



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
September 2, 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 **September 2, 2025**, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the **Special Council Meeting** held on **August 8, 2025**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the **Regular Council Meeting** held on **August 19, 2025**, be adopted [as presented **or** as amended].

6. Petitions and Delegations - None

7. Correspondence

- a) **Invitation from Strathcona Regional District and Campbell River Hospital Foundation and Seymour Pacific Homes to attend Just Like Homes Lodge start of construction ceremony Sept 10, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- b) Solid Waste Management Plan: Strategies and Actions Available for Input – from Comox Strathcona Waste Management – dated August 20, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- c) SRD Launches Parks and Trails Planning for Electoral Area D – News Release from Strathcona Regional District – dated August 20, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- d) Strathcona Accessibility and Inclusion Advisory Committee – call for Volunteers – dated August 22, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- e) Community Resiliency Investment (CRI) Program – 2025 FireSmart Community Funding Approval and Agreement – dated August 18, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- f) Canada Community Building Fund (CCBF) – First Community Works Fund payment – announcement dated August 13, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

- g) Open Letter to Premier David Eby and Prime Minister Mark Carney – Requesting Immediate Action on BC's Coastal Forestry Crisis, from Aaron Gunn, MP – dated August 21, 2025**

Recommended Resolution

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

- a) Report from Mayor Baker regarding proposed Road Rescue Boundaries for the Sayward Volunteer Fire Department from the recent Strathcona Regional District Board meeting held on August 20, 2025.

Attachment: Report to SRD Board Chair and Directors regarding proposed Bylaw No. 619 Sayward Volunteer Fire Department Establishing Bylaw 2024, Amendment No. 1.

11. Unfinished Business - None

12. Staff Reports

- a) Grant in Aid Request – BC Ambulance Service Station 131

i. Staff Report and two attachments

Recommended Resolution

THAT Council approves the grant in aid request from the BC Ambulance Service Society dated August 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 - None

18. Adjournment

- a) THAT the Village of Sayward Council adjourns its September 2, 2025 Regular Meeting.

Time and Date: _____ .



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
August 8, 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 Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

Absent: Councillor Scott Burchett

In Attendance: John Thomas, Acting CAO/Corporate Officer (via Teams)
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

CAO Thomas recommended that the list of legislation referenced in this agenda pursuant to Section 90 of the Community Charter for going In-Camera be amended to only include Section 90(1)(c) labour relations or other employee relations.

MOTION S25/22

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for **August 8, 2025**, be approved as amended.

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 S25/23

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.

CARRIED

18. Rise and Report

MOTION IC25/24

MOVED AND SECONDED

THAT Council Rise and Report that it has appointed Mr. Andrew Young as the Village of Sayward's new Chief Administrative Officer and Corporate Officer.

CARRIED

19. Adjournment

The meeting was adjourned at 7:27pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
August 19, 2025
COUNCIL CHAMBERS**

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

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

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

1. Call to Order

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

2. Public Input – None

No members of the public were present in the gallery.

3. Introduction of Late Items

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

4. Approval of Agenda

MOTION R25/220

MOVED AND SECONDED

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

Opposed Cllr Burchett

CARRIED

5. Minutes of Previous Meetings

MOTION R25/221

MOVED AND SECONDED

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

CARRIED

MOTION R25/222

MOVED AND SECONDED

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

CARRIED

MOTION R25/223

MOVED AND SECONDED

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

CARRIED

MOTION R25/224

MOVED AND SECONDED

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

CARRIED

MOTION R25/225

MOVED AND SECONDED

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

CARRIED

MOTION R25/226

MOVED AND SECONDED

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

CARRIED

MOTION R25/227

MOVED AND SECONDED

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

CARRIED

MOTION R25/228

MOVED AND SECONDED

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

CARRIED

MOTION R25/229

Moved and Seconded

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

CARRIED

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

6. Petitions and Delegations - None

7. Correspondence

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

MOTION R25/230

Moved and Seconded

THAT correspondence a) - d) be received.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) Authorization of Signing Authorities

MOTION R25/231

Moved and Seconded

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

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

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

CARRIED

12. Staff Reports

a) Grant in Aid Request – Sayward Community Health Society

MOTION R25/232

MOVED AND SECONDED

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

CARRIED

MOTION R25/233

MOVED AND SECONDED

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

Opposed Cllr Burchett

CARRIED

b) Budget Variance Report – August 2025

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

MOTION R25/234

MOVED AND SECONDED

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

CARRIED

MOTION R25/235

MOVED AND SECONDED

THAT Staff return Kelsey Centre pre-paid amounts.

Opposed Cllr Poulsen

CARRIED

MOTION R25/236

MOVED AND SECONDED

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

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

c) Permissive Tax Exemptions 2026

MOTION R25/237

MOVED AND SECONDED

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

CARRIED

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

14. Bylaws – None

15. New Business

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

MOTION R25/238

MOVED AND SECONDED

That the Village of Sayward's Chief Administrative Officer - Corporate Officer be authorized to attend the 2025 Union of British Columbia Municipalities (UBCM) Convention in Victoria, BC from Sunday, September 21 to Friday, September 26, 2025.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Kelsey Centre

MOTION R25/239

MOVED AND SECONDED

THAT the Kelsey Centre remain closed until such time that the new Chief Administrative Officer has had the opportunity to review the Village of Sayward's Asset Management Plan, operations, budget, and staffing and report back to Council.

CARRIED

16. Public Question Period

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

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

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

17. In Camera - None

18. Adjournment

MOTION R25/240

MOVED AND SECONDED

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

CARRIED

The meeting was adjourned at 8:14pm.

Mayor


Corporate Officer

From: [Elaine Popove](#)
Subject: Invitation - JLH Lodge Start of Construction Ceremony Sept 10
Date: August 22, 2025 2:53:20 PM
Attachments: [image.png](#)
[Invitation JLH Construction Event.png](#)
[Invitation JLH Construction Event.pdf](#)

Hello,

The Strathcona Regional District (SRD), together with our partners the Campbell River Hospital Foundation and Seymour Pacific Homes, is pleased to invite you to the **Start of Construction Ceremony** for the *Just Like Home (JLH) Lodge*, located next to the Campbell River Hospital.

Date: Wednesday, September 10, 2025

 **Time:** 3:00 pm

Location: Site of the Just Like Home Lodge – 565 2nd Avenue (behind Yucalta Lodge)

Highlights will include a First Nations blessing, remarks from SRD and project partners, and a groundbreaking ceremony with photo opportunities.

More information is attached.

Please note parking near the site is limited; visitors are asked to park on 2nd Avenue or in the overflow gravel lot by Yucalta Lodge.

We hope you will join us for this important milestone.

Thanks so much,

Elaine

Celebrate the Start of Construction with Us

JUST LIKE HOME LODGE

TRANSFORMATIVE HEALTHCARE HOUSING

A proud partnership between the Strathcona Regional District, the Campbell River Hospital Foundation and Seymour Pacific Homes. For more information please visit

JustLikeHomeCR.ca



Invitation - Start of Construction Ceremony

August 22, 2025 - The Strathcona Regional District (SRD), together with its partners, the Campbell River Hospital Foundation and Seymour Pacific Homes invites you to the start of construction ceremony on the Just Like Home (JLH) Lodge, located next to the Campbell River Hospital.

The Just Like Home Lodge, a comforting home-away-from-home is an important healthcare housing project that will improve access to care for patients and their loved ones traveling to Campbell River for healthcare unavailable in their communities while also supporting the medical professionals who serve our community.

The facility will include:

- 10 independent Just Like Home Lodge units with communal living space, shared kitchen, laundry and day room facilities.
- 20 fully self-contained Workforce Housing units (studio, 1-bedroom and 2-bedroom options) for healthcare professionals, helping attract and retain essential workers in our region.

Together, these facilities will strengthen healthcare delivery in our region for years to come. Construction of the lodge is expected to be completed by summer 2026. Learn more at www.JustLikeHomeCR.ca.

With the generosity of our community and the support of government partners, this vision is becoming reality. The SRD invites you to join us as we mark this milestone with a groundbreaking ceremony.

Event Details

- Wednesday, September 10, 2025
- Starts at 3:00 pm
- Location: Site of the Just Like Home Lodge
565 2nd Avenue (Behind Yucalta Lodge)

Due to construction, parking near the building site is limited. Visitors are asked to park on 2nd Avenue or in the overflow gravel parking lot by Yucalta Lodge and temporary construction access area.

We respectfully acknowledge that the Just Like Home Lodge is located on the traditional unceded territory of the Ligwilda'xw people.

Event Highlights

- First Nations blessing
- Welcome and opening remarks from SRD and project partners
- Groundbreaking ceremony & photo opportunity

For more info, contact the Strathcona Regional District
250-830-6700 • info@srd.ca • srd.ca



justlikehomecr.ca

Elaine Popove

*Communications Coordinator
& Interim Strategic Initiatives Manager*



Strathcona Regional District

T: [250-830-6724](tel:250-830-6724) | C: [250-203-9155](tel:250-203-9155)

E: epopove@srd.ca

The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Lig^wildax^w people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.

SRD.ca | [Facebook](#) | [Instagram](#) | [YouTube](#)

The SRD is a proud partner in the [Connected Coast](#) project, bringing fibre-optic high-speed internet to rural & remote communities along the BC Coast & around Vancouver Island.

COMING SOON JUST LIKE HOME LODGE

TRANSFORMATIVE HEALTHCARE HOUSING

A proud partnership between the Strathcona Regional District, the Campbell River Hospital Foundation and Seymour Pacific Homes. For more information please visit

JustLikeHomeCR.ca



August 2025 – Construction Notice

Dear Neighbours,

The Strathcona Regional District (SRD) along with its partners the Campbell River Hospital Foundation and Seymour Pacific Homes are excited to share that construction will soon begin on the Just Like Home (JLH) Lodge, located next to the Campbell River Hospital.

The Just Like Home Lodge, a comforting home-away-from-home is an important healthcare housing project that will improve access to care for patients and their loved ones traveling to Campbell River for healthcare unavailable in their communities while also supporting the medical professionals who serve our community.

About the Project

The facility will include:

- 10 independent Just Like Home Lodge rooms with a communal living space, shared kitchen, day room facilities and laundry facilities.
- 20 fully self-contained Workforce Housing units (studio, 1-bedroom and 2-bedroom options) for healthcare professionals, helping attract and retain essential workers in our region.

Learn more at www.JustLikeHomeCR.ca

Construction Schedule

- **Start Date:** August 12, 2025
- **Estimated Completion:** by summer 2026
- **Typical Working Hours:** Monday – Friday, 7:00 AM to 3:30 PM *(Please note there may be occasions when work continues later into the evening to accommodate tradespeople.)*

Permitted Hours (per City of Campbell River bylaws)

- Monday to Saturday: 7:00 AM – 10:00 PM
- Sundays and Statutory Holidays: 9:00 AM – 10:00 PM



What to Expect During Construction

- A secondary construction access point has been established off 2nd Avenue to help reduce traffic impacts on neighbouring properties.
- Construction vehicles will access the site via the vacant lot between Yucalta Lodge and the Dogwood Street retail plaza.
- Construction noise and activity will take place during permitted hours.
- There will be increased vehicle and equipment presence around the site.
- The project team will provide ongoing updates about major milestones or changes to the construction schedule.

The Strathcona Regional District is committed to keeping disruptions to a minimum and truly appreciates your patience and understanding as we build a facility that will have a lasting, positive impact for the region.

The benefits of this initiative will be felt for years to come, improving access to care and strengthening the healthcare workforce, with the facility set to open in the summer of 2026.

Thank you for your cooperation and support.

Sincerely,

Strathcona Regional District

Learn more about the Just Like Home Lodge at www.JustLikeHomeCR.ca

Contact

For questions or concerns related to construction, please contact SRD's communications department:
250-830-6724 | communications@srd.ca | www.srd.ca

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5360-30/SWMP

August 20, 2025

Sent via email only

John Thomas
Acting Chief Administrative Officer
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Re: Solid Waste Management Plan: Strategies and Actions Available for Input

The Comox Strathcona Waste Management (CSWM) service is updating its Solid Waste Management Plan (SWMP) to meet provincial requirements and better address the region's evolving waste needs.

After extensive engagement with community members, staff and experts over the past year, we are reaching out to you today to share a key milestone. Eight strategies and 33 actions have now been shortlisted based on community benefit, cost, diversion potential, and operational impact.

These strategies and actions will be available for public feedback from September 5 to October 16, 2025.

To support these efforts, CSWM representatives will host open houses and information booths from Zeballos across to Quadra Island and down to Union Bay, presenting the strategies and gathering public feedback. As we are hosting an event in your community, please encourage your residents to come out and participate in the conversation.

- Sayward Farmers Market Open House on Saturday, October 4, from 10 am to 1 pm

Council Presentation Opportunity

We would also be pleased to present the shortlisted strategies and actions to your Council this fall and answer any questions. Please contact Bridget Meagher, CSWM@comoxvalleyrd.ca and let us know if your Council is interested, and we will coordinate a date and time for an online or in-person presentation.

The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchah-nulth territories.

Your feedback is essential to shaping a plan that meets the needs and priorities of residents across the Comox Valley and Strathcona regions.

Background

The Solid Waste Management Plan will guide how waste, recycling, and organics are managed from our community over the next decade.

The SWMP renewal is required by the Province and provides an opportunity to adapt to the diverse and evolving needs across the region.

Next Steps

We are currently in Step 3 of a four-step planning process, to evaluate options before a draft plan is developed.

The draft plan will be reviewed by the Comox Strathcona Waste Management Board and shared with the public again before it is submitted to the Province. We expect that it will be submitted to the Ministry of Environment and Parks by June 2026.

Questions?

For more information on the SWMP background and planning process visit engagecomoxvalley.ca/swmp.

Sincerely,

M. Rutten

Marc Rutten, P.Eng.

Acting Chief Administrative Officer

cc: Lisa Clark, Chief Financial Officer, Village of Sayward
Vivian Schau, Senior Manager of CSWM Services
Sarah Willie, Manager of Solid Waste Planning and Policy Development

/bm

August 20, 2025

SRD Launches Parks and Trails Planning for Electoral Area D

Campbell River, BC – The Strathcona Regional District (SRD) is developing a Parks and Trails Plan for Electoral Area D (Oyster Bay – Buttle Lake). This plan will guide future improvements and investments in parks, trails, and active transportation, with the goal of creating a well-connected network of park spaces and movement corridors.

A key feature of the plan is the integration of an Active Transportation Network Plan, designed to improve connections between key destinations and enhance accessibility for all residents and visitors—including children, seniors, people with mobility challenges, and those with lower incomes.

“Community feedback is essential to shaping this plan,” said SRD Board Chair, Mark Baker. “SRD is committed to ensure that parks and trails reflect the unique character of Electoral Area D and that investments in active transportation truly support safe, accessible, and connected communities.”

How to Get Involved

The SRD will be hosting several opportunities for the community to participate:

- Online Survey #1: August 18 – September 15, 2025 (www.srd.ca/area-d-ntp)
- Public Open House: August 26, 2025 | 6:00 – 8:00 pm | Oyster Bay Resort, 4357 South Island Highway
- Pop-Up Events: Dates and locations to be announced soon

The first round of engagement will focus on raising awareness, sharing background information, and gathering input on how parks, trails, and active transportation networks are currently used. Residents will also be asked to share ideas, identify barriers, and highlight opportunities.

Feedback collected will be used to prepare a draft plan, which will be shared in early 2026 for a second round of engagement. At that stage, the community will have an opportunity to confirm priorities and provide additional input before the plan is finalized.

To learn more about this project and take part in the online survey, please visit www.srd.ca/area-d-ntp

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Media Contact:

Meredith Starkey – SRD Manager, Planning and Parks
778-346-9143 | planning@srd.ca

Aug 22, 2025 **Call for Volunteers: Join the Strathcona Accessibility and Inclusion Advisory Committee**

(Campbell River, BC) - The Strathcona Regional District (SRD) and its partners are inviting applications from residents to serve on the Strathcona Accessibility and Inclusion Advisory Committee (SAIAC). This volunteer committee plays a vital role in advancing accessibility and inclusion across the region.

Established in 2023, the SAIAC is a joint committee with regional partners including the City of Campbell River, the Villages of Gold River, Sayward, Tahsis, and Zeballos, Vancouver Island Regional Library, and Vancouver Island West School District 84. This regional approach was created to encourage collaboration, reduce duplication, and respect the valuable time of volunteer members.

The SAIAC committee provides advice on identifying and removing barriers to accessibility and inclusion throughout the region in areas such as the built environment, information and communications, or the delivery of public programs and services delivered by partnering organizations. Community input is an important part of this work. Residents can share barriers they have experienced or observed through the SRD's online feedback tool, which has already informed a regional list of accessibility challenges. These identified barriers are prioritized by the partners and committee, with progress tracked and reported publicly.

"It is an honour to serve as Chair of the Strathcona Accessibility and Inclusion Advisory Committee," said Susan Sinnott, SRD Committee Member. "In just two years, we've developed the region's first Accessibility Plan, launched an online barrier feedback tool, and supported the creation of an accessibility awareness training program to support inclusion across our communities and partner organizations. I am proud to work with such a committed group of people dedicated to making our communities more inclusive for everyone."

The SRD and partners are seeking applications from people with disabilities, advocates, support workers, and individuals who reflect the diversity of the Strathcona region. The committee will include 7 to 12 voting members, representing residents, businesses, community groups, and partner organizations and will strive to include:

- At least one Indigenous member
- One SRD Director
- Representation from across the Strathcona region
- Diversity that reflects persons with disabilities in BC

Reimbursement for pre-approved reasonable expenses related to travel, meals, accommodation, and out-of-pocket costs while performing Committee responsibilities will be made in accordance with SRD Travel Expense Policy.

Applications will be accepted until September 30, 2025.

If you'd like to help improve accessibility and inclusion in the Strathcona region, please apply to join the Committee at srd.ca/accessibility, email accessibility@srd.ca, or call the SRD Communications Department at 250-830-6724.

More information, including the committee's Terms of Reference, accessibility plan and the accessibility feedback tool, can also be found online at srd.ca/accessibility.

Media Contact: Elaine Popove, SRD Interim Strategic Initiatives Manager 250-830-6724 | epopove@srd.ca

August 18, 2025

Mayor Mark Baker and Council
Village of Sayward
652 H'Kusam Way
Sayward, BC V0P 1R0

Reference: LGPS-11776

**Re: 2025 CRI FireSmart Community Funding & Supports Application-based
Funding Approval Agreement**

Dear Mayor Baker and Council,

Thank you for submitting an application under the Community Resiliency Investment program for 2025 FireSmart Community Funding & Supports funding.

I am pleased to inform you that the Evaluation Committee recommended your project, *Village of Sayward - 2026-2026 Wildfire Risk Reduction Strategy*, for funding. A grant in the amount of \$399,952.00 has now been approved.

Funding under the FireSmart Community Funding & Supports program is based on annual maximum amounts. Timelines (including approved project start date and approved project end date) and annual funding for the Village of Sayward under the 2025 program is as follows:

- Year 1: August 18, 2025 to August 18, 2026; \$172,872.00. Interim report for Year 1 activities and expenditures is required by September 18, 2026
- Year 2: August 19, 2026 to August 18, 2027; \$192,600.00. Final report for Year 2 activities and expenditures is required by September 18, 2027
- CWRP development; \$34,480.00. Final reporting is required by September 18, 2027

The Village of Sayward will be eligible to apply for future funding after the approved project end date or, if approved by UBCM, after the complete final report is submitted. Please refer to the Program and Application Guide for the reporting that is required in order to support future applications.

As outlined in the Program and Application Guide, an initial payment in the amount of \$199,976.00 or fifty per cent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to

The Community Resiliency Investment program is funded by the Province of BC

UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Forests has provided funding for this program. In order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;
- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Tony Botica/Tristan Farnham at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 5 and 6);
- (5) All project activities must be completed by the approved project end date, August 18, 2027;
- (6) An interim report is required at 12 months, September 18, 2026, for all two-year projects.
- (7) The final report is required to be submitted to UBCM within 30 days of the approved project end date and no later than September 18, 2027. Refer to Attachment 1 for final report requirements;
- (8) Any unused funds must be returned as directed by UBCM;
- (9) Projects that include the development of a Community Wildfire Resiliency Plan must use the [2024 CWRP Template](#) and follow the [2024 CWRP Supplemental Instruction Guide](#), including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (10) Projects that include the development of a fuel management prescription must be consistent with the current BC Wildfire Service [Fuel Management Prescription Guidance document](#) and be based on an informed estimate of the net prescription area;
- (11) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide and be based on an informed estimate of the net burn plan area;
- (12) Projects that include fuel management activities are evaluated on a cost per hectare basis and it is expected that projects are undertaken based on the approved cost per hectare. If the approved cost per hectare cannot be

achieved, an amendment request must be submitted for approval before fuel management activities commence.

- (13) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 9 of the Program & Application Guide must be met;
- (14) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 5 of the Program & Application Guide must be met;
- (15) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 8 of the Program & Application Guide must be met;
- (16) Local FireSmart Representative training workshops are virtual and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (17) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands [here](#).
- (18) When recognizing funding, please state that the FireSmart Community Funding and Supports program is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Blue Sky, LinkedIn and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Please review the attached FireSmart BC Information Sheet. It is expected that applicants will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to info@firesmartbc.ca

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resiliency Investment at 250-387-4470 or cri@ubcm.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read "L Pacey".

Lynsay Pacey, Program Officer

Encls.

cc. *John Thomas, CAO*

Reference: LGPS- 11776

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, _____, authorized designate of the Village of Sayward, have read and agree to the requirements for funding under the 2025 Application-based FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).

_____, _____
Signature, Title Date

An original or certified digital signature is required

Please return an electronic copy of this signed Approval Agreement attention to the Program Administrator, at cri@ubcm.ca

Attachment 1: Interim and Final Reporting Requirements

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

Fuel Management Interim Report Requirements

For projects that include prescription/prescribed fire burn plan development and fuel management treatment for the same treatment unit(s) the following is required:

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 11

The prescription and/or prescribed fire burn plan will be reviewed by the BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist and must be supported prior to initiation of the fuel management treatment. **Treatments that have been initiated prior to an approved technical review may not eligible for further funding.**

Refer to Appendix 4 of the Program & Application Guide for complete interim reporting requirements.

Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Table 3: Summary of Required Final Report Contents and Related Attachments	
<i>Refer to the Application Worksheet and Final Report Worksheets for required submissions for each proposed activity.</i>	
Required Submissions	Related Attachments (as required)
Final Report Form	

Final Report Worksheet 1	<ul style="list-style-type: none"> • Education – sample of materials created with grant funding. • Community Planning – completed policies, completed checklists and FireSmart Assessments. • Development Considerations – completed policies and plans. • Interagency Cooperation - CFRC terms of reference (for new CFRCs only). • Emergency Planning – Completed assessments, inventories, list of purchased FireSmart Structure Protection equipment including quantity and cost. • FireSmart Projects for Critical Infrastructure - Completed secondary FireSmart Assessment(s). • FireSmart Projects for Community Assets - Completed secondary FireSmart Assessment(s). • FireSmart Projects for Cultural Sites - Completed secondary FireSmart Assessment(s). • FireSmart Projects for Green Spaces - Completed secondary FireSmart Assessment(s). • Residential areas – summary report and sample of HIZ assessments; summary report for rebates; summary report for mitigation work; summary report for WMP assessments.
Final Report Worksheet 2: Fuel Management Activities	<p><u>Prescriptions, Burn Plans and Phased Projects</u></p> <ul style="list-style-type: none"> • Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments. • Copy of the Burn Plan that is signed by the qualified professional. • PDF maps, at appropriate scale, and KMZ files as identified in Appendix 11. • Spatial data for completed prescriptions is required to be entered into RESULTS and the Activity Treatment Unit ID is required as evidence of a successful RESULTS entry. Please refer to “RESULTS Information Submission Specifications: Government Funded Activities”. <p><u>Treatments and Phased Projects</u></p> <ul style="list-style-type: none"> • Post-treatment wildfire threat assessments as outlined in the Wildfire Threat Assessment Guide & Worksheets document or survey data as outlined in Fuel Management Data Collection Standard. • Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives.

	<ul style="list-style-type: none"> • <u>For prescribed fire only</u>: fire effects monitoring pre burn, and fire effects monitoring post burn reports. • Pre- and post-treatment pictures. • PDF maps, at appropriate scale, and KMZ files as identified in Appendix 11. • Spatial data for completed treatments is required to be entered into RESULTS and the Activity Treatment Unit ID is required as evidence of a successful RESULTS entry. Please refer to "RESULTS Information Submission Specifications: Government Funded Activities".
Final Report Worksheet 3: CWRP/Updates	<ul style="list-style-type: none"> • Copy of the completed or amended CWRP. • Completed Wildfire Threat Assessment Worksheet(s) and photos. • Maps and spatial data as outlined in Appendix 11.
Copies, excerpts and/or links to all materials produced with grant funding.	
Photos of funded activities and/or completed projects and links to media directly related to the funded project.	

Submission of Interim & Final Reports

Interim and final reports should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through cri@ubcm.ca.

August 13, 2025

Mayor Mark Baker and Council
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mayor Mark Baker and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$39,310 is expected to occur in August 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Lisa Clark, Chief Financial Officer



Aaron Gunn, M.P.

August 21, 2025

An Open Letter to Premier David Eby and Prime Minister Mark Carney – Requesting Immediate Action on BC's Coastal Forestry Crisis

Dear Premier Eby and Prime Minister Carney,

The coastal forest industry is in crisis.

Harvest volumes on the coast have collapsed by over 40% since 2019. More than 5,400 jobs have been lost since 2022. The result is not due to American tariffs or Donald Trump, but “Made-in-B.C.” and “Made in Canada” policies that have delayed permitting, dramatically increased harvesting costs and crippled investor confidence.

Without a change in direction, we worry the worst is yet to come.

Since 2018, nine coastal mills have closed in B.C. – in part due to a lack of available fibre. In fact, the shortage has become so severe that some mills have now been forced, embarrassingly, to source raw fibre from the United States. This is the predictable consequence of an activist-driven forest policy that sidelines forestry professionals and puts ideology before science and common sense.

For example, permits that once took weeks take months, and those that took months now take years. While government-induced uncertainty surrounding indigenous title and property rights have only made the problem worse.

As elected officials from across the North Island, we implore the government to immediately change course.

Government needs to streamline permitting, restore legal and regulatory certainty, abandon ideological, one-size-fits-all land-use frameworks like 30x30 and support a predictable fibre supply so Canadians can get back to work.

In the face of unjust U.S. tariffs on Canadian softwood of 35%, it is more important than ever to reverse these “Made-in-B.C.” constraints and to foster a healthy and competitive forest industry that can compete around the globe.

British Columbia already has the best forestry workers of anywhere in the world. They deserve government policies and support that allow them to succeed.

A handwritten signature in blue ink, appearing to read 'Aaron Gunn'.

Aaron Gunn

Member of Parliament, North Island-Powell River



STAFF REPORT

24

DATE: August 15, 2025

FILE: 0550-04 Board

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: BYLAW NO. 619 – SAYWARD FIRE DEPARTMENT (ROAD RESCUE)

PURPOSE/PROBLEM

To consider Bylaw No. 619 which would authorize the Sayward Volunteer Fire Department (SVFD) to provide a road rescue service within an area outside of its normal response boundaries.

EXECUTIVE SUMMARY

The attached report was considered at the July 23, 2025 Board meeting at which time the following resolution was passed.

Whalley/Rice: SRD 599/25

THAT Bylaw No. 588 be amended to allow road rescue and wildfire response outside of the established boundaries for the Sayward fire protection service.

In order to authorize the provision of a road rescue service outside of its fire protection area, the attached Bylaw No. 619 has been prepared for the Board's consideration. The area proposed for providing the service has historically been used by the fire department and is familiar to emergency dispatchers and responders. It is recommended that these boundaries be maintained for rescue purposes.

The amendment to authorize wildfire response by the fire department will be covered in a bylaw to be introduced to the Board in a separate report.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Bylaw No. 619 being a bylaw to amend the regulations governing the activities of the Sayward Volunteer Fire Department, be now introduced and read a first time.
3. THAT the rules be suspended and Bylaw No. 619 be given second and third readings.
4. THAT Bylaw No. 619, being Sayward Volunteer Fire Department Establishing Bylaw 2024, Amendment No.1, be reconsidered, finally passed and adopted.

Respectfully:

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read 'David Leitch'.

David Leitch
Chief Administrative Officer

Prepared by: S. Koopman – *Manager of Emergency Services*

Attachments: A – Bylaw No. 619



BYLAW NO. 619

A BYLAW TO AMEND THE REGULATIONS GOVERNING THE ACTIVITIES OF THE SAYWARD VOLUNTEER FIRE DEPARTMENT

WHEREAS the Regional District has, by Bylaw No. 588, established the Sayward Volunteer Fire Department and enacted regulations applicable thereto;

AND WHEREAS the said bylaw does not permit the fire department to provide services outside the boundaries of the Sayward Valley fire protection area;

AND WHEREAS the Regional Board wishes to amend Bylaw No. 588 to authorize road rescue services to be provided outside of the fire protection boundaries in some circumstances;

NOW THEREFORE the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

Amendments

1. Bylaw No. 588 is amended by adding a new section 4A as follows:

Road Rescue

4A. Despite section 4, the fire department may provide a road rescue service in accordance with Schedule 'A', attached to and forming part of this bylaw.

Citation

2. This bylaw may be cited for all purposes as Bylaw No. 619, being Sayward Volunteer Fire Department Establishing Bylaw 2024, Amendment No.1.

READ A FIRST TIME ON THE DAY OF , 2025

READ A SECOND TIME ON THE DAY OF , 2025

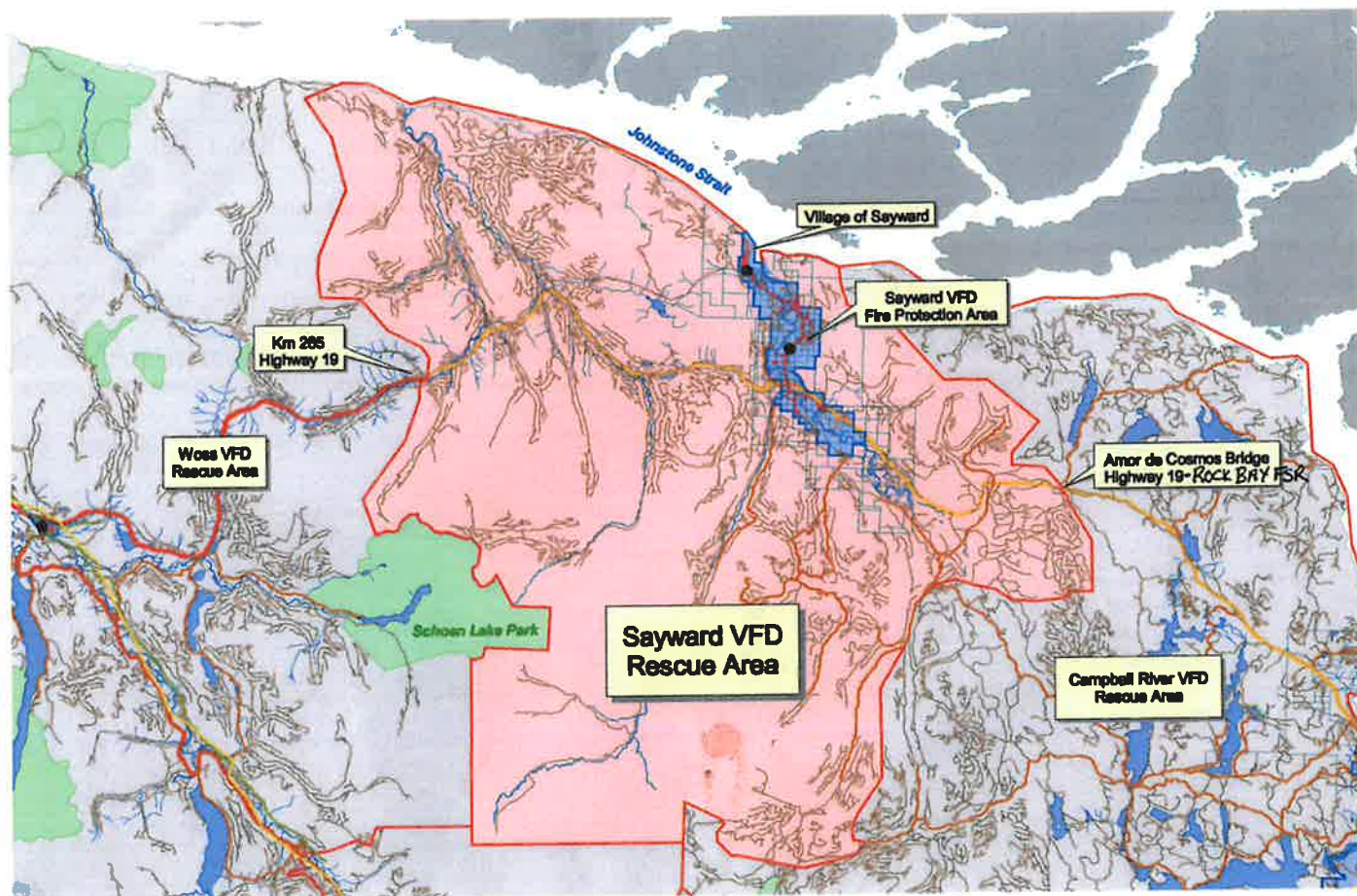
READ A THIRD TIME ON THE DAY OF , 2025

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE DAY OF , 2025

Chair

Corporate Officer

Schedule "A"





STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Grant in Aid Request – BC Ambulance Service Station 131
Meeting date: September 2, 2025

BACKGROUND

Policy # 300-09 - Grant in Aid Policy (attached) establishes guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide a benefit to 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 the framework and resources to serve the community within its capacity.

DISCUSSION

Staff have received an application for a grant in aid from the BC Ambulance Service Station 131 - Sayward (BCAS) which is attached to this report. BCAS is requesting the use of one serviced campsite in the Village of Sayward municipal campground at a reduced rate to provide a reliable location for overnight crew accommodation. One to two workers would use the campsite at any given time, and the campsite would be reserved for a period of one year, September 2025 – August 2026, excluding event weekends such as Oscar Daze. If the campsite is still needed after the initial one-year period, a new grant in aid application will be requested from BCAS to be submitted for Council's consideration.

A reduced rate of \$10 per night, rather than the standard rate of \$35 per night is requested.

The value of providing this item (foregone revenue) is outlined in the table below:

Item	Quantity	Amount	Total
Fees for serviced site at municipal campground - 1 year	365	\$ 35.00	\$ 12,775.00
Reduced fees for BCAS crew - 1 year	365	\$ 10.00	\$ (3,650.00)
Total grant in aid			\$ 9,125.00
* Village of Sayward Fees & Charges Bylaw No. 451, 2019 (consolidated)			

STAFF RECOMMENDATIONS

THAT Council receives the Grant in Aid Request – BC Ambulance Service Station 131 staff report for information and discussion.

Options:

1. THAT the grant in aid request from the BC Ambulance Service Society dated August 15, 2025, be approved.
2. THAT the grant in aid request from the Sayward Community Health Society dated August 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 from the BC Ambulance Service Station 131***
- ***Policy 300-09 Grant in Aid Policy***

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	BC Ambulance Stn. 131
Address of Organization	630 Kelsey Way
Full Mailing Address	PO Box 269 Sayward VOP 1R0
Telephone Number & Email	250-282-3600 agnes.pringle@bcehs.ca
Contact Person/Title	Aggie Pringle, Unit chief

Primary purpose of organization: Provide emergency health services to Sayward citizens and visitors

Event or reason for request: Crew accommodations are inadequate. Crew is not permitted to camp in other venues and most crew members sleep in tents or vehicles

Date of event: Ongoing

Amount of grant requested (or items requested if in-kind): one campsite at a reduced charge of \$10/night's stay

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 NA
- 2.) Budget & details for event NA

Have you received a previous grant in aid from the Village? ☐ Yes ☒ No

Applicant's signature: [Signature] Date: Aug 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, VOP 1R0

From: [Pringle, Agnes EHS:EX](#)
To: [CFO](#)
Subject: RE: Grant in Aid Application
Date: Thursday, August 21, 2025 1:32:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Good afternoon,

For #1, yes that sounds reasonable

#2, The initial request was for an unserviced site but now that fall is inbound, a serviced site for a trailer hook up would be more feasible for the cold months. The site would not be used every night but, due to our scheduling parameters, it is nearly impossible to detail when it would be occupied and when not. I would suggest that one site be reserved year-round, with the exception of event weekends (Oscar Daze), and that it be open to 1-2 workers.

The ambulance service is in a period of fiscal restraint and will not be renting or providing any crew accommodations for the foreseeable future. We are losing staff to transfers. They have been run out of places that they were staying and now have nowhere to stay. People are sleeping in their vehicles. We are failing to attract new staff at a reasonable rate because of the lack of accommodations. Shifts are going unstaffed as a result.

Aggie Pringle {She/Her}
Unit Chief, Station 131 | North Island District

BC Ambulance Service - BCEHS
Provincial Health Services Authority
250-230-4501 ✉ agnes.pringle@bcehs.ca



"I respectfully acknowledge that the land I work and live on is the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land."

From: CFO <cfo@saywardvalley.ca>
Sent: Tuesday, August 19, 2025 4:41 PM
To: Pringle, Agnes EHS:EX <Agnes.Pringle@bcehs.ca>
Subject: Grant in Aid Application

You don't often get email from cfo@saywardvalley.ca. [Learn why this is important](#)

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Aggie, thank you for your Grant in Aid Application form that you dropped off at the Village. I plan on bringing this to the September 2nd council meeting and have a few questions for you in order to prepare my report to Council:

1. It is helpful when determining the value of the grant in aid to know the start and end dates of the request, I do see that you have written “ongoing”, but Council normally likes to re-visit these types of requests at least annually. Can we put a start date of Sept 2025 and an end date of August 2026 (1 year) and then a new application can be submitted annually?
2. Are you looking for the use of a serviced or unserviced site? Would the site be needed every night? How many people/tents/RV's will be staying at any one time? Just trying to get a sense of what the arrangement will be.
3. Any other information you can provide would be appreciated.

Thank you!

Lisa

Lisa Clark, CPA, CGA
Chief Financial Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 Ext. 3 (office)



Village of
Sayward


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.

From: Village Office <villageoffice@saywardvalley.ca>

Sent: Tuesday, August 19, 2025 9:59 AM

To: CFO <cfo@saywardvalley.ca>

Subject: Attached Image

	Village of Sayward	
	Title: Grant in Aid Policy	Policy # 300-08
	Category: Finance	

1.0 PURPOSE

To establish a policy and guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide services or a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's commitment to working with community groups which provide beneficial programs, services, or projects to the community while at the same time recognizing the financial constraints impacting the Village's ability to provide funding to these groups.

2.0 POLICY

This policy shall apply to all areas within the Village of Sayward ("Village") municipal boundaries. The Village recognizes the many not-for-profit organizations that provide valuable contributions to our community and this policy establishes eligibility requirements. Council will treat all organizations and groups fairly and consistently. The aim is to provide modest levels of support and assistance to community non-profit organizations.

3.0 DEFINITIONS

Benefitting area: means the Village of Sayward administrative/municipal boundary area.

Community group: includes voluntary groups, neighbourhood associations, service clubs, or other groups of individuals that are not registered with BC Corporate Registry and operate with no constitution or bylaws or any paid staff.

In-kind grant: means the provision of municipal property/facilities, materials or resources to an applicant, the waiver of permits or fees, and does not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under consideration.

Registered non-profit organization: includes an organization, a society, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Village: means the Village of Sayward.

4.0 PROCEDURES

4.1 Who Can Apply

- a.) The applicant must be a registered non-profit organization or community group of the benefitting area;
- b.) The registered non-profit organization or community group must be locally based in the Village or must otherwise provide services or benefits to the Village. The grant in aid or in-kind grant requested must provide a specific service or benefit to the community or any aspect of the community.
- c.) The registered non-profit organization or community group must be financially and administratively sound.

d.) Each applicant requesting a monetary grant in aid must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.

e.) 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. Applicants that receive an in-kind grant are also encouraged to provide a written report to Council.

4.2 Application Restrictions

a.) Industrial, commercial, and/or business organizations are not eligible to apply.

b.) Grant in aids may not be used to subsidize activities that are the responsibility of senior levels of government.

c.) The grant in aid may not cover any of the following expenses:

i.) remuneration;

ii.) capital improvement to rented or leased premises; or

iii.) private enterprise

d.) Grant in aids cannot be used for political purposes or to fund groups or organizations whose primary purpose is of a political nature.

4.3 Application Process

a.) All qualifying organizations are required to complete the Grant-In-Aid application form attached to this policy as Appendix "A". Applications should include a summary of how the grant in aid will be used if granted. It should be noted that organizations may be required to make a presentation or provide further documentation to Council before any decisions are made.

b.) Incomplete applications will not be accepted and will be returned to the applicant.

c.) Village staff will present the application along with any background information to Council with a request for decision.

c.) All applicants will receive notification of the status of their application once reviewed by Council.

d.) The Village reserves the right to request a full accounting of any and all expenditures of authorized grant in aid funds.

4.4 Approval Criteria

a.) Purpose for which funding is requested;

b.) Overall benefit to the community as a whole, or any aspect of the community;

c.) Amount of the grant requested; and

d.) Whether or not there is available funding and/or resources for the grant requested.

4.5 Yearly allocation for grant funding

The amount of funds available for grant in aids/donations shall be determined by Council during the Financial Plan process each year. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

5.0 REFERENCES /POLICY INTEGRATION

- *Fraser Valley Regional District*, Electoral Area Grant in Aid Guidelines and Application
- *City of West Kelowna*, Grants in Aid Policy
- *City of Rossland*, Community Grant Funding

6.0 APPROVAL HISTORY

ISSUED BY: CFO	APPROVED BY: Mayor & Council	RESOLUTION NO: R23/219	DATE: August 15, 2023
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Signed by:

Mayor: Original signed by “Mark Baker”	Corporate Officer: Original signed by “Lisa Clark”
Date: 7 September 2023	Date: 7 September 2023

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	
Address of Organization	
Full Mailing Address	
Telephone Number & Email	
Contact Person/Title	

Primary purpose of organization: _____

Event or reason for request: _____

Date of event: _____

Amount of grant requested (or items requested if in-kind): _____

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? ☐ Yes ☐ No

Applicant's signature: _____ Date: _____

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