



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
November 5, 2024 - 7:00 PM
COUNCIL CHAMBERS**

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

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

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

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for November 5, 2024, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the Regular Council meeting held on October 15, 2024, be adopted [as presented **or** as amended].

6. Petitions and Delegations

- a) **Kevin Brooks, McElhanney Engineering - Housing Need Assessment Presentation**

7. Correspondence

- a) **Connected Coast Project – October Update**

Recommendation:

THAT Council receives this correspondence for information.

b) AVICC 2025 Convention Attendance by Council

Recommendation:

THAT Council receives this correspondence for information; AND

THAT Council directs staff to develop and report back to Council an estimated cost for [state number of Council member(s)] to attend AVICC 2025.

c) AVICC Student Participation Program

Recommendation:

THAT Council receives this correspondence for information.

d) AVICC Executives Calls for Nominations

Recommendation: (Pick 1)

THAT Council receives this correspondence for information; AND

THAT Council elects not to put forward any nominations for the AVICC Executive positions at this time;

OR

THAT Council nominates the following members of Council for the AVICC Executive:

President:

First Vice President:

Second Vice President:

Director at Large (up to 3 positions):

Electoral Area Representative:

e) Tour de Rock 2024

Recommendation:

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business – None

12. Staff Reports

a) Fire Service Level Declaration

Recommendation

THAT the report from the Chief Administrative Officer be received by Council; AND

THAT as part of the Village of Sayward's ongoing work in relation to fire safety that Exterior Operations be declared as the service level of the Sayward Volunteer Fire Department.

b) 2025 Schedule of Council Meetings

Recommended Resolution:

THAT Council approves the attached 2025 Regular Council Meeting Schedule as presented noting that the July and August meetings are varied from the Council Procedure Bylaw, No 416, 2025 to one meeting per month.

c) Five Year Financial Plan 2025-2029 Schedule

Recommendation:

THAT Council schedules the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 14, 2025, 6pm

Tuesday February 11, 2025, 6pm

Tuesday February 25, 2025, 6pm

d) Municipal Advisor Recommendations List

Recommendation:

THAT the report from the Chief Administrative Officer be received for information; and

THAT Council directs staff to initiate a full review of the Council Procedures Bylaw and bring forward a draft bylaw for initial consideration.

e) Council Meeting Recordings & Publishing Online (late report)

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

14. Bylaws – None

15. New Business - None

16. Public Question Period (maximum 15 minutes)

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

17. In Camera

Recommended Resolution:

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

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
October 15th, 2024
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 Sue Poulsen
Councillor Jason Johnson

In Attendance: John Thomas, Interim CAO/Corporate Officer
Lisa Clark, Interim CFO
Jennifer Redshaw, Recording Clerk

1. Call to Order

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

2. Public Input - none

3. Introduction of Late Items

- a) Cllr Coates requested the topic of logging near the local watershed to be added to New Business as 15.a)

4. Approval of Agenda

MOTION R24/T51

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 15th, 2024, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R24/T52

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 24th, 2024, be adopted as presented.

CARRIED

MOTION R24/T53

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 1st, 2024, be adopted as presented.

CARRIED

6. Petitions and Delegations - None

7. Correspondence

a) Youth Parliament of British Columbia

MOTION R24/T54

MOVED AND SECONDED

THAT Council sponsors a youth in the Village of Sayward at a cost of \$455.00 to the 96th British Columbia Youth Parliament; AND

THAT Council amends the five-year financial plan 2024-2028 bylaw to reflect the budgeted amount; AND

THAT Council funds this amount through the unrestricted surplus.

CARRIED

b) Sayward Futures Society

MOTION R24/T55

MOVED AND SECONDED

THAT Council receives this correspondence for information.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) Sayward District Fire Protection Service – David Leitch, Chief Administrative Officer, Strathcona Regional District.

MOTION R24/T56

MOVED AND SECONDED

THAT Council for the Village of Sayward consents to adoption by the Strathcona Regional District of Bylaw No. 547, being Sayward Valley Fire Protection Local Service Area Establishment Bylaw 1990, Amendment No. 5, in accordance with s.346 of the *Local Government Act*.

CARRIED

12. Staff Reports

a) SOFI Report

MOTION R24/T57

MOVED AND SECONDED

THAT the Statement of Financial Information 2023 Staff Report be received for information and discussion; AND

THAT Council approves the 2023 Statement of Financial Information report.

CARRIED

b) Credit Card Policy 300-03 Amendment

MOTION R24/T58

MOVED AND SECONDED

THAT Council receives the Credit Card Policy 300-03 Amendment staff report for information and discussion; AND

THAT Council approves the proposed amendments to Credit Card Policy #300-03.

Opposed Cllr Coates

CARRIED

c) Community Works Fund Agreement

MOTION R24/T59

MOVED AND SECONDED

THAT Council receive this report for information; AND

THAT Council authorizes the Mayor and Corporate Officer to take all steps and do all such act and things to execute the agreement on behalf of the Village.

CARRIED

d) Housing Needs Assessment

MOTION R24/T60

MOVED AND SECONDED

THAT Council receive this report for information; AND

THAT Council approves a budget of **\$44,680** for this project; AND

THAT Council directs that the 2024-2028 five-year financial plan be amended to include this project and budget; AND

THAT the funding for this project be identified as the Community Works Fund.

CARRIED

e) REDIP Grant Application – Economic Development Officer

MOTION R24/T61

MOVED AND SECONDED

THAT Council supports an application under the Rural Economic Diversification and Infrastructure Program (REDIP) grant program for Economic Capacity for up to \$100,000k (100% of project costs); AND

THAT Council authorizes the amendment of the 2024-2028 Financial Plan, if required.

CARRIED

f) Scheduling Committee of the Whole Meeting

MOTION R24/T62

MOVED AND SECONDED

THAT Council schedules its next Committee of the Whole on October 22, 2024; AND

THAT Council requests the following topics to be covered: Council Strategic Plan, Standing and Select Committees of Council, Municipal Flag Poles, Preliminary Update on Major Projects, Preliminary Update on Grants.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) CFO

b) Manager of Recreation

c) Public Works Foreman

d) Fire Chief – Verbal

MOTION R24/T63

MOVED AND SECONDED

THAT council receive reports a) to d).

CARRIED

14. Bylaws - none

15. New Business

a) There are serious concerns about logging in and near the local watershed, especially in regard to potential impacts to the future of the Village of Sayward's water supply.

MOTION R24/T64

MOVED AND SECONDED

THAT council receive the New Business topic for discussion.

CARRIED

Mayor Baker will request that the Western Forest Products local manager attend the Regular Meeting of Council on November 5, 2024.

16. Public Question Period

- a) Milena Gradisar of 261 Ambleside Drive: If council disagrees with the boundaries of logging will your word prevail? *Mayor Baker responded: Western Forest Products does not need to abide by our opinions, only provincial regulations. The council can lobby the provincial government, but the first step is learning more about where the boundaries are.*
- b) Milena Gradisar of 261 Ambleside Drive: Is the COW (Committee of the Whole meeting) open to the public? *Mayor Baker responded: Yes.*

17. In Camera

MOTION R24/T65

MOVED AND SECONDED

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

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
4. 90(1)(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 Council, could reasonably be expected to harm the interest of the municipality if they were held in public.

CARRIED

18. Adjournment

The meeting was adjourned at

Mayor

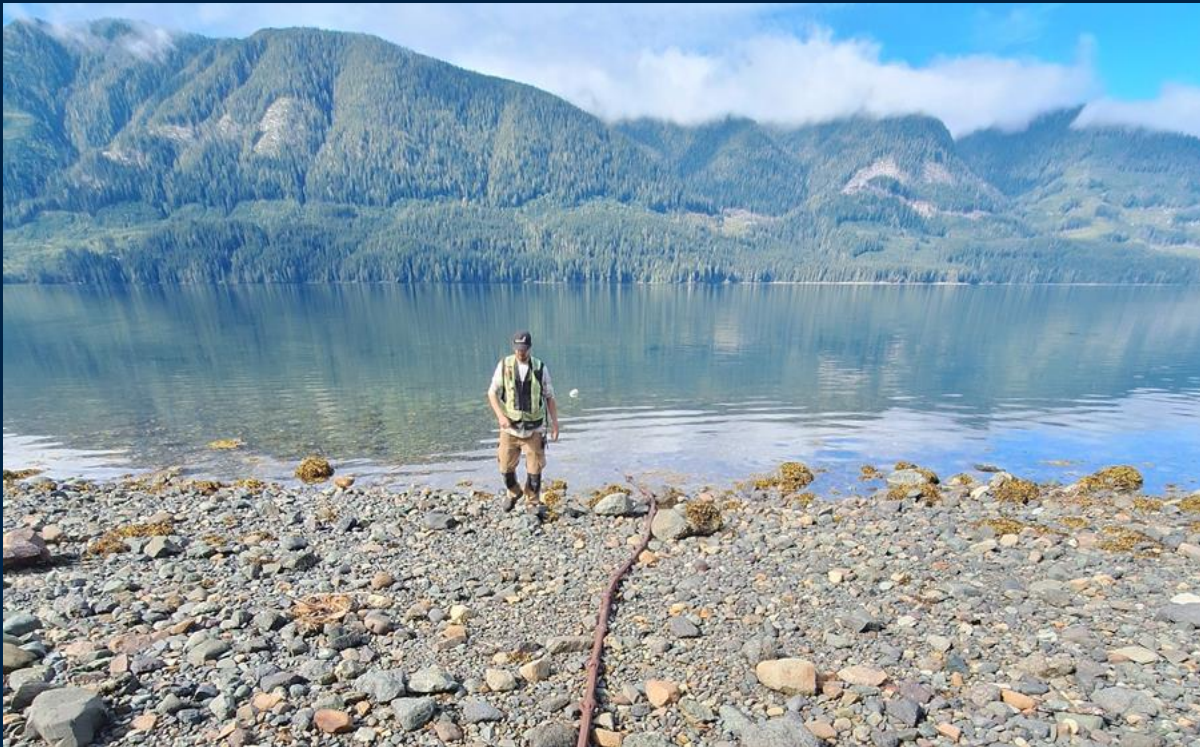
Corporate Officer

From: Connected Coast Project Communications <info@connectedcoast.ca>
Sent: October 21, 2024 3:40 PM
To: CAO Sayward
Subject: Connected Coast Project | October Update

Connected Coast Project | October Update

No images? [Click here](#)

Connected Coast Project October Update



CONSTRUCTION PROGRESS

The Connected Coast has made tremendous progress this summer as the teams works toward project completion in early 2025. Significant amounts of cable have been deployed along the west coast of Vancouver Island and B.C.'s coast. Most of the Northern network, along with a sizeable area in southern B.C., have broadband services available for communities.

Moving forward, crews on the water will continue to deploy cable, while network activation activities commence at newly built landing sites. Services will become available at these landing sites over the coming months. The project's full completion and activation is on track for March 2025.

The permitting requirements for this project have been extensive. As of October 2024, approximately 96% of the necessary permits have been secured.

Achieving this milestone required significant collaboration with various levels of government, First Nations, and property owners to obtain permits for all 137 landing sites.

Key achievements include:

- 161 access approvals needed to construct the 137 landings.
- 21 of 23 License of Occupation tenures from the Province.
- 482 total permits/approvals/tenures to date!



INTERACTIVE BUILD STATUS MAP

Follow along and see the current build status on specific locations, search the status of specific landing sites and zoom in for more details. The next few months will be busy with many landing connections going live, so be sure to check back regularly as the map updates with the installation progress.

Follow the construction journey at www.connectedcoast.ca/map



[See More Maps](#)



HIGHLIGHTS

K'YUU ENTERPRISE CORPORATION

Connected Coast project welcomes K'yuu Enterprise Corporation from Haida Gwaii as a construction partner, providing critical marine construction services.

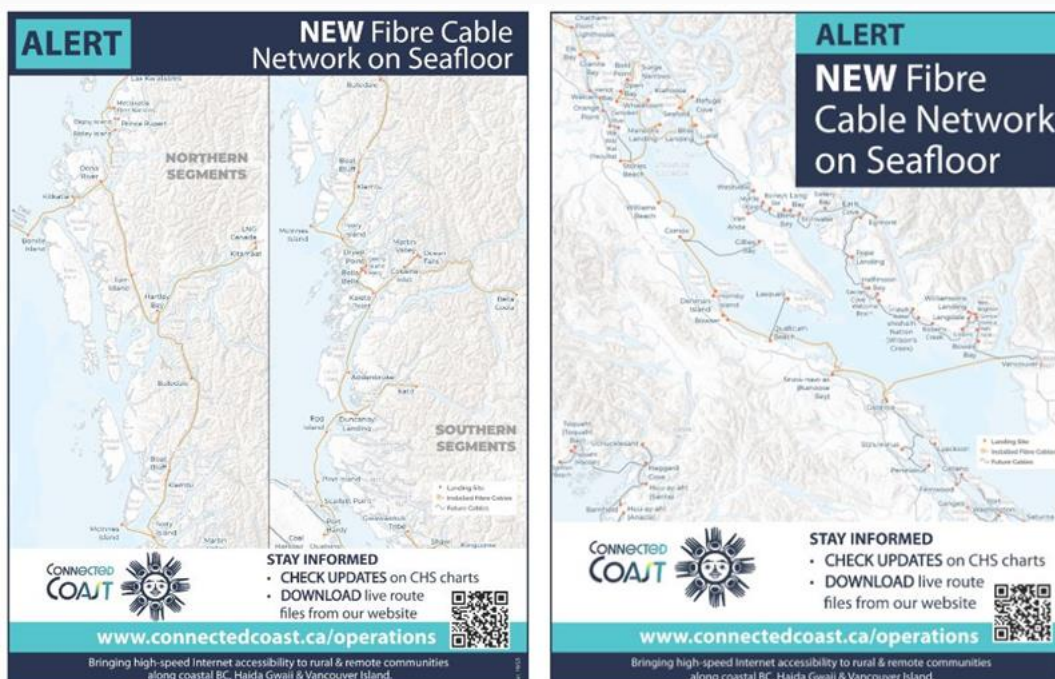
The K'yuu team is recognizable by two marine vessels: the Transporter, owned by the Gitga'at First Nation, and the Coastal Connector, owned by the Strathcona Connected Coast Network Corporation (SCCNC). Both vessels are operated by K'yuu Enterprise Corporation.

This partnership demonstrates a commitment to advancing technology and enhancing relationships between the marine industry and First Nations, ultimately benefiting communication and promoting economic development through the project.

Coastal Connector Photo credit - Alastair Ross



MARINER SIGNAGE



REMINDER to all Mariners about our new fibre cable network on BC's seafloor. Stay informed and help us spread the word! Signage showcasing our cutting-edge fibre network is available online and displayed at key dock locations.

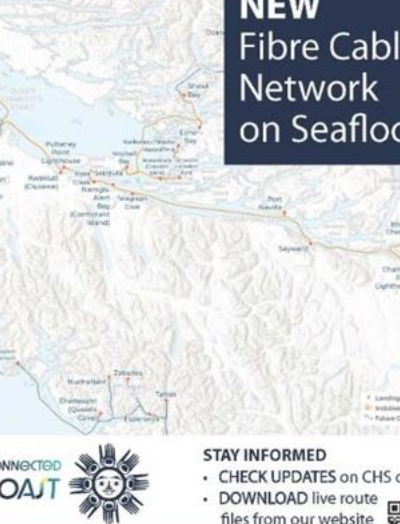
HELP SPREAD the word

- ✓ SHARE our social media posts with fellow mariners, colleagues, and friends.
- ✓ VISIT our website at connectedcoast.ca/operations to view and download the signage. Print it out or email it to others so they can join the conversation.

STAY INFORMED and be in the know

- ✓ CHECK UPDATES on CHS (Canadian Hydrographic Service) charts to navigate the latest information on our network.
- ✓ DOWNLOAD live route files from our website at connectedcoast.ca/operations for real-time updates on the connectivity routes.

Let's work together to ensure everyone is aware of the game-changing Connected Coast project. Together, we're connecting communities, empowering innovation, and charting a brighter future!



ALERT

NEW

Fibre Cable Network on Seafloor

CONNECTED COAST



STAY INFORMED

- CHECK UPDATES on CHS charts
- DOWNLOAD live route files from our website

www.connectedcoast.ca/operations

Bringing high-speed Internet accessibility to rural & remote communities along coastal BC, Haida Gwaii & Vancouver Island.



ALERT

NEW Fibre Cable Network on Seafloor

● Landing Site
● Produced Fibre Cables
● Future Extension

CONNECTED COAST

STAY INFORMED

- CHECK UPDATES on CHS charts
- DOWNLOAD live route files from our website

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ALERT

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CABLE LOCATION RECENT UPDATES - KMZ (GOOGLE EARTH) & GPX FILES

Recent updates to our as-built cable location files in KMZ (Google Earth file format) & GPX (navigation file) are available online. Please fill out the form on our website to receive a copy and future mapping updates.

[Download KMZ & GPX Files](#)



ISP's and Reseller Process

The Connected Coast Network (CCN) is built, owned, maintained & operated under a partnership (CCN Partnership) between City West Management Corp. (CW) and Strathcona Regional District. CW, as the managing partner, primarily is responsible for all aspects of design, commissioning, maintenance and support of network infrastructure, services and third-party agreements.

In accordance with government policy, funding agreements with Canada (i.e., ISED and ISC) and the Province (i.e., NDIT), and with the objective to maximize benefits for communities proximate to the CCN, the CCN Partnership is committed to open access and collaboration with other internet service providers (ISPs) & resellers. The CCN Partnership recognizes its responsibility to operate the CCN in a manner that protects stakeholder interests by providing reliable & affordable network services to coastal and northern BC communities, delivered by practicing sound & sustainable business practices.

See the below links for downloads:

- [ISP/Reseller Process for Network Interconnection & Services](#)
- [ISP/Reseller Application Form \(fillable pdf\)](#)

Please contact the Connected Coast team at info@connectedcoast.ca for any questions or assistance with your submission.

Questions? Please contact our team.

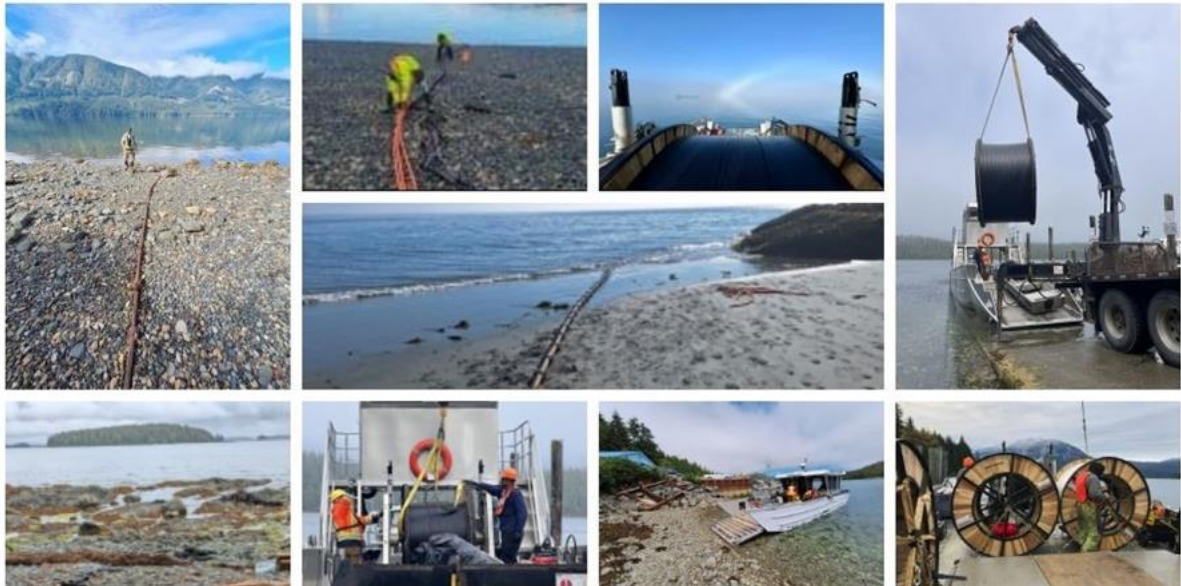


Photo & Video Gallery

See the construction action as it takes place.

View photos that capture landing sites being built, sub-sea fibre being laid and watch videos and interviews of the construction crew and First Nations partners on the project website photo gallery.

View More Photos & Videos



Project Member Spotlight

Christina Owen, Assistant Project Manager - CityWest

Meet Christina Owen, a passionate professional from Langley, BC. With a Bachelor of Science in Physical Geography and a certificate in Geographic Information Systems, she brings valuable expertise to the Connected Coast project.

Christina joined Connected Coast in 2022 with the former design builder Baylink Networks, focusing on permitting and community engagement. Now an assistant project manager at CityWest, she manages planning, permitting, and daily operations, collaborating with various teams on cable laying and construction.

She believes the project is vital for enhancing connectivity, stating, "It opens doors to many opportunities for communities. Once completed, it will significantly improve accessibility for the communities involved."

When asked about a surprising fact or something people might not know about the project, she shared, "We've secured almost 500 permits, approvals, agreements, and notifications just to move forward with construction! It takes a tremendous amount of coordination and permitting to ensure the project can proceed smoothly."

Looking ahead, Christina is excited about the positive changes the project will bring to the communities. "I can't wait to see how this transforms lives," she says, mirroring the excitement shared by the communities awaiting the project's completion. With her dedication and expertise, Christina is playing a key role in shaping a more connected future for all.

Our Project Partners



Connect to Innovate

Canada



Indigenous Services Canada

Canada



NORTHERN
DEVELOPMENT

The Connected Coast project will bring new or improved high-speed internet accessibility to 97 rural, remote and First Nation coastal communities – along the BC coast from north of Prince Rupert, to Haida Gwaii, south to Vancouver, and around Vancouver Island.

The Connected Coast Project is a joint venture between CityWest and the Strathcona Regional District.

WWW.CONNECTEDCOAST.CA

You are receiving this email because you have agreed to subscribe to our online mailing list.

[Unsubscribe](#)

From: [AVICC Info](#)
To: [Theresa Dennison](#)
Subject: 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information
Date: October 21, 2024 4:58:43 PM
Attachments: [image001.png](#)
[2025 AVICC Call for Resolutions FINAL.docx](#)
[2025 Call for Nominations and Background Information Fillable.pdf](#)
[AVICC-Session-Submission-Form-2025.docx](#)
[2025 AVICC Student Participation Application FILLABLE.pdf](#)

Please forward to elected officials, the CAO and Corporate Officer:

The Association of Vancouver Island & Coastal Communities (AVICC) is currently planning the [2025 AVICC AGM & Convention](#) taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The [City of Nanaimo](#) and the [Regional District of Nanaimo](#) will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the [Snuneymuxw First Nation](#), the [Qualicum First Nation](#), and the [Snaw-naw-as \(Nanoose\) First Nation](#) for the upcoming convention, and we look forward to their involvement throughout.

[2025 Accommodation information](#) has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11th, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11th, and the conference finishes at noon on Sunday, April 13th. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

1. RESOLUTIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6th, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

2. NOMINATIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

3. SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it to info@avicc.ca by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December meeting and confirm the sessions at our January

meeting.

4. STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicc.ca. We look forward to seeing you in Nanaimo!

Association of Vancouver Island and Coastal Communities

236.237.1202

info@avicc.ca

www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

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2025 AVICC AGM & Convention

Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 12, 2025: 7:30am-4:30pm (banquet not included)
- Sunday, April 13, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.



2025 AVICC AGM & Convention

Student Participation Application

Deadline January 9, 2025

Member Organization- Sponsor

Organization _____
Contact Name _____
Contact Email _____
Contact Phone _____

Student Applicant Information

Student Name _____
Student Email _____
Student Phone _____
Institution/School _____
Area of Study/Grade _____

Why would you like to attend the 2025 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____
Position: _____
Signature: _____
Date: _____

Student Applicant

Name: _____
Signature: _____
Date: _____

Please submit applications by January 9, 2025 via email to info@avicc.ca



2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by **4:30 PM, Thursday February 6, 2025**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



SAYWARD TOUR DE ROCK 2024

October 29, 2024

Village of Sayward
Kelsey Centre
652 H'Kusam Way
Sayward, BC V0P 1R0

On behalf of the Sayward Tour de Rock Committee, we would like to thank you for the in-kind donation of the use of the Kelsey Centre gymnasium as sleeping accommodations for the Riders and support staff September 23-24, 2024. We would also like to thank you for the use of the Kelsey Centre tables that were taken to the School for the Potluck Dinner and Breakfast.

The Village has supported the event for many years and we hope that you will support it again next year. The Sayward Tour de Rock raised \$8154 for Pediatric Cancer and Camp Good times.

Sincerely,

Tracey Payne
Sayward Tour de Rock Chairperson



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, ACAO
Subject: Fire Service Level Declaration
Meeting date: November 5, 2024

BACKGROUND

To consider declaring Exterior Operations as the service level of the Sayward Volunteer Fire Department.

DISCUSSION

Local authorities have the responsibility to determine and declare the service level for a local government fire department in order to assist in the development of a training program for their structure firefighters. The training program is expected to enable the department personnel that attends a fire scene will have the skills and abilities to safely and effectively deliver, fire services to the declared service level.

The 2014 British Columbia Structure Firefighter Minimum Training Standards (formerly referred to as “Playbook”) identifies three possible service levels for structure firefighting:

- **Exterior Operations** - Structure firefighting activities are conducted from the outside of structures and firefighters are not provided with any training to safely enter any structure in an active fire incident.
- **Interior Operations** - Structure firefighters may engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space) or objects such as a vehicle, single family dwelling or other small structures.
- **Full-Service Operations** - fire departments are equipped and have completed the appropriate training identified in the Office of the Fire Commissioner Training Standards (directly aligned with and inclusive of the National Fire Protection Association standards) to provide a full spectrum of fire services.

Since the release of the “Playbook” in 2014 the Sayward Volunteer Fire Department has been operating at the Exterior Operations service level, which is common for small volunteer fire departments. Exterior Operations Firefighters must not perform any fire suppression activity that requires entry into any structure, building, vehicle, dumpster, or other object regardless of an Immediately Dangerous to Life or Health or harmful atmosphere is present or not. Exterior Operation Firefighters must only engage in external fire suppression and/or mitigation activities.

However, it has come to staff’s attention that there is no record of the Village of Sayward officially declaring Exterior Operations to be the service level of the Sayward Volunteer Fire Department. As this declaration is the responsibility of the local authority, it is suggested that one be made and communicated to the Fire Chief and department personnel.

RECOMMENDATION

1. THAT the report from the Chief Administrative Officer be received.
2. THAT as part of the Village of Sayward’s ongoing work in relation to fire safety that Exterior Operations be declared as the service level for the Sayward Volunteer Fire Department.

Written by: Shaun Koopman – Manager of Emergency Services

Frank Morgan – Fire Chief

Respectfully submitted,

Original Signed

John Thomas, A/CAO



Village of Sayward

Notice of Regular Council Meetings

Pursuant to section 5(1) of the Council Procedure Bylaw, Regular Council meetings for the Village of Sayward will be held on the **first** and **third** Tuesdays of each month, beginning at 7:00pm. Meetings will be held in Council Chambers located at 652 H'Kusam Way, Sayward, BC

The Village of Sayward Regular Council Meetings for the year 2025 will be as follows:

January	Tuesday	7
January	Tuesday	21
February	Tuesday	4
February	Tuesday	18
March	Tuesday	4
March	Tuesday	18
April	Tuesday	1
April	Tuesday	15
May	Tuesday	6
May	Tuesday	20
June	Tuesday	3
June	Tuesday	17
July	Tuesday	15
August	Tuesday	19
September	Tuesday	2
September	Tuesday	16
October	Tuesday	7
October	Tuesday	21
November	Tuesday	4
November	Tuesday	18
December	Tuesday	2

Notes:

1. LGLA Elected Officials Series – TBD
2. AVICC Convention 2025, April 11-13 in Nanaimo
3. UBCM Convention 2025, September 22-26 in Victoria



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Interim CFO
Subject: Financial Plan 2025-2029
Meeting date: November 5, 2024

BACKGROUND

The five-year Financial Plan (FP) is developed by Council through their strategic planning process and the Council approved Strategic Plan (SP). This document identifies for staff, and the public, what types and quality of services are to be provided by the Village.

DISCUSSION

With a new Council and management team now in place, Staff recommend that a strategic planning session be held by Spring or Summer of 2025 in preparation for the 2026 financial planning sessions. For 2025-2029 Staff recommend the current SP remain in place and items that have not been completed be added to the 2025-2029 F/P for Council consideration.

The FP bylaw and Tax Rate bylaw must be approved by Council before **May 15** (firm deadline) of each year as set out in the *Community Charter*.

Staff plan on meeting with department managers in late November/early December to analyze 2024 expenditures to date, and to draft budgets for various departments based on needs for 2025.

Council and public participation in the financial planning process will follow, with Staff recommending the following dates for Committee of the Whole meetings:

Tuesday January 14, 2025

Tuesday February 11, 2025

Tuesday February 25, 2025

The suggested timetable for working towards the 2025-2029 Financial Plan has been listed below:

	Item	Notes	Timeline
1	Staff reviews 2024-2028 FP and existing SP	Staff Report with timetable for 2025-2029 financial planning sessions to Council	November 5 th regular meeting
2	Staff work on draft FP and Capital Plan for 2025-2029 based on SP, approved outstanding items not yet completed, and input from department managers		November 2024 to January 2025

FINANCIAL PLAN 2025-2029

3	FP Process: A. COW Council Meeting January 14, 2025. Detailed review of FP/Capital Projects B. COW Council Meeting February 11, 2025. Detailed review of FP/Capital Projects C. COW Council Meeting February 25, 2025. Final review of FP/Capital Projects D. Council Meeting March 18, 2025. First three readings of the FP Bylaw E. Council Meeting April 15, 2025. Final reading of the FP Bylaw	Each meeting will refine the Financial and Capital Plans and provide time for Council review, public input, and questions. The timeline will also allow for research and reporting back to Council on identified issues. Adopt Financial and Capital Plan	January 14, 2025 February 11, 2025 February 25, 2025 March 18, 2025 April 15, 2025
4	Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees)		Adopted by mid May, first 3 readings April 15, 2025, Final reading May 6 2025.

STAFF RECOMMENDATIONS

THAT Council schedules the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 14, 2025, 6pm

Tuesday February 11, 2025, 6pm

Tuesday February 25, 2025, 6pm

Respectfully submitted,

Original signed

Lisa Clark, Interim CFO



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, ACAO/A/CO
Subject: Municipal Advisor Recommendation Implementation
Meeting date: November 5, 2024

BACKGROUND

The purpose of this report is to keep Council informed of the progress being made with respect to the implementation of the recommendations from the Municipal Advisor's Report brought forward to Council in August 2024.

DISCUSSION

The status of each recommendation is as follows:

#	Municipal Advisor Recommendations	Status
1	Democratic Process – Council governs as a body and makes decisions on the basis of a majority vote. All Council members must respect the democratic process, particularly when decisions of Council do not go in their favour.	In-Progress, Ongoing
2	Training – All members of Council, including those members elected in the July 20 by-election should receive timely training in governance processes and procedures; elected official roles, legal responsibilities and authorities; respectful workplace; and other pertinent topics. Members of Council should receive ongoing training through the balance of the term to reinforce concepts and foster effective relationships and decision-making.	Not Started
3	Code of Conduct – Council should revisit and revise the Council Code of Conduct to ensure it meets current best-practices and contains adequate enforcement provisions that will allow members who contravene the Code of Conduct to be held accountable.	In-Progress. Draft being developed.
4	Strategic Priorities – Following the onboarding of the new Councillors to be elected in the July 20 by-election, Council should seek to review and update their strategic priorities to enable a more cohesive approach to governing the Village and establish collective expectations for the CAO and staff.	Scheduled for February 2025
5	Reconfigure Council's seating arrangement so that the Mayor sits in the centre of the table with two Councillors seated at either side of the Mayor, facing each other.	Completed. November 5, 2024.

6	Council and CAO to jointly develop an annual performance plan for the CAO that identifies strategic objectives and operational expectations of the CAO.	Not Started
7	Individual members of Council should refrain from providing direction to the CAO and refer their requests of the CAO to the Mayor or Council for approval.	Not Started
8	Develop a protocol for elected officials requesting information from staff on operational or administrative matters. Consider using an 'administrative inquiry' form to ensure clarity of information being requested and provide a record for accountability.	Not Started
9	Establish a system of regular, closed meetings between the CAO and Council that allow the CAO to provide updates on strategic and operational matters of interest to Council and allow members of Council to ask questions relative to the CAO's duties or other matters.	Not Started
10	Develop a policy for managing complaints to include roles and responsibilities of staff and Council, requirements for updating complainants on the status of their complaint and reporting complaints to Council.	Not Started
11	Review and amend Council's Procedures Bylaw 416 to address: rules regarding public participation in Council meetings (public input and question period); structure and content of Council meeting minutes; procedures for members of Council to submit items for consideration at Council meetings; video recording and broadcast/posting of Council meetings; and other subject areas as required.	Not Started
12	Develop an annual budget preparation process and calendar for Council's approval, to commence in the fall of each year for the following budget year.	Completed – November 5, 2024.
13	Develop a financial status reporting policy that includes a consistent format for presenting information and regular reporting frequency.	Not Started

It is expected that upon the completion of a new draft Code of Conduct Bylaw, staff will have the capacity to work on other bylaws Council may wish to address. Staff is recommending that the Council Procedures Bylaw be identified as the next recommendation for implementation.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received for information; and

THAT Council directs staff to initiate a full review of the Council Procedures Bylaw and bring forward a draft bylaw for initial consideration.

Respectfully submitted,

Original Signed

John Thomas, A/CAO

