 8, 2026 decision by Justice Hamilton in *Baker v. France*, 2026 BCSC 850 (copy of that decision is attached to the June 9, 2026 Regular In-Camera Council Meeting agenda with sections highlighted – Attachment # 2), and Justice Hamilton's finding at paragraphs 98, 46, and 128 of that decision that there was a lack of transparency in how complaints about Mayor Baker were dealt with, and in follow up to Village Council's April 1, 2025 motion related to rising and reporting of *in camera* matters, staff are seeking that Village of Sayward Council consider rising and reporting on various *in camera* matters that have been dealt with by the current Council since it was sworn in on November 1, 2022. Not only will this help make many of the in-camera decisions made

since then by Sayward Council transparent to the public, it will also help minimize the likelihood of potential future harms to the Village of Sayward in the event of unauthorized disclosure of in camera information. The Village Council can mitigate those risks as well by rising and reporting on as much as possible of its in-camera meeting agendas and associated minutes since the Council took office on November 1, 2022.

Justice Hamilton's May 8, 2026 decision in *Baker v. France*, 2026 BCSC 850 and John France's September 23, 2025 sworn Affidavit filed (Attachment #3 to the June 9, 2026 Regular In-Camera Council Meeting agenda) and Talia Clark's September 7, 2025 sworn Affidavit (Attachment #4 to the June 9, 2026 Regular In-Camera Council Meeting agenda) were considered in Justice Hamilton's decision and the following Affidavits were also presented to Justice Hamilton and filed in those proceedings: the Affidavit of Keir Gervais, sworn January 20, 2026, Affidavit of Tom Tinsley, sworn January 21, 2026, Affidavit of Kohen Gilken, sworn February 3, 2026, Affidavit of Mark Baker, sworn January 21, 2026, Affidavit of Janet Baker, sworn January 21, 2026 and Affidavit of Melissa Holmes, sworn January 22, 2026.

Justice Hamilton's May 8, 2026 decision in *Baker v France*, 2026 BCSC 850 and the above-mentioned Affidavits address the point of releasing (Rising and Reporting) information when it no longer affects ongoing matters or is confidential. As such, following a review of the Village's *in camera records* it is recommended that Sayward Council Rise and Report on the following In-Camera meeting records (copies of all of these documents are attached to this agenda for Council's reference).

1. 2023-04-12 - Certified Resolution - IC23-34 signed by KG 2023-09-28
2. 2023-04-20 - Notes Jerry Berry and Gary Nason re meetings with Mark Baker and Scott Burchett
3. 2023-05-24 - Invoice from CNB re Audit for 2022 Financials - Village of Sayward May 2023 Invoice
4. 2023-07-18 - IN CAMERA Agenda - July 18-2023 - Redacted
5. 2023-07-18 - IN CAMERA MINUTES July 18-2023 - Redacted
6. 2023-07-24 - Cllrs Burchett & Poulsen July 24-2023 Letter-1 to Village Auditors - Redacted
7. 2023-08-01 - Special In Camera CNCL meeting AGENDA with attachments and late item - Redacted
8. 2023-08-01 - Special In Camera CNCL meeting MINUTES -- Redacted
9. 2023-08-15 email -- from Derek Lamb to VoS re Phone Call from Sue & Scott
10. 2023-09-12 - Special In Camera Agenda pp 1-4. The following items listed as "a" to "t" were included in the September 12, 2023 Special In Camera Agenda

package and are listed separately here to more clearly show what items were included in that Council package (pp. 5-46).

- a. July 20, 2023 email from Lisa Clark to Keir Gervais with John France Rant and Rave post;
- b. June 29, 2023 email from Janet Baker to Mark Baker re John France's June 29, 2023 Rant and Rave post
- c. July 28, 2023 John France Rant and Rave post;
- d. August 13, 2023 email from Mark Baker to Keir Gervais with John France's August 13, 2023 Rant and Rave post
- e. August 19, 2023 email from Mark Baker to Keir Gervais with John France's August 19, 2023 Rant and Rave post
- f. August 21, 2023 email from Mark Baker to Keir Gervais with John France's August 21, 2023 Rant and Rave post
- g. August 28, 2023 email to and from Mark Baker with John France's new Rant and Rave Post
- h. August 25, 2023 emails from Mark Baker to Keir Gervais with John France new Rant and Rave Posts
- i. August 26, 2023 email from Mark Baker to Keir Gervais with John France's August 26, 2026 Rant and Rave post
- j. August 28, 2023 email from Mark Baker to Keir Gervais with John France's new Rant and Rave post
- k. September 2, 2023 email from Mark Baker to Keir Gervais with September 2, 2023 Rant and Rave post
- l. September 3, 2023 email from Mark Baker to Keir Gervais with John France's September 3, 2023 Rant and Rave post
- m. September 7, 2023 email from John France to Mayor and Council and Lisa Clark re: receipt of summons issued to John France
- n. September 7, 2023 email from Mark Baker to Keir Gervais with John France's September 7, 2023 Rant and Rave post
- o. September 5, 2023 John France Rant and Rave post
- p. Mayor Baker's May 12, 2023 re telephone call from John France
- q. Councillor Burchett's May 23, 2023 email to Keir Gervais and Lisa Clark with attached motions for June 6, 2023 regular and IC meeting
- r. Councillor Poulsen's August 15, 2023 letter distributed to members of public
- s. Councillor Burchett's and Councillor Poulsen's July 24, 2023 letter to the Village's auditors
- t. Councillor Poulsen's September 8, 2023 email to Keir Gervais re response to John France

11. 2023-09-12 - Special IN CAMERA MINUTES September 12-2023 - Redacted
12. 2023-09-12 - Special OPEN Council Meeting MINUTES - September 12-2023 – Signed
13. 2023-09-25 - Cllr Tinsley letter to Cllrs Poulsen and Burchett re hearing date change to 2023-10-12 - Redacted
14. 2023-10-03 - Regular IN CAMERA Agenda - October 3-2023 - Redacted
15. 2023-10-03 - Regular IN CAMERA MINUTES October 3-2023 - Redacted
16. 2023-10-03 - RTC - Regular IC meeting agenda RTC pp 9-10 nb date error
17. 2023-10-09 - letter from CNB to Village of Sayward re extra audit request
18. 2023-10-10 - Cllrs Poulsen & Burchett email to CNB w letter-3 to Auditors
19. 2023-10-10 emails between Burchett Poulsen France Aug 22 27 Sept 18 19 & Oct 10 – 2023 - Redacted
20. 2023-10-11 - Cllrs Poulsen and Burchett letter to CNB – Letter 3 to Village Auditors
21. 2023-10-17 -- IN CAMERA Agenda - October 17-2023 - no minutes - Redacted
22. 2023-10-23 - Invoice from CNB re phone calls with Council Members
23. 2023-10-24 - IN CAMERA Agenda - October 24-2023 – no minutes - Redacted
24. 2023-11-04 - email w bill -- FW_ Attached Image
25. 2023-11-07 - email re billings -- FW_ Invoice
26. 2023-11-08 - email cancel billings -- RE_ Attached Image
27. 2024-01-16 - IN CAMERA MINUTES - January 16, 2024 - Redacted
28. 2024-01-16 - RESTRICTED In-Camera Agenda for January 16-2024 RESTRICTED IC - Redacted
29. 2024-03-04 - Facebook Post by Cllrs Poulsen and Burchett re CAO Gervais - part of 2024-03-05 IC agenda
30. 2024-02-28 - February 28 2024 Accidental Payroll Overpayment - Redacted
31. 2024-04-25 Cllr Poulsen email to John France forwarding JFs 2022-11-22 report to Council
32. 2024-02-16 to 2024-03-08 emails Nathalie Baker and Village Legal Counsel - Redacted
33. 2024-09-09 - CNB Detailed Invoice - Village of Sayward Invoice September 2024 - Redacted

Please be advised there are still some portions of these documents that must remain In-Camera for the reasons provided earlier (i.e., Solicitor-Client Privilege: Legal advice provided to the municipality must remain privileged unless explicitly waived by Council; and Labour Relations and Human Resources: Discussions regarding personnel matters, contract negotiations, or disciplinary actions must be withheld to protect employee privacy and the integrity of municipal operations). Some of these documents have been redacted for these reasons.

MOVED AND SECONDED

THAT SAYWARD COUNCIL authorizes the immediate public release of the following documents:

1. 2023-04-12 - Certified Resolution - IC23-34 signed by KG 2023-09-28
2. 2023-04-20 - Notes Jerry Berry and Gary Nason re meetings with Mark Baker and Scott Burchett
3. 2023-05-24 - Invoice from CNB re Audit for 2022 Financials - Village of Sayward May 2023 Invoice
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CARRIED

10. New Business – None

11. Rise and Report

MOVED AND SECONDED

- a. THAT SAYWARD COUNCIL approves the immediate rise and report of the July 28, 2026 In Camera agenda in its entirety.

CARRIED

10. Adjournment

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its July 28, 2026 Special In-Camera Meeting at 8:28 pm.

CARRIED

Mayor

Corporate Officer



