VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
October 7, 2025 - 7:00 PM
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

1. **Call to Order**
2. **Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

   Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."
3. **Introduction of Late Items**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for **October 7, 2025**, be approved [as presented **or** as amended].
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   a) THAT the minutes from the **Regular Council Meeting** held on **September 16, 2025**, be adopted [as presented **or** as amended].

   b) THAT the minutes from the **Special Council Meeting** held on **September 30, 2025**, be adopted [as presented or as amended].
6. **Petitions and Delegations - None**
7. **Correspondence**

   Note: Council received the following correspondence with Approval of the Agenda. Council members, however, are welcome to move discussion of any piece/s of correspondence.

   a) Letter from Honourable Jodie Wickens, Minister of Children and Family Development proclaiming October as Foster Family Month in British Columbia – dated Sept 19-2025

b) Letter from Youth Parliament of British Columbia Alumni Society regarding 97th Parliament – dated Sept 15-2025

c) Communication from Coastal Fire Centre, BC Wildfire Service lifting remaining open fire prohibitions across Coastal Fire Centre – dated Oct 1-2025

d) Communication from Coastal Fire Centre, BC Wildfire Service providing Status Report for week ending October 1, 2025 – dated Oct 2-2025

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Grant in Aid Request – Sayward Secret Santa Committee

i. Staff Report and two attachments

Recommended Resolution

THAT Council approves the grant in aid request from the Sayward Secret Santa Committee, dated September 15, 2025.

Note: Other potential resolutions are provided in the Village of Sayward staff report for Council's consideration regarding the Grant in Aid Request.

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

14. Bylaws - None

15. New Business - None

16. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

17. In Camera

Recommended Resolution:

THAT in accordance with Section 92 of the Community Charter, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the Community Charter:

1. 90(1)(c) labour relations or other employee relations;
2. 90(1)(d) security of the property of the municipality;
3. 90(1)(g) litigation or potential litigation affecting the municipality;

4. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
5. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

18. Adjournment

a) THAT the Village of Sayward Council adjourns its October 7, 2025 Regular Meeting.

Time and Date: _____ .

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
September 16, 2025
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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

In Attendance: Andrew Young, CAO/CO
Lisa Clark, CFO
Jennifer Redshaw, Office Administrator

1. **Call to Order**

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

2. **Public Input - None**

3. **Introduction of Late Items - None**

4. **Approval of Agenda**

   MOTION R25/252
   MOVED AND SECONDED
   THAT the agenda for the Regular Meeting of Council for **September 16, 2025**, be approved as presented.

   CARRIED

5. **Minutes of Previous Meetings**

   MOTION R25/253
   MOVED AND SECONDED
   THAT the minutes from the **Regular Council Meeting** held on **September 2, 2025**, be adopted as presented.

   CARRIED

6. **Petitions and Delegations**

   a) Neil MacDougall representing Sayward Muay Thai and request for Grant in Aid

7. Correspondence

a) City of Prince George request for support for five proposed resolutions during UBCM 2025 Convention - dated September 2, 2025

MOTION R25/254
MOVED AND SECONDED
THAT Council support resolutions 1, 2, 3, 4, 5 by voting in the affirmative at the 2025 UBCM Convention.

Opposed Cllr Burchett CARRIED

b) Invitation from Dallas Brodie, MLA Vancouver-Quilchena dated Sept 5-2025 to attend "What DRIPA Means for Local Governments" on Wednesday, September 24, 2025, at the Parkside Hotel – Victoria during the UBCM 2025 Convention. RSVP requested.

c) BC Salmons Farmers Association email and news release dated Sept 5- 2025 "No Farms, Still Sea Lice … Again: Evidence Mounts Further Debunking Assumptions About Salmon Farming And Parasite Levels".

d) Invitation from SRD to Elected Officials to attend – "Building Bridges Through Understanding the Village Workshop" – November 4, 2025.

Mayor Baker and Cllr Coates stated they would like to attend the "Building Bridges Through Understanding the Village Workshop".

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

11. Unfinished Business - None

12. Staff Reports

a) Grant in Aid Request – Sayward Muay Thai

MOTION R25/255
MOVED AND SECONDED
THAT Council approves the grant in aid request from Neil MacDougall on behalf of Sayward Muay Thai dated September 4, 2025.

Opposed Cllr Burchett, Cllr Poulsen CARRIED

MOTION R25/256
MOVED AND SECONDED
THAT insurance costs, the security of the fob, and damage deposit are included in the grant in aid.

Opposed Cllr Poulsen CARRIED

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION R25/257
MOVED AND SECONDED
THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

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

Opposed Cllr Burchett, Cllr Poulsen CARRIED

Councillor Burchett stated that due to the ongoing litigation and investigations with the Village of Sayward and the majority of council's decision to not record In Camera meetings, he will not attend the In Camera meeting due to there being no accountability.

18. Adjournment

MOTION R25/258
MOVED AND SECONDED
THAT the Village of Sayward Council adjourns its September 16, 2025 Regular Meeting.
Time and Date: 9:56 pm September 16, 2025.

CARRIED

_____ _____

Mayor Corporate Officer

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
September 30, 2025
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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

In Attendance: Andrew Young, CAO/CO
Jennifer Redshaw, Office Administrator

1. **Call to Order**
   The meeting was called to order at 7:00pm.
2. **Public Input – None**

   No members of the public were present in the gallery.
3. **Introduction of Late Items - None**
4. **Approval of Agenda**
   MOTION S25/24
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for **September 30, 2025**, be approved as presented.

   Opposed Cllr Burchett CARRIED
5. **Minutes of Previous Meetings - None**
6. **Petitions and Delegations - None**
7. **Correspondence - None**
8. **Council Reports - None**
9. **Reports of Committees - None**
10. **Mayor's Report - None**
11. **Unfinished Business - None**

12. Staff Reports - None

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

14. Bylaws - None

15. New Business - None

16. Public Question Period – None

No members of the public were present in the gallery.

17. In Camera

MOTION S25/25
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) security of the property of the municipality.
3. 90(1)(g) litigation or potential litigation affecting the municipality;
4. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
5. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

Opposed Cllr Burchett CARRIED

Councillor Burchett stated for the record that he feels there are multiple conflicts of interest regarding In Camera and the people attending certain items on this In Camera agenda.
Councillor Johnson asked if Councillor Burchett would like to clarify which sections or add any further detail. No response was provided.

The meeting recessed at 7:05 pm and resumed at 7:12 pm

18. Adjournment

MOTION S25/26
MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its September 30, 2025 Special Council Meeting.

CARRIED

Time and Date: 9:25 pm September 30, 2025.

_____ _____

Mayor Corporate Officer

From: CFD Info CFD:EX
To: Sayward Finance-Admin
Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development
Date: September 19, 2025 3:50:57 PM
Attachments: image001.png

VIA E-MAIL
Ref: 301171

Mayor Mark Baker
Village of Sayward
E-mail: village@saywardvalley.ca

Dear Mayor Baker and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:

EXECUTIVE OPERATIONS CLIENT RELATIONS
Client Relations Branch
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

Youth Parliament of British Columbia Alumni Society

Unit B – 1211 Roy Road
Victoria BC, V8Z 2X8

registrar@bcyp.org

15 September 2025

Village of Sayward
Attn: Mayor and Council
PO Box 29
652 H'Kusam Way
Sayward, BC V0P 1R0

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 97th Parliament

The British Columbia Youth Parliament will hold its 97th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2025.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **$545** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See https://bcyp.org/session)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at https://bcyp.org/applying/. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display in your school, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

All application forms must be received by October 31, 2025. Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society

Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.

BCYP

est. 1924

CONTACT US

For more information on BCYP and its projects, visit our website:

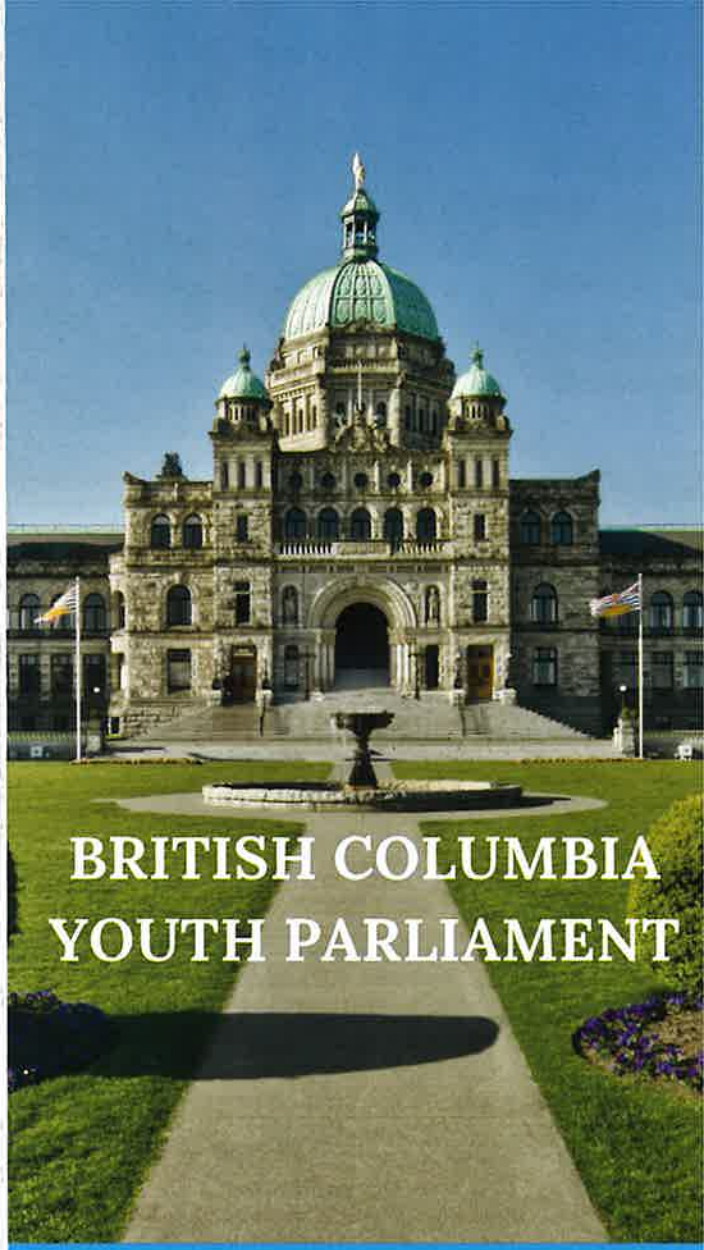
www.bcyp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar:

registrar@bcyp.org



BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

for over 95 years

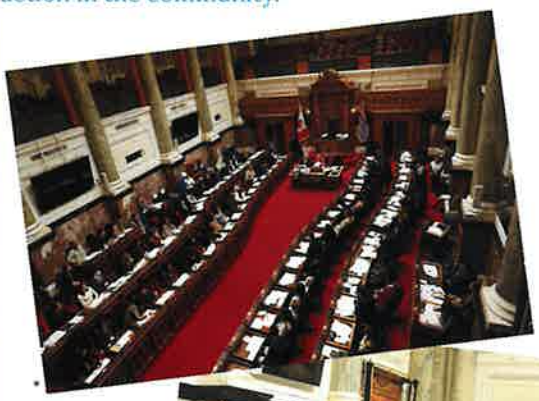
BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2025 marked its 96th Session.

Each year, between December 27th and 31st, 97 youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.





Pkg. Pg.12

* Photo by Chad Hipolito - www.hipphotography.com



Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities an lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.





Fundraising

Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local businesses and prominent members of their local communities.

Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.



CFO

From: Coastal Fire Centre, BC Wildfire Service <bcws.cofcinformationofficer@bcwildfire.gov.bc.ca>
Sent: Wednesday, October 1, 2025 2:49 PM
To: CFO
Subject: Remaining open fire prohibitions lifted across Coastal Fire Centre



For Immediate Release
September 29, 2025

Ministry of Forests
BC Wildfire Service

Remaining open fire prohibitions lifted throughout Coastal Fire Centre

PARKSVILLE — Effective Friday, October 3, 2025, at 12 p.m. (noon) PDT, all open fire prohibitions and restrictions will be lifted throughout the entire Coastal Fire Centre.

This applies to Crown land within and outside of municipal boundaries. Examples of Crown land within municipal boundaries include:

- Parks, conservancies and recreation areas (*Park Act*)
- Recreation sites, recreation trails, interpretive forest sites and trail-based recreation areas (*Forest and Range Practices Act*)
- Ecological reserves (*Ecological Reserve Act*)
- Wildlife management areas (*Wildlife Act*)
- Private managed forest land (*Private Managed Forest Land Act*)

Municipalities may align with BC Wildfire Service prohibitions or impose their own prohibitions based on local conditions. If you are within a municipality, be sure to check if local prohibitions are in place. If you are

within a regional district or improvement district, these wildfire regulations apply in addition to any local prohibitions issued by the regional district or improvement district.

It is the responsibility of the individual to ensure that burning is done in a safe and responsible manner and in accordance with regulations. Please take the time to learn how to burn safely:

- Open fire and safer burning
- Wildfire legislation and regulations
- Smoke control regulation
- Ventilation Index

Human-caused wildfires are preventable. Always practice safe, responsible fire use where permitted. Anyone found in contravention of open burning regulations may be fined and subjected to additional penalties. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

For more information on fire prohibitions and restrictions, please visit BCWildfire.ca.

To report a wildfire, call *5555 on a cellphone, 1-800-663-5555 toll-free or submit a digital report using the BC Wildfire Service public mobile app's Report a Fire function.

Follow the latest wildfire news:

- on the free BC Wildfire Service public mobile app, available for Apple (iOS) and Android devices
- on X (Twitter): x.com/BCGovFireInfo
- on Facebook: facebook.com/BCForestFireInfo

Contact:

Fire Information Officer
Coastal Fire Centre | BC Wildfire Service
250-951-4209 | BCWS.COFCinfo@gov.bc.ca

This message was sent to you by BC Wildfire Service

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Canada

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envoke

CFO

From: Coastal Fire Centre, BC Wildfire Service <bcws.cofcinformationofficer@bcwildfire.gov.bc.ca>
Sent: Thursday, October 2, 2025 2:24 PM
To: CFO
Subject: Coastal Fire Centre Status Report for the week ending October 1, 2025



Overview

This is the Coastal Fire Centre's final Status Report for the 2025 Wildfire Season. This report will be circulated again starting in the late spring of 2026.

As of October 1, 2025, there have been 224 wildfires reported in the Coastal Fire Centre which burned 15,443 hectares: 130 were human-caused and 94 lightning-caused. This total is in line with the current 10-year average of 223 fires per fire season.

There are currently 24 active wildfires within the Coastal Fire Centre, all of which are either Being Held or Under Control in status.

Contacts

Fire Information Officer:
250 951-4209

Public Info Line:
1 888 336-7378

Report Wildfires:
Call 1 800 663-5555, *5555 on a cellphone or submit an electronic report through the official BC Wildfire Service mobile app

As of this Friday, October 3 at noon Pacific Daylight Time, the remaining Category 3 (Industrial Burning) prohibitions will be rescinded for all forest districts. This means that all prohibitions for open fire (Category 1, 2, and 3) will be lifted within the Coastal Fire Centre's jurisdiction. Category 1 and 2 burning prohibitions were lifted for all areas on September 25, 2025.

We have been able to make these changes thanks to recent and expected widespread rain, which has reduced the fire danger in the centre to mostly very low.

If a person is intending to light a fire within any local government's jurisdiction, they must check in with their local authority first, and abide by any bylaws or restrictions in place.

Regardless of conditions, we ask everyone to be responsible and to follow the rules for safe campfire use posted here.

Statistics

Active fires: 24

New fires (past 7 days): 2

New fires (past 24 hours): 0

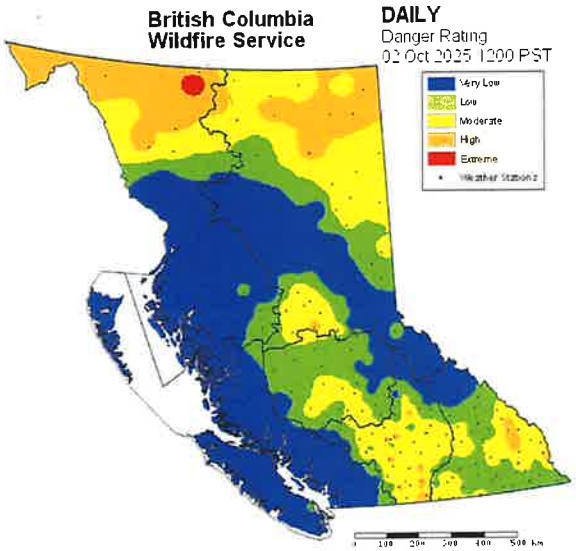
April 1 to October 1, 2025	2025	2024	10-year average
Total Fires	224	154	223
Total Hectares	15,443 ha	2,537 ha	38,810 ha

Notable Active Fires:

- Bastion Peak (V31708) - Pemberton Zone - 530 ha - **Being Held**
- Turnbull Creek (V11860) - Fraser Zone - 1,651 ha - **Under Control**

- Octopus Lake (VA1845) - Mid-Coast Zone - 5,400 ha - **Under Control**
- Mount Underwood (V71498) - Mid-Island Zone - 3,518 ha - **Under Control**
- Wesley Ridge (V71145) - Mid-Island Zone - 588 ha - **Under Control**

For the latest information on these and other wildfires, please refer to the BC Wildfire Dashboard.



Fire Danger Rating

Learn more about Fire Danger Rating and Zone Activity Levels.

Weather Forecast

SYNOPSIS: A low-pressure system sits off the coast of Vancouver Island for the day. It is pulling moisture into the Coastal Fire Centre Showers and periods of rain continue into this afternoon but start to lessen as the day wears on. There's s slight risk of thunderstorms which could produce lightning but it will be accompanied by rain. By the overnight period and into tomorrow this low will slide well to the south of the province and a ridge of high pressure starts to build in from the Pacific. Friday will be a "transition day," with similar conditions to today. A cold front will slide over the province from the NW and will just "side swipe" the Coastal Fire Centre. The impact of this low will be minimal.

OUTLOOK:

Saturday to Monday: Saturday brings bigger changes as the ridge of high pressure in the Pacific starts to build inland and over the west coast. Strong winds with gusts in the

30-40 km/h range will be contained to the lee side of the Coastal Mountain Range. With this ridge, we see a return to a warming and drying period for one to three days. While temperatures remain seasonal, some southern areas could see an uptick by 2-4 degrees into the start of next week. The Southeast corner of the Fraser Zone will see the driest conditions and lower minimum relative humidity values.

Fire Prohibitions and Restrictions



Open Burning:

Category 2 burning permitted in all areas. Category 3 burning permitted only in the North Island Centre Coast and the Haida Gwaii Forest Districts; but will be permitted in all areas as of noon PDT, October 3, 2025.



Campfires:

Permitted in all areas as of 1200 pm noon PDT on September 25, 2025.



Forest Use Restrictions:

No restrictions in effect.

View current fire prohibitions and restrictions

bcwildfire.ca | BC Wildfire Service Dashboard | BC Wildfire Service App | 1 888 3 FOREST



865 ALLSBROOK ROAD
PARKSVILLE, BC, V9P 2T3
Canada

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Sent by

envoke

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Grant in Aid Request – Secret Santa Committee**
Meeting date: October 7, 2025

BACKGROUND

Policy # 300-09 - *Grant in Aid Policy* establishes guidelines for providing financial or in-kind assistance to community groups and non-profit organizations that benefit the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established grant in aid budget, provides Council with a framework and resources to serve the community within its capacity.

DISCUSSION

Staff have received a grant in aid application from the Secret Santa Committee (attached). The Committee provides food hampers and gifts to families in need throughout the Sayward area, including both the Village and the Valley. It relies solely on donations and financial assistance from the broader community.

The Committee is requesting a grant of $500, which is the same amount approved by Council in both 2023 and 2024. Staff have confirmed that sufficient funds remain in the 2025 grant in aid budget to accommodate this request, should Council choose to approve it:

Grant in Aid Budget - 2025	$1,500
Less approved items:	
Bike Rodeo – R25/140	($500)
Sayward Community Food Table Society (electrical) – S25/4	($327)
Muai Thai facility insurance – R25/257	($104)
Remaining Grant in Aid Funds	**$569**

Staff have also confirmed with the applicant that a matching grant in aid request has been submitted to the Strathcona Regional District for $500.

Section 4.1.e of the Grant in Aid policy states:

> *"All applicants that receive a grant in aid must provide a written report to Council that outlines the success of their activity and how the grant in aid funds were used within 12 months of the date the grant in aid is issued".*

A report from the Committee outlining the success of the 2024 program, along with relevant financial information, is attached.

STAFF RECOMMENDATIONS

THAT Council receive the staff report titled *Grant in Aid Request – Secret Santa Committee* for information and discussion.

Additional resolution options:

1. THAT the grant in aid request from the Secret Santa Committee, dated September 15, 2025, be approved.

2. THAT the grant in aid request from the Secret Santa Committee, dated September 15, 2025, be denied.

3. {THAT Council direct staff to take another action deemed appropriate by Council.}

Recommendation:

Staff recommend Option 1.

Respectfully submitted,



_____

Lisa Clark, CFO

Attachments:

- Grant in Aid Application – Secret Santa Committee
- Letter to Council
- Summary of 2024 Activities

Appendix A – Application for Grant in Aid

Village of Sayward

Name of Organization	Sayward Secret Santa
Address of Organization	Sayward, BC
Full Mailing Address	
Telephone Number & Email	
Contact Person/Title	Debbie Grill

Primary purpose of organization: Secret Santa provides Christmas hampers to those in the community who may need a helping hand.

Event or reason for request: Secret Santa relies solely on donations from the community. Last year we gave out 37 hampers to deserving families.

Date of event: December 2025

Amount of grant requested (or items requested if in-kind): Last year the Village kindly donated $500. We would ask for the same this year, however if the funds are not available, a donation "in kind" would also be appreciated. Such as photocopying and the mailing of donation requests and thank you cards would also be helpful.

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

1.) Most recent Financial Statements
2.) Budget & details for event

Have you received a previous grant in aid from the Village? [X] Yes [ ] No

Applicant's signature: Debbie Grill Date: September 15, 2025

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V0P 1R0

September 15, 2025

Dear Mayor and Counsel,

I am requesting a donation from the Village of Sayward for the 2025 Secret Santa program.

As you may or may not know, Secret Santa has been providing Christmas hampers to deserving families in the Village and outlaying Valley for over 10 years now. It is a program that solely survives on volunteers and community donations.

Last year, with the help of your valuable donation, we were able to help 37 families.

Our hamper boxes contain all the fixings for a complete Christmas dinner, including a turkey or ham, an assortment of fresh and canned vegetables, and a dessert. The boxes also contain many other food items and a small gift for the recipients. We try to ensure that each box is specifically tailored to each family.

If any more information is required, please feel free to contact me at any time.

Thank you for your consideration,

Debbie Grill

[redacted]

Secret Santa 2024 Results

Secret Santa Donations: $5430

Secret Santa Expenses : $4934.83

Carried over for 2025: $495.17

Secret Santa 2024 assembled 37 hampers for families in the Village and Valley. This consisted of 54 adults and 51 children. Each hamper contained a turkey or a ham, potatoes, carrots, onions, bread, stuffing, butter, eggs, milk, cereal, assortments of canned soups and vegetables, hot chocolate, cookies, pasta, pasta sauce and many, many more items. Also contained in the hampers was a small gift for each member of the family.

These hampers are assembled by approx.: 4 volunteers and then delivered by another 7 volunteers.

Although it is a lot of work in a short amount of time, 2024 proved to be another successful year.

Please contact me should you need any specific information.

Debbie Grill