



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING AGENDA  
July 28, 2026 - 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 – None**

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for **July 28, 2026**, be approved [as presented **or** as amended].

**5. Minutes of Previous Meetings**

Recommended Resolutions:

- a) THAT the minutes from the **Village of Sayward Annual Meeting** held on **June 23, 2026**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the **Regular Council meeting** held on **June 23, 2026**, be adopted [as presented **or** as amended].
- c) THAT the minutes from the **Special Open Council meeting** held on **July 7, 2026** be adopted [as presented **or** as amended].
- d) THAT the minutes from the **Special Open Council meeting** held on **July 16, 2026** be adopted [as presented **or** as amended].

## **6. Petitions and Delegations – None**

## **7. Correspondence**

- a) Ministry of Energy and Climate Solutions response to Village of Sayward Local Government Climate Action Programing funding letter June 2, 2026
  - i. Copy of Village of Sayward letter dated June 2, 2026 re Local Government Climate Action Programing funding
- b) City of Oak Bay letter to Ministry of Energy and Climate Solutions re Local Government Climate Action Programing funding
- c) City of Merrit letter re Animal Control Bylaw & Release of Pigeons
- d) Island Kids Cancer Association proclamation request re Childhood Cancer Awareness Month – September 2026
- e) Electoral Advertising and Electoral Financing – email from Elections BC to Local Chief Elections Officers

## **8. Council Reports – None**

## **9. Reports of Committees – None**

## **10. Mayor’s Report – None**

## **11. Unfinished Business – None**

## **12. Staff Reports**

### **a) 2026 Budget Variance Report – Village of Sayward**

Attachment

- RTC - 2026 Budget Variance Report - Village of Sayward

#### Recommended Resolution

- i. That Council accepts the 2026 Budget Variance Report for the period of January 1 to June 30, 2026 as presented

### **b) Disposition of Uncollectable Property Taxes**

Attachment

- RTC - Disposition of Uncollectable Property Taxes

#### Recommended Resolution

- i. THAT Council direct staff to request that the Minister (Housing and Municipal Affairs) confer authority on the Council of the Village of Sayward, pursuant to section 781 of the Local Government Act, to write off the uncollectible property taxes, penalties, and interest associated with Folio No. 80000.022 and MFH Registration No. 88559, being \$873.75 as of July 15, 2026, plus any additional interest accruing before the write-off is processed.

**c) Grant in Aid Request Canadian Cancer Society Tour de Rock**

Attachment

- RTC - Grant in Aid Request Canadian Cancer Society Tour de Rock

Recommended Resolution

- i. THAT Council approve the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 24, 2026.

**d) 2026 Election Cost Sharing Agreement with SRD for School Trustee election**

Attachment

- 2026 Election Cost Sharing Agreement with the SRD to support School Trustee election for School District #72 (Campbell River)

Recommended Resolution

- i. THAT Council authorizes the Mayor and the Chief Administrative Officer to approve a 2026 Election Cost Sharing Agreement with the Strathcona Regional District (SRD) to support School Trustee election for School District #72 (Campbell River).

**13. Emergency Services/Public Works/Recreation Department Reports**

**a) Disposal of Rescue 33 Truck**

Attachment

- RTC - Disposal of Rescue 33 Truck

Recommended Resolution

- i. THAT Council selects Option A (or B) as the method to decommission (sell) Rescue 33 Truck.

**b) Active Communities Grant opportunity with SRD**

Attachment

- RTC - Active Communities Grant Opportunity with SRD

Recommended Resolution

- i. THAT Council supports the Village of Sayward being a partner with the Strathcona Regional District in applying for a 2026 Active Communities Grant.

**c) Mental Health Climate Change Action Grant opportunity with SRD**

Attachment

- RTC - Mental Health Climate Change Action Grant opportunity with SRD

Recommended Resolution

- i. THAT Council supports the Village of Sayward being a partner with the Strathcona Regional District in applying for a 2026 Mental Health and Climate Change Community Action grant.

**d) Extreme Heat Outreach Rapid Adaptation Grant opportunity with SRD**

Attachment

- RTC - Extreme Heat Outreach Rapid Adaptation Grant Application with SRD

Recommended Resolution

- i. THAT Council supports the Village of Sayward being a partner with the Strathcona Regional District (SRD) in applying for a 2026 Rapid Adaptation Projects grant to create a term-position tasked with enhancing the region's communities resilience to extreme heat events through heat safety outreach and programming throughout the regional district to better support vulnerable populations during an extreme heat event.

**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:

- a) 90 (1)(c) labour relations or other employee relations;
- b) 90 (1)(d) the security of the property of the municipality;
- c) 90 (1)(g) litigation or potential litigation affecting the municipality;
- d) 90(1)(h) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- e) 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;
- f) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- g) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- h) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

#### **18. Adjournment**

- a) **THAT the Village of Sayward Council adjourns its July 28, 2026 Special Meeting.**

**Time:** \_\_\_\_\_ .



**VILLAGE OF SAYWARD  
ANNUAL MEETING MINUTES  
June 23, 2026  
COUNCIL CHAMBERS  
Village of Sayward Municipal Office  
652 H’Kusam Way  
Sayward, BC**

*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 (via Teams)  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

The meeting was called to order at 6:00 pm.

**2. Approval of Agenda**

**MOTION S26/14**

**MOVED AND SECONDED**

BE IT RESOLVED THAT the agenda for the Village of Sayward’s Annual Meeting on June 23, 2026 and presentation of the 2025 Annual Report be approved as presented.

**Opposed Cllr Burchett, Cllr Poulsen                      CARRIED**

**3. Staff Reports**

a) Village of Sayward 2025 Annual Report

**MOTION S26/15**

**MOVED AND SECONDED**

BE IT RESOLVED THAT the Village of Sayward 2025 Annual Report be approved as presented.

**Opposed Cllr Burchett, Cllr Poulsen                      CARRIED**

#### 4. Adjournment

##### **MOTION S26/16**

##### **MOVED AND SECONDED**

BE IT RESOLVED THAT the Village of Sayward Council adjourns the Village of Sayward's Annual Meeting held on June 23, 2026 at 6:10 pm.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

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Mayor

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Corporate Officer



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
June 23, 2026  
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 (via Teams)  
Jennifer Redshaw, Office Administrator

**1. Call to Order**

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

**2. Public Input – None**

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

**4. Approval of Agenda**

**MOTION R26/111**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for **June 23, 2026**, be approved as presented.

**Opposed Cllr Burchett, Cllr Poulsen                      CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R26/112**

**MOVED AND SECONDED**

THAT the minutes from the **Regular Council meeting** held on **June 9, 2026 starting at 7:00pm**, be adopted as presented.

**Opposed Cllr Burchett, Cllr Poulsen                      CARRIED**

**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**

a) Proposed SROW to support MacMillan Drainage Improvement Project

**MOTION R26/113**

**MOVED AND SECONDED**

THAT COUNCIL authorizes the Village of Sayward's Mayor and Chief Administrative Officer to approve a Statutory Right-of-Way over a small area of municipal owned land located at 301 MacMillan Drive to support advancement of the MacMillan Drainage Improvement Project, and electrical service to a neighbouring private residence.

**CARRIED**

b) General Operational Update from the Chief Administrative Officer – Verbal

**13. Emergency Services/Public Works/Recreation Department Reports – None**

**14. Bylaws – None**

**15. New Business – None**

**16. Public Question Period - None**

**17. In Camera – None**

**18. Adjournment**

**MOTION R26/114**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its June 23, 2026 Regular Meeting.

**Opposed Cllr Poulsen**

**CARRIED**

**Time: 7:15pm**

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Mayor

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Corporate Officer



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
July 7, 2026  
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 (by telephone)  
Councillor Jason Johnson

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

**1. Call to Order**

The meeting was called to order at 7:00 pm without Cllr Poulsen in attendance.

**2. Public Input – None**

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

**4. Approval of Agenda**

**MOTION S26/17**

**Moved and Seconded**

THAT the agenda for the Special Council Meeting to be held on July 7, 2026 starting at 7:00pm, 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**

**17. In Camera**

**MOTION S26/18**

**MOVED AND SECONDED**

THAT in accordance with section 92 of the *Community Charter*, this Council meeting 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*:

- a) 90 (1)(c) labour relations or other employee relations;
- b) 90 (1)(d) the security of the property of the municipality;
- c) 90(1)(h) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- d) 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;
- e) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- f) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- g) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**Opposed Cllr Burchett**

**CARRIED**

Mayor Baker called a recess at 7:02 pm.

Mayor Baker called the meeting back to order at 7:14 pm with Councillor Poulsen in attendance (via Teams).

***Rise and Report from In Camera meeting***

***11 a - Award of Contract for MacMillan Drainage Improvement Project***

*THAT Council awarded the construction contract for the MacMillan Drainage Improvement Project to Upland Contracting Ltd pursuant to the terms and conditions of Tender No. 2221-49618-06 that was issued on May 25, 2026; and THAT Council authorizes the Mayor and the Chief Administrative Officer to approve a construction contract with Upland Contracting Limited for the MacMillan Drainage Improvement Project under the terms and conditions of Tender No. 2221-49618-06 at the Contract Price of \$862,711.00, excluding GST with the understanding that two*

*optional items specifically trash rack and safety grate on the two ends of the arch culvert for an additional cost of \$13,859, excluding GST will be added to the contract under a change order; and that a contingency of 10% of the tender price be provided for in the amount of \$ 88,350.00.*

**CARRIED**

**11b - Residential Curbside Solid Waste Collection Contract**

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

**CARRIED**

**18. Adjournment**

**MOTION S26/19**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its July 7, 2026 Special Council Meeting (which meeting started at 7:00 pm) at 7:38 pm.

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Mayor

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Corporate Officer



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
July 16, 2026  
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 – with notice

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

**1. Call to Order**

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

**2. Public Input**

- a) Sarah Levin inquired whether the gravel piles excavated from the ball diamonds near the ballfield is temporary. She voiced concerns about the natural habitat close by.
- b) Jan Bakker of 200 Kelsey Way had comments on the 2025 Statement of Financial Information (SOFI) regarding Council Remuneration, Employee Remuneration, and the Schedule of Payments of Good and Services. Mr. Bakker suggested that Council revise the 2025 SOFI.

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

**4. Approval of Agenda**

**MOTION S26/20**

**MOVED AND SECONDED**

THAT the agenda for the Special Council Meeting to be held on July 16, 2026 starting at 7:00pm, be approved as presented.

**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.

**17. In Camera**

**MOTION S26/21**

**MOVED AND SECONDED**

THAT in accordance with section 92 of the *Community Charter*, this Council meeting 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*:

- a) 90 (1) (c) labour relations or other employee relations;
- b) 90 (1) (d) the security of the property of the municipality;
- c) 90(1) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- d) 90 (1) (g) litigation or potential litigation affecting the municipality;
- e) 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- f) 90 (1) (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.
- g) 90 (1) (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**Opposed Cllr Poulsen**

**CARRIED**

Mayor Baker called a recess at 7:08 pm.

Mayor Baker called the meeting back to order at 7:18 pm.

**18. Adjournment**

**MOTION S26/22**

**MOVED AND SECONDED**

THAT the Village of Sayward Council adjourns its July 16, 2026 Special Council Meeting (which meeting started at 7:00 pm) at 8:03 pm.

**CARRIED**

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Mayor

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Corporate Officer



July 02, 2026

151081

Via email: [cao@saywardvalley.ca](mailto:cao@saywardvalley.ca)

Andrew Young  
Chief Administrative Officer & Corporate Officer  
Village of Sayward  
652 H'Kusam Way, PO Box 29  
Sayward, BC V0P 1R0

Dear Andrew Young:

Thank you for your letter of June 02, 2026, from Mayor Mark Baker regarding funding for the Local Government Climate Action Program (LGCAP). As this issue falls under the purview of the Ministry of Energy and Climate Solutions, I am responding on behalf of my colleagues. I do recognize the work the Village of Sayward has accomplished with LGCAP funding. Like you, many participants of the program are seeking clarity regarding long-term funding for LGCAP.

Current LGCAP funding is confirmed through March 31, 2027. As part of government's on-going work to review priorities and available resources, options related to the future of LGCAP are being considered. We are committed to sharing further information as soon as decisions are made.

Thank you again for taking the time to write and for your ongoing leadership on climate action in your community.

Sincerely,

Adrian Dix  
Minister of Energy and Climate Solutions

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pc: Honourable David Eby, Premier  
Honourable Brenda Bailey, Minister of Finance  
Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
Honourable Tamara Davidson, Minister of Environment and Parks  
Honourable Kelly Greene, Minister of Emergency Management and  
Climate Readiness



## Village of Sayward

June 2, 2026

The Honourable David Eby, Premier  
The Honourable Adrian Dix, Minister of Energy and Climate  
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness  
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
The Honourable Brenda Bailey, Minister of Finance

Via Email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca) , [ECS.Minister@gov.bc.ca](mailto:ECS.Minister@gov.bc.ca) , [EMCR.Minister@gov.bc.ca](mailto:EMCR.Minister@gov.bc.ca) ,  
[HMA.Minister@gov.bc.ca](mailto:HMA.Minister@gov.bc.ca) , [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

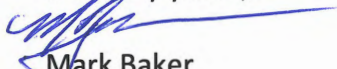
### **RE: BC Local Government Climate Action Program (LGCAP) – Funding Continuation**

On May 26, 2026 during its Regular meeting Sayward Council received a letter from the District of Saanich (Saanich) titled '*BC Local Government Climate Action Program (LGCAP) – Funding Continuation*'. Saanich's letter of May 19, 2026 outlined the importance of continued Local Government Climate Action Program (LGCAP) funding, and was shared with all local governments in British Columbia,

During its Regular meeting Sayward Council expressed support for the District of Saanich and its letter requesting that the Province of British Columbia continue funding the Local Government Climate Action Program as it has for many years provided critical and reliable funding to support British Columbia community climate action initiatives, delivered key GHG reduction and adaptation programs, and leveraged other utility funding and provincial and federal grants. Sayward Council resolved to support the District of Saanich championing this important and successful program.

In closing, Sayward Council asks the Province to continue supporting the Local Government Climate Action Program and support collaborative actions that will continue to reduce GHG emissions and improve our collective readiness to respond to climate change impacts.

Sincerely yours,

  
Mark Baker  
Mayor

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0  
Phone: 250-282-5512 e-mai: [village@saywardvalley.ca](mailto:village@saywardvalley.ca)

*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.*

- c: Hon. Nina Krieger, MLA Victoria Swan Lake [Nina.Krieger.MLA@leg.bc.ca](mailto:Nina.Krieger.MLA@leg.bc.ca)  
Hon. Diana Gibson, MLA Oak Bay Gordon Head [Diana.Gibson.MLA@leg.bc.ca](mailto:Diana.Gibson.MLA@leg.bc.ca)  
Hon. Lana Popham, MLA Saanich South [Lana.Popham.MLA@leg.bc.ca](mailto:Lana.Popham.MLA@leg.bc.ca)  
District of Saanich Council [council@saanich.ca](mailto:council@saanich.ca)  
Capital Regional District – Board of Directors [CRDBoard@crd.bc.ca](mailto:CRDBoard@crd.bc.ca)  
Strathcona Regional District – Board of Directors [corporate@srd.ca](mailto:corporate@srd.ca)  
Union of British Columbia Municipalities [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)  
Village of Sayward Council Members  
Andrew Young, MCIP, RPP, Chief Administrative Officer, Village of Sayward

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0  
Phone: 250-282-5512 e-mail: [village@saywardvalley.ca](mailto:village@saywardvalley.ca)

*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.*



THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, BC V8R 1G2  
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE [www.oakbay.ca](http://www.oakbay.ca)

OFFICE OF THE MAYOR

Via email: [ECS.Minister@gov.bc.ca](mailto:ECS.Minister@gov.bc.ca)

June 30, 2026

Honourable Adrian Dix, MLA  
Ministry of Energy and Climate Solutions  
PO Box 9060 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Dix:

**Re: Local Government Climate Action Program (LGCAP) Funding**

At the Oak Bay Council Meeting held June 8, 2026, Council resolved:

*That Council direct the Mayor to send a letter to the Province and local MLAs outlining the need for continued Local Government Climate Action Program funding and share this letter with the Capital Regional District Board of Directors and other BC municipal elected officials.*

For more than a decade, the Province has supported local climate initiatives through grant funding to communities across British Columbia. The Local Government Climate Action Program (LGCAP), the current form of this support, provides local governments and Modern Treaty Nations with funding, guidance, and direct support to implement effective climate actions across B.C.

This funding supports timely local climate action that reduces greenhouse gas (GHG) emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy.

Eligible expenditures can include, but are not limited to:

- Investments to improve energy efficiency and investing in climate infrastructure
- Matching funds to leverage funding from the federal government or other parties
- Staffing and contracts
- Risk assessments, communications and engagement

These funds have been a critical and reliable funding source of support that the District and most other local governments have relied on to implement climate solutions, support staff expertise, deliver programs, and leverage additional grant funding from other organizations.

In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

Oak Bay Council would like to advocate for the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan as the loss of Provincial LGCAP funding would be detrimental to the District's ability (and the ability of all local governments) to continue developing and implementing our climate action program.

Thank you for your time and consideration and we look forward to your response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Murdoch', with a stylized, cursive script.

Kevin Murdoch, Mayor  
District of Oak Bay

- c. *Hon. Diana Gibson, MLA Oak Bay-Gordon Head*  
*Hon. Grace Lore, MLA Victoria-Beacon Hill*  
*Hon. Lana Popham, MLA Saanich South*  
*Hon. Nina Krieger, MLA Victoria-Swan Lake*  
*Hon. Ravi Parmar, MLA Langford-Highlands*  
*Darlene Rotchford, MLA Esquimalt-Colwood*  
*Rob Botterell, MLA Saanich North and the Islands*  
*Capital Regional Board of Directors*  
*BC Municipalities – Elected Officials*

**From:** [Rachel Blyth](#)  
**To:** [Rachel Blyth](#)  
**Subject:** Bylaw Update - Releasing of pigeons  
**Date:** July 9, 2026 1:24:37 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[Bylaw 2425, 2026- Releasing of Pigeons.pdf](#)

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## British Columbia Municipalities

The City of Merritt has recently adopted an amendment to its Animal Control Bylaw to restrict the release of pigeons within the municipality.

Attached for your information are a summary of the initiative and a copy of the bylaw amendment. We hope these materials may be a useful resource should your municipality wish to consider a similar approach.

If this email has been directed to municipal staff, we would appreciate it if you could share it with your Mayor and Council.

Thank you

Kind Regards

**Rachel Blyth**  
Committee Clerk  
City of Merritt  
(250) 378-8616



*I respectfully acknowledge that the City of Merritt is located on the traditional, ancestral and unceded territory of the Nlaka'pamux and Syilx people.*

CONFIDENTIALITY DISCLAIMER: This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is unauthorized and may be illegal. Thank you.

July 8, 2026

Thompson-Nicola Regional District  
300–465 Victoria Street  
Kamloops, BC V2C 2A9

**Re: City of Merritt Animal Control Bylaw Amendment – Pigeon Release Restrictions**

Dear, Directors,

Over the past several months, the City of Merritt has experienced a significant increase in the number of individuals travelling from outside the community to release and capture high-flying pigeons within the City.

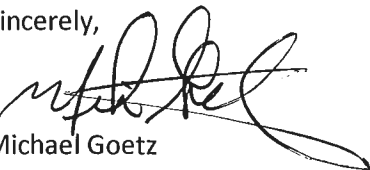
These individuals do not appear to be affiliated with any recognized pigeon racing or pigeon fancier organizations. Their activities and handling practices have raised concerns regarding both the welfare of the pigeons and the impacts on Merritt residents. Complaints have included disturbances to neighbourhoods, concerns for animal welfare, and the use of public and private property in connection with these activities.

In response to these concerns, Merritt City Council has adopted an amendment to Animal Control Bylaw No. 2241, 2018, restricting the release of pigeons within the City of Merritt boundaries.

A copy of the bylaw amendment is enclosed for your information and reference.

Should you have any questions regarding this amendment, please do not hesitate to contact the City.

Sincerely,



Michael Goetz  
Mayor

Cc: Merritt RCMP Detachment  
School District #58  
UBCM Municipalities  
Local First Nation Bands

## CITY OF MERRITT

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### BYLAW 2425 A BYLAW TO AMEND THE ANIMAL CONTROL BYLAW

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The Municipal Council for the City of Merritt in open meeting assembled, enacts as follows:

#### Citation

1. This Bylaw shall be cited as the “**Animal Control Bylaw Amendment Bylaw No 2425, 2026**”.

#### Details

2. That “City of Merritt Animal Control Bylaw No. 2241, 2018” be amended as follows:

- a. Insert the following definition in Section 3 Definitions, in alphabetical order:

“Pigeon” means any member of the Columba genus, including birds commonly referred to as common pigeons, racing pigeons, fancy pigeons, utility pigeons and flying or sporting pigeons.

- b. Insert the following new clause after Section 58 Bee Regulations, and renumber the following sections as appropriate:

#### “Keeping of Pigeons

59. A person must not allow a Pigeon for which they are responsible

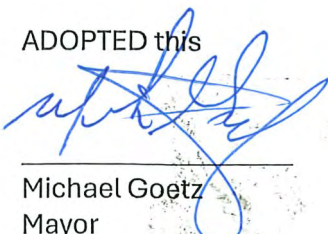
- i) to be released from a location outside of the property owned or leased by that person; or,
- ii) to perch, roost, nest, or stray on land or buildings outside of the property owned or leased by that person, or to stray or feed on any public highway or public place.”

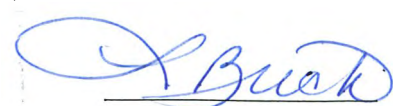
READ A FIRST TIME this 23<sup>rd</sup> day of June 2026

READ A SECOND TIME this 23<sup>rd</sup> day of June 2026

READ A THIRD TIME this 23<sup>rd</sup> day of June 2026

ADOPTED this 7<sup>th</sup> day of July 2026

  
Michael Goetz  
Mayor

  
Linda Brick  
Corporate Officer



**From:** [Mark Baker](#)  
**To:** [CAO Sayward](#)  
**Subject:** Fw: Proclamation Request: Childhood Cancer Awareness Month – September 2026  
**Date:** Friday, June 12, 2026 11:48:34 AM

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**From:** Savan Fry <savan@ikca.ca>  
**Sent:** Friday, 12 June 2026 11:21:14  
**To:** Mark Baker <mark.baker@saywardvalley.ca>  
**Subject:** Proclamation Request: Childhood Cancer Awareness Month – September 2026

Good Afternoon Mark Baker,

On behalf of Island Kids Cancer Association, we respectfully request that the village of Sayward proclaim September as Childhood Cancer Awareness Month.

We would like to extend our sincere gratitude for the village of Sayward's proclamation of September 2025 as Childhood Cancer Awareness Month. Your support helps raise awareness of the challenges faced by children with cancer and their families, while encouraging community understanding and advocacy.

Thank you for your consideration and for your continued support of children and families affected by childhood cancer.

For your records and the official proclamation process, please find the relevant campaign details below:

- **Name of the Cause:** Childhood Cancer Awareness Month
- **Date / Duration:** September 1, 2026 – September 30, 2026
- **Hosting Local Organization:** Island Kids Cancer Association

Thank you for your time, consideration, and ongoing dedication to supporting children and families affected by childhood cancer in our community.

Sincerely,

**Savan Fry** Representative of IKCA [savan@ikca.ca](mailto:savan@ikca.ca) | 



With gratitude we acknowledge that we live, work, and play on the unceded traditional territories of the Coast Salish, Nuu-chah-nulth, Kwakwaka'wakw first peoples of Vancouver Island and surrounding islands.

**Mailing Address:** Island Kids Cancer Association PO Box 20 #106-4480 West Saanich Rd, Victoria, BC V8Z 3E9

**From:** [Elections BC](#)  
**To:** [CFO](#); [CAO Sayward](#)  
**Subject:** Ref# 95283-Elections BC: Reminders and Resources for Local Chief Election Officers  
**Date:** Thursday, July 9, 2026 1:46:50 PM

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Good afternoon,

You are receiving this email because you are a Local Chief Election Officer (LCEO) overseeing the upcoming 2026 General Local Elections in your jurisdiction.

Election BC's role in local elections is to oversee compliance with the campaign financing and election advertising rules set out under the Local Elections Campaign Financing Act (or LECFA) and Local Elections Campaign Financing Regulation. As you prepare for the election, we'd like to help make it easier for you to connect candidates and other participants with clear, up to date information by sharing some reminders and resources below.

**\*\*Election advertising\*\***

As we near the beginning of the pre-campaign period on July 20, we thought that it would be helpful to share a few reminders regarding election advertising. Election advertising may include any public communication that directly or indirectly promotes or opposes a candidate or elector organization during the pre campaign period or campaign period (July 20 - October 17, 2026). In the campaign period (September 19 - October 17, 2026), election advertising also includes public communications that take a position on an issue associated with a candidate or elector organization.

Most election advertising must contain an authorization statement. Authorization statements must include the name of the financial agent, and either a B.C. phone number, email address or mailing address for the financial agent and include an indication that it was authorized. For example: Authorized by John Smith, financial agent, 604-123-4567.

Online advertising, such as a paid social media post, does not need to include an authorization statement if the ad includes a direct link to a webpage that contains it.

For questions regarding election advertising, you may wish to share our [Election Advertising - Quick Reference Sheet](#) with local candidates.

**\*\*Candidate expense limit information\*\***

Expense limits are the maximum value of expenses that may be used in the campaign period. All candidates are subject to expense limits, which are based on the office sought and population of the election area.

You can find local candidate expense limits for your jurisdiction on our [Candidate Expense Limits | Elections BC](#) web page. You can also find more information regarding expense limits that may be helpful to share with candidates on our [Local Election Expense Limits - Quick Reference Sheet](#).

**\*\*Legislative updates:\*\*** \*Miscellaneous Statutes Amendment Act, 2025\*

Amendments to LECFA introduced by the Miscellaneous Statutes Amendment Act, 2025 will have impacts on the role of the LCEO when administering local events. These changes include:

- Granting the LCEO the authority to identify and use an abbreviated or shortened name for an elector organization on the ballot after they have consulted with both the authorized principal official of the elector organization and the B.C. Chief Electoral Officer.
  - o When exercising this authority, the LCEO must contact Elections BC with the shorter name that will be used to identify the elector organization on the ballot. Furthermore, the elector organization must file a registration update with Elections BC as soon as practicable. If the notice is not filed within 60 days, the elector organization's registration may be suspended.
- Requiring elector organization endorsements to be filed as part of the candidate nomination documents. Previously, elector organizations had to file their candidate endorsements separately, and submit copies to both the LCEO and Elections BC before the end of the nomination period.
- Requiring Elections BC to redact from public disclosure the telephone number, mailing address, or residential address of a candidate on a disclosure statement or supplementary report.

For a complete list of changes, see the [Miscellaneous Statutes Amendment Act, 2025](#).

We hope that you find the above information helpful. If you have any questions, please don't hesitate to reach out, and we would be happy to assist. Any electoral finance inquiries can be directed to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca), or 1-800-661-8683.

Kind regards,

**\*\*Electoral Finance\*\***

Elections BC

Email: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

Toll-free: 1-800-661-8683



# Village of Sayward

## STAFF REPORT

**For:** Mayor and Council  
**Prepared by:** Jeannie Bradburne, CPA, CGA, MBA, Pacific Coastal Consulting  
**Subject:** Budget Variance Report to June 30, 2026  
**Meeting date:** July 14, 2026

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### PURPOSE

To provide Council with an update on the Village's financial results for the period January 1 to June 30, 2026, including a comparison of actual revenues and expenditures to the approved 2026 Financial Plan and an overview of notable variances.

### BACKGROUND

Regular financial variance reporting supports Council's oversight of the Village's financial position by comparing actual revenues and expenditures with the approved Financial Plan and identifying any emerging financial pressures or other matters requiring further review.

The financial information presented in this report reflects transactions recorded from January 1 to June 30, 2026. At this point, approximately 50% of the year has elapsed.

Actual revenues and expenditures should not be expected to equal 50% of the annual budget in all areas. Significant Village revenues and expenditures occur at particular points during the year. Examples include property taxation, utility billings, provincial grants, annual requisitions, insurance costs, reserve transfers, amortization, seasonal operations, and capital activity.

Accordingly, this report focuses on significant variances and items requiring continued monitoring rather than minor differences resulting from normal timing.

### DISCUSSION

The table below provides a high-level summary of the Village's financial results for the period January 1 to June 30, 2026, compared with the approved 2026 Financial Plan and January 1 to June 30, 2025 actual results.

Year-to-date results should be interpreted with consideration for the timing of major revenues and expenditures. Actual results should not be expected to equal 50% of the annual budget in all areas, as property taxation, utility billings, grants, annual requisitions, reserve transfers, amortization, seasonal activities, and other transactions occur at different points throughout the year.

| Summary                                     | 2025<br>Budget   | 2025<br>Actual to<br>June 30,<br>2025 | % of<br>Budget | 2026<br>Budget   | 2026<br>Actual to<br>June 30,<br>2026 | % of<br>Budget |
|---------------------------------------------|------------------|---------------------------------------|----------------|------------------|---------------------------------------|----------------|
| <b>OPERATING REVENUE</b>                    |                  |                                       |                |                  |                                       |                |
| Taxation - General Municipal Purpose        | 625,395          | 628,692                               | 100.5%         | 853,593          | 853,593                               | 100.0%         |
| Other Taxes                                 | 14,349           | 5,679                                 | 39.6%          | 14,086           | 5,194                                 | 36.9%          |
| Federal Community Works Fund Grant          | 78,620           | 0                                     | 0.0%           | 78,620           | 0                                     | 0.0%           |
| Provincial Gov't Grant - Small<br>Community | 368,500          | 0                                     | 0.0%           | 330,000          | 0                                     | 0.0%           |
| Interest & Tax Penalties                    | 11,300           | 1,071                                 | 9.5%           | 8,925            | 54                                    | 0.6%           |
| General Investment Income                   | 85,750           | 24,343                                | 28.4%          | 50,000           | 14,657                                | 29.3%          |
| Other Revenue                               | 5,450            | 2,418                                 | 44.4%          | 4,800            | 4,290                                 | 89.4%          |
| Licences, Permits & Fines                   | 13,310           | 2,877                                 | 21.6%          | 5,170            | 575                                   | 11.1%          |
| General Operating Grants                    | 171,500          | 35,634                                | 20.8%          | 2,500            | 0                                     | 0.0%           |
| Sale of Service - Recreation Centre         | 22,528           | 8,629                                 | 38.3%          | 1,865            | 90                                    | 4.8%           |
| Donations - Recreation Centre               | 13,950           | 789                                   | 5.7%           | 4,200            | 545                                   | 13.0%          |
| Sale of Service - Other                     | 37,407           | 12,750                                | 34.1%          | 20,100           | 2,058                                 | 10.2%          |
| RCMP Rent                                   | 25,000           | 12,500                                | 50.0%          | 25,200           | 12,600                                | 50.0%          |
| RCMP Maintenance                            | 9,748            | 4,874                                 | 50.0%          | 12,503           | 5,101                                 | 40.8%          |
| Sewer Revenue                               | 110,539          | 100,791                               | 91.2%          | 111,402          | 105,671                               | 94.9%          |
| Water Revenue                               | 201,151          | 173,024                               | 86.0%          | 209,675          | 205,808                               | 98.2%          |
| Solid Waste Revenue                         | 58,107           | 51,410                                | 88.5%          | 60,777           | 61,634                                | 101.4%         |
| <b>Total Operating Revenue</b>              | <b>1,852,604</b> | <b>1,065,482</b>                      | <b>57.5%</b>   | <b>1,793,416</b> | <b>1,271,868</b>                      | <b>70.9%</b>   |
| <b>OPERATING EXPENDITURES</b>               |                  |                                       |                |                  |                                       |                |
| Legislative Services                        | 57,400           | 30,655                                | 53.4%          | 72,200           | 28,236                                | 39.1%          |
| Administration                              | 659,540          | 433,271                               | 65.7%          | 830,485          | 377,928                               | 45.5%          |
| Election                                    | 0                | 0                                     | 0.0%           | 10,090           | 0                                     | 0.0%           |
| Recreation Centre                           | 231,102          | 107,986                               | 46.7%          | 77,643           | 38,798                                | 50.0%          |
| Parks                                       | 43,216           | 16,804                                | 38.9%          | 48,374           | 10,918                                | 22.6%          |
| Public Works                                | 107,791          | 47,884                                | 44.4%          | 121,893          | 56,123                                | 46.0%          |
| Roads                                       | 47,620           | 16,095                                | 33.8%          | 46,027           | 12,105                                | 26.3%          |
| Drainage                                    | 15,461           | 2,313                                 | 15.0%          | 9,691            | 724                                   | 7.5%           |
| Planning                                    | 32,950           | 28,360                                | 86.1%          | 42,224           | 9,540                                 | 22.6%          |
| Police                                      | 10,492           | 5,821                                 | 55.5%          | 12,503           | 1,436                                 | 11.5%          |
| Fire                                        | 44,000           | 7,932                                 | 18.0%          | 0                | 1,259                                 | 0.0%           |
| Emergency                                   | 9,218            | 721                                   | 7.8%           | 2,810            | 60                                    | 2.1%           |
| Health Clinic                               | 1,000            | 253                                   | 25.3%          | 1,725            | 253                                   | 14.7%          |
| Solid Waste                                 | 52,100           | 13,756                                | 26.4%          | 63,175           | 23,613                                | 37.4%          |
| Sewer Operations                            | 109,118          | 34,128                                | 31.3%          | 116,360          | 68,336                                | 58.7%          |
| Water Operations                            | 199,851          | 94,151                                | 47.1%          | 227,626          | 102,794                               | 45.2%          |
| <b>Total Departmental Expenditures</b>      | <b>1,620,859</b> | <b>840,129</b>                        | <b>51.8%</b>   | <b>1,682,825</b> | <b>732,122</b>                        | <b>43.5%</b>   |

|                                                                        |                |                |  |                |                |  |
|------------------------------------------------------------------------|----------------|----------------|--|----------------|----------------|--|
| <b>Surplus/(Deficit) Before Amortization and transfers to Reserves</b> | <b>231,745</b> | <b>225,353</b> |  | <b>110,591</b> | <b>539,746</b> |  |
| <b>Reserve transfers</b>                                               | 1,983          | 3,363          |  | 39,320         | 3,363          |  |
| <b>Surplus/(Deficit) as at June 30, 2026</b>                           | <b>229,762</b> | <b>221,990</b> |  | <b>71,271</b>  | <b>536,383</b> |  |

Based on the financial results recorded to June 30, 2026, no significant variances have been identified that currently indicate a material financial concern or require corrective action. Several individual accounts warrant continued monitoring or follow-up and are discussed below.

## **Key Areas for Monitoring**

### **Capital**

The Drainage Improvement Project is expected to be completed in late 2026.

The Water Treatment Plant Chlorine Analyzer project has been completed on budget. The sewer capital projects, including the Lagoon Flow Meter Replacement and Lagoon Datalogger, have also been completed. These projects were slightly over budget, and the minor overage will be funded through the Canada Community-Building Fund.

### **Operating Revenues**

Most operating revenues relate to the Village's taxation and user fees, which are fully recorded as revenue when the tax notices are created. As such, most of these accounts currently reflect the full year's revenue. In contrast, there are a few large dollar revenue items that currently reflect \$0 due to timing, including grant revenue, which will be recorded later in the year when the grant is received. The area where there may be some variability during the year is for items which can fluctuate due to external factors. Currently the revenue for the Kelsey Centre Van Donations as well as development related revenues including building permits and planning fee revenues are trending below target. Further, currently investment income is trending lower than expected due to lower available interest rates. It is important to note that these amounts can fluctuate greatly throughout the year. Overall revenues recorded reflect approximately 71% of expected revenues for the year.

### **Payment to Other Taxing Authorities**

Payments to other taxing authorities will be recorded in August. As such, these currently reflect \$0.

### **Amortization Expense**

Amortization is a non-cash expense, which is recorded a year end to reflect the use of tangible capital assets based on their historical costs.

### **Staffing and Contract Support**

Administrative salary costs are currently below budget, primarily due to the vacant Director of Finance position. These savings should be considered together with related recruitment costs and the contract support required to maintain financial operations during the vacancy.

Custodian wages are also currently under budget due to a temporary vacancy in the position. This work is being addressed through contract support, resulting in no anticipated net impact to the Village's budget.

### **Audit Costs**

Audit costs are projected to exceed budget, with a new audit services contract currently underway. Additional costs include approximately \$900 to complete LGDE reporting during a staffing gap and \$6,600 for additional audit work related to the review and verification of corporate records required to support completion of the audit process.

### **Economic Development Expenditures**

The economic development grant has been repurposed and is being used towards upgrades for the campsite. The budget for this work will be brought forward as part of a financial plan amendment later in the year.

### **Contingency**

Contingency is used for unexpected expensive that may arise during the year and currently has not been utilized. It is impossible to predict when these expenses may arise, and it is possible that the budget will still be required this year.

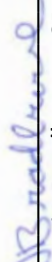
### **Public Works Salaries**

Wages and salaries for public works staff are allocated to the service area where the work is performed. As a result, costs in each area can fluctuate throughout the year depending on operational priorities and where staff time is required. While some areas are currently under budget, these variances are expected to largely balance out by year-end.

### **STAFF RECOMMENDATION/S**

1. THAT Council accepts the Budget Variance Report from January 1 to June 30, 2026 as presented.

Respectfully submitted,

  
Jeannie Bradburne, CPA, CGA, MBA  
Principal, Pacific Coastal Consulting

*Approved for Council package*

\_\_\_\_\_  
Andrew Young, MCIP, RPP  
Chief Administrative Officer &  
Corporate Officer





# Village of Sayward

## STAFF REPORT

**For:** Mayor and Council  
**Prepared by:** Jeannie Bradburne, CPA, CGA, MBA, Pacific Coastal Consulting  
**Subject:** Disposition of Uncollectable Property Taxes  
**Meeting date:** July 28, 2026

---

### PURPOSE

To obtain Council authorization to request a Minister's Order under section 781 of the *Local Government Act* permitting the Village to write off uncollectible property taxes, penalties, and interest associated with a manufactured home that was destroyed by fire.

### BACKGROUND

The manufactured home associated with Folio No. 80000.022 was located at Bay No. 2, 711 Kelsey Way and is identified as follows:

**Folio:** 80000.022

**Roll:** 06-571-00703.000

**MHR:** 88559

The manufactured home was abandoned by its owner and was subsequently destroyed by fire. The home has been completely destroyed and has no remaining realizable value. The owner is no longer residing at the property, and the Village has been unable to locate them.

BC Assessment has removed the manufactured home from future assessment rolls. While this prevents further property taxes from being levied against the manufactured home, it does not cancel taxes, penalties, or interest previously imposed.

As of July 15, 2026, the account has a total outstanding balance of \$873.75, comprising of:

| Description              | Amount          |
|--------------------------|-----------------|
| Delinquent taxes         | \$258.33        |
| Delinquent interest      | 10.33           |
| Taxes in arrears         | 250.07          |
| Arrears interest         | 10.00           |
| 2026 property taxes      | 313.65          |
| 2026 penalty             | 31.37           |
| <b>Total Outstanding</b> | <b>\$873.75</b> |

Interest will continue to accrue on the delinquent and arrears balances until the account is written off.

## DISCUSSION

Section 781 of the *Local Government Act* permits the Minister to confer additional authority on a municipality regarding the management and disposal of its assets. This authority includes permitting a municipality to write off property taxes and related penalties and interest that have been demonstrated to be uncollectible.

Provincial guidance identifies destroyed property and abandoned or removed manufactured homes as circumstances in which a municipality may request a Minister's Order. This request must include:

- A Council resolution directing staff to request the order;
- The staff report supporting Council's resolution;
- Background demonstrating why the account is uncollectible;
- Information regarding the municipality's previous collection efforts;
- The folio and property identification information; and
- The total taxes, penalties, and interest to be written off.

The Village has attempted to collect the outstanding balance and locate the owners through its normal tax collection and notification processes. These efforts have been unsuccessful. As the manufactured home no longer exists, has no remaining realizable value, and has been removed from further assessment rolls, there is no property against which the Village can reasonably enforce its tax claim.

The outstanding taxes, penalties and interest are therefore considered uncollectible. A Minister's Order is required before the Village may remove the balance from its accounting records.

## FINANCIAL IMPACT

Approval of the Minister's Order would result in a write-off of \$873.75, based on the balance outstanding as of July 15, 2026, together with any additional interest accruing before the write-off is processed.

## RECOMMENDATION/S

- THAT Council direct staff to request that the Minister confer authority on the Council of the Village of Sayward, pursuant to section 781 of the *Local Government Act*, to write off the uncollectible property taxes, penalties, and interest associated with Folio No. 80000.022 and MFH Registration No. 88559, being \$873.75 as of July 15, 2026, plus any additional interest accruing before the write-off is processed.

Respectfully submitted,



Jeannie Bradburne, CPA, CGA, MBA  
Principal, Pacific Coastal Consulting

*Approved for Council package*

Andrew Young, MCIP, RPP  
Chief Administrative Officer &  
Corporate Officer



## Village of Sayward

### STAFF REPORT

For: Mayor and Council  
Prepared by: Jennifer Redshaw, Office Administrator  
Subject: **Grant in Aid Request – Canadian Cancer Society Tour de Rock**  
Meeting date: July 28, 2026

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#### PURPOSE

To present Council with a grant in aid request from the Canadian Cancer Society Tour de Rock.

#### BACKGROUND

Policy # 300-09 - Grant in Aid Policy 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, and any aspect of 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 Canadian Cancer Society - Tour de Rock (attached). The Tour de Rock riders will be in Sayward on September 21, 2026 and as in years past will stay the night before heading out on the morning of September 22, 2026. This annual event raises funds for pediatric cancer and Camp Goodtimes. Village of Sayward Council has previously supported these in-kind donation requests.

An in-kind donation request has been submitted for the following items:

- use of the Kelsey Centre gym, multipurpose room, and weightroom overnight September 21, 2026
- use of the municipally owned emergency program cots for the riders and support staff to sleep on
- use of the Kelsey Centre showers and sauna
- use of tables on the morning of September 22, 2026, for breakfast at the Sayward Elementary School, which will be returned to the Kelsey Centre after the event.
- door fob deposit

The value of these items (foregone revenue) is outlined in the following table.

| Item                                                                                                          | Quantity | Amount  | Total             |
|---------------------------------------------------------------------------------------------------------------|----------|---------|-------------------|
| Door Fob Deposit                                                                                              | 1        | \$25.00 | \$25.00           |
| Gym rental (2:30pm-9:00am)                                                                                    | 18.5     | \$50.00 | \$925.00          |
| Multi-Purpose room rental                                                                                     | 18.5     | \$25.00 | \$462.50          |
| Weight room rental*                                                                                           | 18.5     | n/a     | n/a               |
| Showers & Sauna *                                                                                             | 1        | n/a     | n/a               |
| Use of Cots *                                                                                                 | 40       | n/a     | n/a               |
| Table rental *                                                                                                | 20       | n/a     | n/a               |
| <b>Total</b>                                                                                                  |          |         | <b>\$1,412.50</b> |
| *There are currently no fees for the use of the weight room, showers & sauna, cots, or off-site table rentals |          |         |                   |

### STAFF RECOMMENDATIONS

1. THAT the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 24, 2026, be approved.
2. THAT the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 24, 2026, be denied.
3. {THAT Council direct staff to take another action deemed appropriate by Council.}

Recommendation: Staff recommend option 1.

Respectfully submitted,



Jennifer Redshaw, Office Administrator

*Approved for Council package*

Andrew Young, MCIP, RPP  
Chief Administrative Officer

### Attachments:

1. Grant in Aid Application from Canadian Cancer Society – Tour de Rock
2. Cops for Cancer Impact Report
3. Policy #300-08 Grant in Aid
4. Bylaw No. 451 Fees & Charges Bylaw - Schedule C - Kelsey Centre

## Appendix A – Application for Grant in Aid



Village of  
Sayward

|                                     |                                             |
|-------------------------------------|---------------------------------------------|
| <b>Name of Organization</b>         | Canadian Cancer Society                     |
| <b>Address of Organization</b>      | 575 West 10th Avenue, Vancouver, BC V5Z 4C3 |
| <b>Full Mailing Address</b>         | 575 West 10th Avenue, Vancouver, BC V5Z 4C3 |
| <b>Telephone Number &amp; Email</b> | 236-877-9157, laura.nelson@cancer.ca        |
| <b>Contact Person/Title</b>         | Laura Nelson, Cops for Cancer Manager       |

**Primary purpose of organization:** Unite and inspire all Canadians to take control of cancer, through funding research, advocating for healthy public policies, and providing support for those affected by cancer. We want to prevent cancer, help people with cancer survive longer, and improve their quality of life.

**Event or reason for request:** Cops for Cancer Tour de Rock is an exciting annual event where police agencies and emergency service personnel cycle for 14 days on Vancouver Island BC, raising money for childhood cancer research and support services at the Canadian Cancer Society.

**Date of event:** September 21st - 22nd, 2026 - Full event: September 19th-October 2nd, 2026

**Amount of grant requested (or items requested if in-kind):** We are requesting a grant to cover the associated cost with renting/accommodating the Tour de Rock riders and crew overnight in the Kelsey Centre gym. This would include the \$25.00 door fob deposit fee.

This grant will play a crucial role in helping us minimize Tour costs, allowing us to maximize our charitable efforts for children and families impacted by cancer.

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: June 24th, 2026

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





Canadian  
Cancer  
Society

## COPS FOR CANCER



# 2025 IMPACT REPORT

## 2025 COPS FOR CANCER

As the saying goes, 'It takes a village.' But to take on cancer, it takes more than a village. We believe it takes a society; a community rallying together around a shared cause.

We are incredibly grateful for all the support of our sponsors, communities, schools, agencies, and everyone who made Cops for Cancer 2026 possible. Your belief in our mission makes all the difference, and we couldn't do it without you. Thank you for standing with us, believing in our mission.

Each of us has a role to play when it comes to taking on cancer. Since its inception in 1994, Cops for Cancer has raised more than \$58 million directed at life-saving childhood cancer research. These funds also support vital programs like Camp Goodtimes, which gives families of children diagnosed with cancer the opportunity to spend time together in a stress-free and medically supervised environment.

On behalf of CCS, we would like to thank you for your commitment to helping us save and improve the lives of children affected by cancer and their families. Together, we can make life better today and transform the future of childhood cancer forever.



### TAKING ON CANCER TOGETHER - OVER \$2.2M RAISED

**TOUR DE COAST**

**\$670K**

**TOUR DE NORTH**

**\$267K**

**TOUR DE ROCK**

**\$828K**

**TOUR DE VALLEY**

**\$230K**

**PEDAL FOR HOPE**

**\$190K**



Canadian  
Cancer  
Society

**COPS FOR  
CANCER**



## 2025 QUICK STATS



**300+**

SCHOOLS  
INVOLVED



**100+**

HONORARY  
MEMBERS



\*2024

**2033**

POSITIVE  
MEDIA HITS

**150+**

PARTICIPANTS



**110**

AGENCIES  
INVOLVED



**120+**

SUPPORT CREW



### COLTON BOREEN - A SURVIVOR GIVING BACK

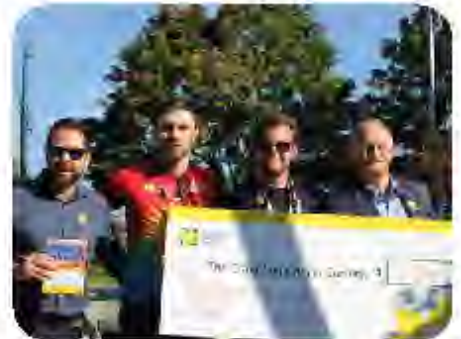
At age four, Colton Boreen was diagnosed with Ewing's Sarcoma, a rare and aggressive bone cancer. His treatment journey included multiple misdiagnoses, a year of chemotherapy at BC Children's Hospital, and a complex surgery that removed most of his left hip bone and sacrum to prevent recurrence.

After completing treatment, Colton attended Camp Goodtimes in 2000, a pivotal experience that helped him reconnect with childhood joy and build lasting peer support. Today, Colton is a passionate supporter of children affected by cancer, regularly sharing his story to inspire others and support fundraising efforts.

"Camp Goodtimes is a special place. Nobody really understands a cancer diagnosis until you experience it yourself, and that's even more true when you have it as a child. The way the staff create a space where everyone can leave the stress and trauma of the treatment behind and just focus on being kids and having fun again is remarkable. The connections and memories formed there last forever. I cannot think of a more justified cause to fundraise for." In 2025, Colton celebrated 25 years cancer-free by joining Cops for Cancer Tour de Coast as a member of the support crew. Alongside his colleague, Tour de Coast rider and fire dispatcher Alex Emeny, Colton actively participated in community events, volunteered at Camp Goodtimes, and helped organize fundraisers to support their team's goal.

"I am so grateful for the time I had on the 2025 Tour de Coast. I went in, not knowing what to expect, and ended up making countless friends and creating memories I will have for life. Meeting so many people touched by cancer was particularly impactful for me as a survivor. The camaraderie and friendship the whole crew and riders built was something special, and I cannot wait to see some familiar faces next year."

Together, Colton and Alex raised nearly \$10,000 for kids affected by cancer. Colton's involvement not only supported a cause close to his heart but also strengthened his ties within the first responder community—building connections that will last a lifetime.



Canadian  
Cancer  
Society

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CANCER**



# WHERE YOUR MONEY GOES

## YOUR IMPACT - CHILDHOOD CANCER RESEARCH



CCS invested over  
**\$16M**  
in the past 5 years

**71% in 1980's**  
Pediatric cancer  
5-year survival  
Rate  
**84% in 2025**



CCS is the largest  
national funder of  
childhood cancer  
research

## YOUR IMPACT - CAMP GOODTIMES

This year marks the 40th anniversary of Camp Goodtimes, four decades of joy, resilience, and unforgettable memories. Thanks to your generous support, children and teens with cancer, along with their siblings and families, were able to experience the magic of camp once again.

Camp Goodtimes provides children & youth and their families affected by cancer, the opportunity to enjoy an authentic camp experience in a medically accommodating environment. A summer camp experience impacts those who attend in many ways. Children and youth have the opportunity to become a part of a community outside of their family unit, feel an increase in independence, exercise choice in regard to their activities and learn to develop, or be introduced to, lifelong recreation skills and opportunities.



**40 Years of Camp**  
**524 Participants**  
**126 Volunteers**  
**\$2000 Cost per Camper**



Canadian  
Cancer  
Society

**COPS FOR  
CANCER**



**THANK  
YOU!**

## **TESTIMONIALS**

*Tour has allowed me to connect with other First Responders across Northern BC. I no longer feel alone. - 2025 Tour de North Rider*

*Last year I was feeling very low in my policing career. After participating in Tour, my heart is full and I have new faith in humanity. - 2025 Tour de Valley Rider*

*Riding the Tour was a highlight of my 30 year policing career. Every officer should ride Tour at least once in their career. - Retired Officer and Tour de Coast Alumni*

*I was surprised by the cheering of the school kids as we as first responders entered the schools. I feel like a hero again. - 2025 Tour de Rock Rider*



**Canadian  
Cancer  
Society**

**COPS FOR  
CANCER**



**GET INVOLVED**



|                                                                                   |                                   |                        |
|-----------------------------------------------------------------------------------|-----------------------------------|------------------------|
|  | <b>Village of Sayward</b>         |                        |
|                                                                                   | <b>Title: Grant in Aid Policy</b> | <b>Policy # 300-08</b> |
|                                                                                   | <b>Category: Finance</b>          |                        |

## 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

|                       |                                     |                               |                              |
|-----------------------|-------------------------------------|-------------------------------|------------------------------|
| <b>ISSUED BY:</b> CFO | <b>APPROVED BY:</b> Mayor & Council | <b>RESOLUTION NO:</b> R23/219 | <b>DATE:</b> August 15, 2023 |
|-----------------------|-------------------------------------|-------------------------------|------------------------------|

Signed by:

|                                        |                                                    |
|----------------------------------------|----------------------------------------------------|
| Mayor: Original signed by "Mark Baker" | Corporate Officer: Original signed by "Lisa Clark" |
| Date: 7 September 2023                 | Date: 7 September 2023                             |

Bylaw 524,  
2026

**SCHEDULE C**  
**KELSEY CENTRE**

| <b>ROOM RENTAL *</b>                                                                                           | <b>FEE</b>                        | <b>SECURITY DEPOSIT</b> |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|
| Bar (renter responsible for own supplies and permit)<br><i>available only in conjunction with a Gym rental</i> | \$100.00 flat fee                 | \$100.00                |
| Gym                                                                                                            | \$50.00/hour<br>minimum two hours | \$200.00                |
| Kitchen - use of all existing equipment<br><i>available only in conjunction with a Gym rental</i>              | \$100.00 flat fee                 | \$100.00                |
| Multipurpose room                                                                                              | \$25.00/hour<br>minimum two hours | \$100.00                |

\* Tables and chairs included in room rental. Renter responsible for table and chair set up & tear down.

\* Facility Rental Agreement and Event Insurance required. Contact the Village Office for more details.

## **ELECTION COST SHARING AGREEMENT**

THIS AGREEMENT DATED FOR REFERENCE THE            DAY OF            , 2026.

BETWEEN:                            **STRATHCONA REGIONAL DISTRICT**  
                                         990 Cedar Street, Campbell River, BC  
  
(hereinafter called the “**Regional District**”)

AND:                                    **VILLAGE OF SAYWARD**  
                                         652 H’kusam Way, Sayward, B.C  
  
(hereinafter called the “**Village**”)

WHEREAS the Regional District and the Village are responsible for conducting general local elections within their respective jurisdictions;

AND WHEREAS Section 57 of the *Local Government Act* provides that the costs of election proceedings may be shared between local governments;

AND WHEREAS the Regional District and the Village wish to enter into an agreement for the efficient use of personnel and other resources for the 2026 election proceedings;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. In this agreement;

“**director election**” means an election for director, Electoral Area A of the Regional District;

“**other voting**” means referendum voting or assent voting as defined in the *Local Government Act*;

“**trustee election**” means an election for trustee, Electoral Area 2 of School District No. 72;

“**Regional District election**” means a director election, a trustee election (if administered by the Regional District) and other voting; and

“**Village’s costs**” means those costs incurred by the Village which are directly attributable to providing election services to the Regional District in accordance with this agreement.

2. The Village agrees to assist in conducting the Regional District election by providing the following services in relation to those proceedings:

- (a) a suitable facility for conducting election proceedings, and
- (b) trained personnel for registering electors and conducting the voting, including the counting of ballots following the close of voting.

3. The Regional District will retain responsibility for the following in relation to the Regional District election proceedings:

- (a) preparing and publishing all statutory notifications,
  - (b) providing all forms and documents required for elector registration and voting, as well as all related proceedings,
  - (c) all costs for delivering ballot boxes, supplies and other election materials to the Village and for having them returned to the Regional District following the close of voting, and
  - (d) ensuring that all authorizations are in place for the Village's personnel to conduct the Regional District election proceedings.
4. For the provision of resources provided under section 2 the Regional District agrees to pay a percentage of the Village's costs based on the number of separate Regional District election proceedings being conducted in relation to the number of Village elections being conducted provided that the cost attributable to Regional District election proceedings shall not be less than 50%.
5. For clarity, in the event that the Village is not required to conduct election proceedings for the Regional District, the Regional District shall be under no obligation to pay any costs to the Village.
6. The Village hereby confirms that it will conduct all Regional District election proceedings, in accordance with the Local Government Act, the School Act, and any applicable election bylaws or authorizations;
7. The Village shall supply the Regional District with a breakdown of the costs covered by this agreement by December 31, 2026 and the Regional District shall reimburse the Village for these costs by February 28, 2027.
8. Where possible the Regional District and the Village will cooperate to minimize costs and to promote efficiency in the conduct of election proceedings.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals in the presence of their officers duly authorized in that behalf,

**STRATHCONA REGIONAL DISTRICT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**VILLAGE OF SAYWARD**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





## Village of Sayward

### STAFF REPORT

For: Mayor and Council  
Prepared by: Shaun Koopman, Manager Emergency Services, Strathcona Regional District  
Subject: **Disposal of Rescue 33 Truck**  
Meeting date: July 28, 2026

---

#### BACKGROUND

To consider a new decommissioning (sale) process for Rescue 33 Truck.

#### DISCUSSION

The Sayward Volunteer Fire-Rescue Department (SVFRD) delivers fire protection, first responder and rescue services to the Village of Sayward and Valley under the Strathcona Regional District's (SRD) Bylaw No. 588, which came into effect on January 1, 2025. When the SVFRD transitioned to a sub-regional service governance model under the SRD, major capital assets such as Firehall #1, Rescue 33 (1989 Navistar 4900) and Engine 3 (1997 Ford F-700) remained the property of the Village. Rescue 33 truck was removed from the Sayward Volunteer Fire-Rescue Department's fleet following the SRD's acquisition of a newer rescue truck. On December 18, 2025, the Village released a Disposal of Surplus Assets (Attachment A) for Rescue 33 truck with a minimum bid requirement of \$23,000 as per the value of this item listed in the Village's asset plan. By the response deadline of April 24, 2026, no bids had been received.

As the Village's Tangible Capital Asset Policy does not address a specific method of asset disposal, there is considerable flexibility in how Rescue 33 truck may be decommissioned (sold). Therefore, the Village's Financial Consultant has offered the following options for Council's consideration.

Option A - List Rescue 33 through BC Auction with a minimum bid in the range of \$10,000 to \$15,000.

Option B - Post it for sale of \$10,000 or best offer on sites such as Kijiji, Facebook Marketplace, and the Village's website.

Regardless of the option selected, any monies generated from the decommissioning (sale) of Rescue 33 will be reinvested in the Sayward Volunteer Fire-Rescue Department service.

## **RECOMMENDATION/S**

THAT Council select Option \_\_\_ as the method to decommission (sell) Rescue 33 Truck.

Staff Recommend Option A.

Respectfully submitted,

*Approved for Council package*

---

Andrew Young, MCIP, RPP  
Chief Administrative Officer

Report prepared by:

Shaun Koopman, Manager Emergency Services, Strathcona Regional District

## Attachment A – Disposal of Surplus Asset



### DISPOSAL OF SURPLUS ASSET NAVISTAR 4900 4x2 RESCUE TRUCK

The Village of Sayward has the following surplus item for disposal by public bid: 1989 Navistar 4900 4x2 Rescue Truck.

This vehicle will be sold “as is, where is” with no express or implied warranties. Successful bidders will be responsible for removal of the vehicle from its location at Sayward Fire Hall #1 620 Kelsey Way Sayward, BC no later than Friday April 24, 2026 at 4:00 p.m. (PST). The Village of Sayward reserves the right to accept the bid(s) deemed most favorable to its interests.

Pictures of the vehicle are available below and the vehicle may be viewed by appointment only at Sayward Fire Hall #1 located at 620 Kelsey Way Sayward, BC. This vehicle was last licensed in 2024, and it starts regularly. Arrangements for viewing can be made by calling Fire Chief Frank Morgan at 250-282-3204 or by emailing [fmorgan@srd.ca](mailto:fmorgan@srd.ca)

Bids in the amount of less than \$23,000 will not be accepted.

Qualifying bids must be received no later than **4:00 p.m. (PST) on Friday February 27, 2026** and submitted via email to [cao@saywardvalley.ca](mailto:cao@saywardvalley.ca) or in a sealed envelope clearly marked as follows:

**“1989 NAVISTAR 4900 4X2 RESCUE TRUCK”**

Attention: Andrew Young – CAO  
Village of Sayward  
Box 29  
Sayward, BC  
V0P 1R0

|           |                   |
|-----------|-------------------|
| Year      | 1989              |
| Make      | Navistar          |
| Model     | 4900 4x2          |
| VIN       | 1HTSDZ3N8LH261331 |
| Color     | Red               |
| Fuel Type | Diesel            |
| Odometer  | 40,152 miles      |



**DISPOSAL OF SURPLUS ASSET  
1989 NAVISTAR 4900 4X2 RESCUE TRUCK**

---

**SUBMISSION FORM  
SUBMISSION DEADLINE: 4:00 PM PACIFIC TIME FRIDAY, FEBRUARY 27, 2026**

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

|                    |           |
|--------------------|-----------|
|                    | \$        |
| PST at 7%          | \$        |
| <b>Total Price</b> | <b>\$</b> |

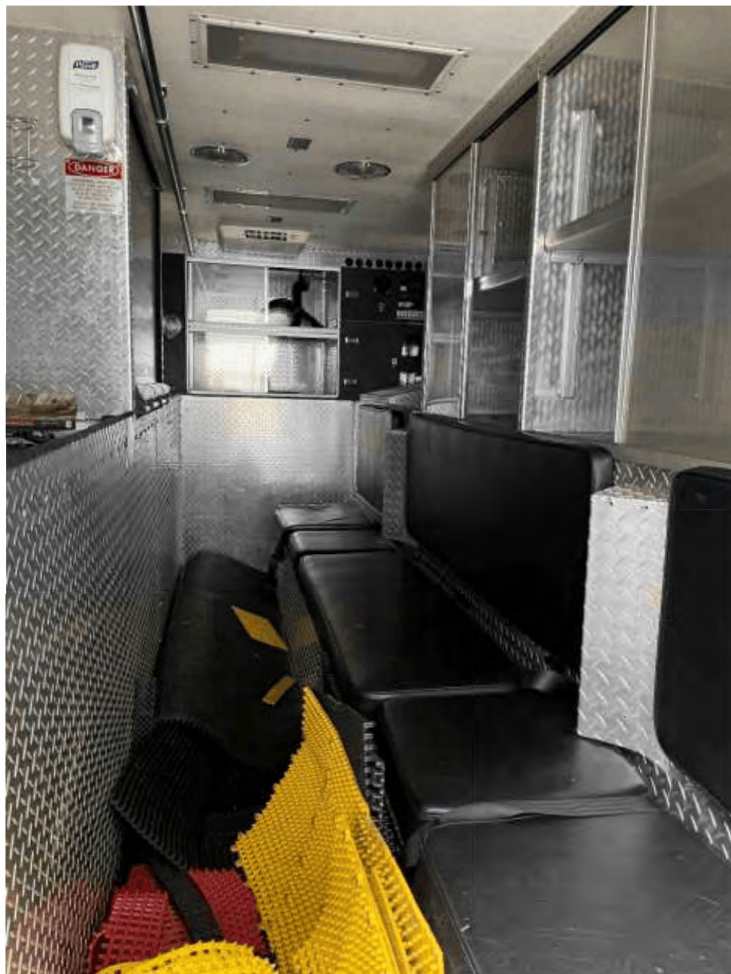
**Submit Email:** cao@saywardvalley.ca

**OR**

**Deliver to:** Andrew Young - CAO  
Village of Sayward  
Box 29  
Sayward, BC V0P 1R0

\_\_\_\_\_  
Signing Authority Name

\_\_\_\_\_  
Date

























Village of  
Sayward

MANUFACTURED BY:  
Marion Body Work

DATE OF MANUFACTURE 8 mo 20 yr  
INCOMPLETE VEHICLE MANUFACTURED BY:  
Navistar International  
DATE INC. VEH. MFD. 10 mo 29 yr

GVWR 32,000 lb  
GAWR FRONT 12,000 lb with  
10.00-20 tires,  
20x7.5W rims, @100psi cold single  
GAWR INTERMEDIATE (1) with  
tires,  
rims, @ psi cold  
GAWR INTERMEDIATE (2) with  
tires,  
rims, @ psi cold  
GAWR REAR 20,000 lb with  
10.00-20 tires,  
22x7 rims, @ 75psi cold dual

CONFORMITY OF THE CHASSIS-CAB  
TO FEDERAL MOTOR VEHICLE SAFETY  
STANDARDS, WHICH HAVE BEEN  
PREVIOUSLY FULLY CERTIFIED BY  
THE INCOMPLETE VEHICLE MANU-  
FACTURER OR BY THE INTERMEDIATE  
VEHICLE MANUFACTURER, HAS NOT  
BEEN AFFECTED BY FINAL STAGE  
MANUFACTURE. THE VEHICLE HAS  
BEEN COMPLETED IN ACCORDANCE  
WITH PRIOR MANUFACTURER'S  
INSTRUCTIONS, WHERE APPLICABLE.  
THIS VEHICLE CONFORMS TO ALL  
OTHER APPLICABLE FEDERAL MOTOR  
VEHICLE SAFETY STANDARDS IN  
EFFECT IN 10 / 89  
(MONTH YEAR)

VEHICLE IDENTIFICATION NO.  
111SD23N64121331

VEHICLE TYPE 10' RS  
111SD23N64121331













# Village of Sayward

## STAFF REPORT

For: Mayor and Council  
Prepared by: Shaun Koopman, Manager Emergency Services, Strathcona Regional District  
Subject: **Regional Grant Opportunity – Active Communities**  
Meeting date: July 28, 2026

---

### PURPOSE

To seek Council's consideration of an Active Communities regional grant opportunity.

### BACKGROUND

To consider partnering with the Strathcona Regional District (SRD) on a regional application to the 2026 Active Communities Grant program through the BC Healthy Living Alliance.

### DISCUSSION

Supported by the Province of British Columbia, the Active Communities Grant program provides grants of up to \$20,000 to Indigenous and local governments to create or expand physical activity opportunities. The grant is 100% fully funded and is administered by the BC Healthy Living Alliance and the deadline to submit an application is September 18, 2026. If the grant application is successful, the Strathcona Regional District would utilize the grant to provide expanded rehabilitation services to people living in Black Creek, Quadra Island, Sayward, and Gold River, and deliver assessments for the Regional District's Take Heart Breathe Well, and Strong and Stable Programs and then deliver Zoom classes to participants. Strong and Stable is a specialized falls-prevention and mobility class. It is designed to help individuals with physical instability conditions or severe walking difficulties following a stroke. It focuses on improving aerobic conditioning, strength, and balance to help participants regain independence. Take Heart & Breathe Well is a 12-week long supervised cardiac exercise program that can benefit people who have had a heart event and/or breathing problems, as well as other chronic illness. Under the supervision of qualified medical and exercise staff, patients will learn an exercise program to improve their health and quality of life.

### RECOMMENDATION/S

THAT Council supports the Village of Sayward being a partner with the Strathcona Regional District in applying for a 2026 Active Communities Grant.

Respectfully submitted,

*Approved for Council package*

---

Andrew Young, MCIP, RPP  
Chief Administrative Officer

Report prepared by:  
Shaun Koopman, Manager Emergency Services, Strathcona Regional District



## Village of Sayward

### STAFF REPORT

For: Mayor and Council  
Prepared by: Shaun Koopman, Manager Emergency Services, Strathcona Regional District  
Subject: **Regional Grant Opportunity – Mental Health & Climate Change Action**  
Meeting date: July 28, 2026

---

#### PURPOSE

To seek Council's consideration of a Mental Health & Climate Change Action Grant opportunity.

#### BACKGROUND

To consider partnering with the Strathcona Regional District (SRD) on a regional application to the 2026 Mental Health and Climate Change Community Action Grant program.

#### DISCUSSION

The Mental Health and Climate Change Community Action Grant program is designed to share learnings, support new and existing initiatives, and move beyond crisis framing toward community-driven healing, resilience, and action. The grant can contribute up to 100% of the cost of eligible activities to a maximum of \$100,000 to support large, comprehensive initiatives that require greater investment and coordination. The deadline to apply for the grant is October 1, 2026.

People are concerned about climate change and its impact on their physical and mental health, now and in the future. British Columbia is experiencing extreme heat events, wildfires, storms, floods and droughts with increasing frequency and intensity. Building individual and community resilience, strengthening social connections, and providing people with support to help manage their climate-related stress and anxiety can help individuals and communities respond to climate-related challenges and support good mental health. If the grant application is approved the SRD would utilize the funding to:

- Host an Ecosystem Restoration Field School for youth where a site-specific restoration plan will be developed in collaboration with a subject matter expert.
- Offer five scholarships to a Habitat Restoration Technician certification program to recent high school graduates.
- Offer 'Gardening for Climate Adaptation' workshops throughout the regional district to educate community members about gardening with native species, water retention, and food preservation.

- Offer 'Coping with Climate Anxiety and Grief' workshops throughout the regional district that are designed to help participants understand different types of climate change distress and offer coping strategies.

The grant is 100% fully funded. The proposed regional budget is described in the following table.

| Proposed Budget Item                                                                                                                                                                                                                  | Quantity | Cost             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|
| Ecosystem Restoration Field School (exact location still TBD)                                                                                                                                                                         | 1        | \$50,000         |
| 5 Scholarships - Habitat Restoration Technician certification                                                                                                                                                                         | 5        | \$25,000         |
| Regional Gardening for Climate Adaptation Workshops <ul style="list-style-type: none"> <li>• Gardening with Native Species, Water Retention, Food Preservation</li> </ul>                                                             | Various  | \$15,000         |
| Regional Workshops – Coping With Climate Change Anxiety and Grief <ul style="list-style-type: none"> <li>• Designed to help participants understand different types of climate change distress and offer coping strategies</li> </ul> | Various  | \$10,000         |
| <b>Total</b>                                                                                                                                                                                                                          |          | <b>\$100,000</b> |

## RECOMMENDATION/S

1. THAT Council supports the Village of Sayward being a partner with the Strathcona Regional District in applying for a 2026 Mental Health and Climate Change Community Action grant.

Respectfully submitted,

*Approved for Council package*

---

Andrew Young, MCIP, RPP  
Chief Administrative Officer

Report prepared by:

Shaun Koopman, Manager Emergency Services, Strathcona Regional District





## Village of Sayward

### STAFF REPORT

For: Mayor and Council  
Prepared by: Shaun Koopman, Manager Emergency Services, Strathcona Regional District  
Subject: **Extreme Heat Resilience – Regional Grant Opportunity (FCM)**  
Meeting date: July 28, 2026

---

#### PURPOSE

To present a regional grant opportunity to Sayward Council to help enhance extreme heat resilience.

#### BACKGROUND

The Strathcona Regional District (SRD) is seeking support from member local governments and First Nations for a regional grant application under the Federation of Canadian Municipalities (FCM) Rapid Adaptation Projects Grant program to create a term-position tasked with enhancing communities' resilience to extreme heat events through heat safety outreach and programming throughout the regional district.

#### DISCUSSION

The Rapid Adaptation Projects Grant (RAPG) program is administered by the FCM and provides funding to projects that enhance long-term climate resilience in communities in an equitable and inclusive manner. This grant funding is intended for small and rural communities to implement "quick wins" that help safeguard community members against negative impacts of climate change. The RAPG program funds 100% of the cost up to \$75,000 for tangible solutions that provide immediate risk reduction in remote communities. The deadline for the SRD to submit an application is November 10, 2026.

BC's Disaster and Climate Risk and Resilience Assessment (2025) modelling shows that extreme heat events have become increasingly likely with global warming. The 2025 model projects up to 4.0 c degrees of global warming by the 2080s – based on current trends – which if borne out will make extreme heat events almost certain over most of British Columbia. The main risk from extreme heat to human health is that it compromises the body's ability to regulate its internal temperature. Extreme heat leads to various illnesses such as heat cramps, heat exhaustion, heatstroke, and hyperthermia. Exposure to extreme heat can also worsen chronic conditions such as cardiovascular, respiratory, and diabetes-related conditions, compromise mental health, and cause acute kidney injury. Hospitalizations and deaths resulting from extreme heat can happen quickly, often on the same day or in the days that follow.

The primary objective of the term-position would be to assess the communities' vulnerability to extreme heat – including local effects – and develop community specific heat safety outreach programs and responses. The intention is to ensure that heat-sensitive residents are aware of risks, and are prepared and able to access cooling interventions. \$15,000 of the budget would be devoted to purchasing small-scale cooling supplies that would be provided to vulnerable households. Section 52(2)(f) of the *Emergency & Disaster Management Act* requires local authorities to undertake measures to help mitigate adverse effects of an emergency on individuals who may experience social disadvantage.

## **RECOMMENDATION/S**

1. **THAT Council** supports the Village of Sayward being a partner with the Strathcona Regional District (SRD) in applying for a 2026 Rapid Adaptation Projects grant to create a term-position tasked with enhancing the region's communities resilience to extreme heat events through heat safety outreach and programming throughout the regional district to better support vulnerable populations during an extreme heat event.

Respectfully submitted,

*Approved for Council package*

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Chief Administrative Officer

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