**VILLAGE OF SAYWARD**
**REGULAR COUNCIL MEETING AGENDA**
**JUNE 20, 2023 - 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 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 June 20, 2023, be approved.
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   THAT the minutes from the Regular Council meeting held on June 6, 2023, be adopted.
6. **Petitions and Delegations**
7. **Correspondence**

   **a)** Island Health RE: Extreme Heat Information for Community Partners and Local Governments

   **b)** Brian Godlonton, Fire Commissioner RE: Announcement from the Office of the Fire Commissioner, 2022 Annual Report (Annual report located in Village office, Council office and here: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/fire-reporting/office_of_the_fire_commissioner_2022_annual_report.pdf )

   **c)** Sayward Futures Society RE: Canada Day 2023 Invitiation

Recommended Resolution:

THAT correspondence a) to c) be received.

8. **Council Reports**

   a) **Policy for Funding/Donation Requests – Cllr. Sue Poulsen**

   Recommended Resolutions:

   THAT Council receive the Policy for Funding/Donation Requests Councillor Report for information and discussion.

   THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.

9. **Reports of Committees - None**

10. **Mayor's Report - None**

11. **Unfinished Business - None**

12. **Staff Reports**

   a) **Village Appointments to CSHRD and CSWM – Keir Gervais, CAO**

   Recommended Resolutions:

   THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

   b) **Annual Report and Statement of Financial Information (SOFI) 2022 – Lisa Clark, CFO/CO & Keir Gervais, CAO**

   Recommended Resolutions:

   THAT the 2022 Annual Report and Statement of Financial Information Staff Report be received for information and discussion.

   THAT the 2022 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 21 and ending on July 4; and,

   THAT Council approves the 2022 Statement of Financial Information report.

   c) **Kelsey Centre – Emergency Cooling Enhancement Project – Lisa Clark, CFO/CO**

   Recommended Resolutions:

   THAT Council receive the Kelsey Centre – Emergency Cooling Enhancement Project staff report for information and discussion.

   THAT Council approve a budget of up to $7,500 for the project, and that the budget be sourced from the Growing Communities Fund; and,

   THAT the 2023-2027 Financial Plan be amended accordingly.

**d) Floodplain Management Bylaw – Lisa Clark, CFO/CO**

Recommended Resolutions:

THAT Council receive the Floodplain Management Bylaw staff report for information and discussion.

THAT Council direct staff to update the Village of Sayward Floodplain Management Bylaw.

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

**14. Bylaws - None**

**15. New Business**

**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*:

- Section 90(1)(c) labor relations or other employee relations

**18. Adjournment**

**VILLAGE OF SAYWARD**
**REGULAR COUNCIL MEETING MINUTES**
**JUNE 6, 2023**
**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 Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO
Lisa Clark, CFO/Corporate Officer
Jennifer Redshaw, Finance/Admin Clerk

1. **Call to Order**

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

2. **Public Input - None**

3. **Introduction of Late Items**

   **a)** Mayor Baker requested the UBCM Complete Communities Program Staff Report be added to the agenda - added as 12. f).

   **b)** Notice of Motions – Cllr. Burchett

   **MOTION R23/151**
   **MOVED AND SECONDED**

   THAT the discussion of notice of motions by Councillor Burchett be moved to the June 20, 2023 Regular Council meeting, as recommended by CAO Gervais.

   **Opposed Cllr Burchett, Cllr Gilkin, Cllr Poulsen** **DEFEATED**

   **c)** Addition of an in-camera meeting in accordance with section 90(1)(n) of the *Community Charter*

   **MOTION R23/152**
   **MOVED AND SECONDED**

THAT as per section 90(1)(n) of the *Community Charter*, discussion of notice of motions be moved to an in-camera meeting at the end of the June 6, 2023 regular Council meeting.

**Opposed Cllr Burchett, Cllr Poulsen** **CARRIED**

**4. Approval of Agenda**

**MOTION R23/153**
**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for June 6, 2023, be approved, as amended.

**Opposed Cllr Burchett** **CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R23/154**
**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on May 16, 2023, be adopted.

**CARRIED**

**6. Petitions and Delegations - None**

**7. Correspondence**

**a)** Island Health RE: 2023 Wildfire Smoke Information for Community Health Partners and Local Governments

*Direction to Staff: post 2023 Wildfire Smoke Information on the village website and social media.*

**b)** District of Coldstream RE: Homes for People Action Plan (Action Plan located in Village office, Council Office and here: https://news.gov.bc.ca/files/Homes_For_People.pdf)

**c)** Community Share Shed RE: April 2023 Report

**d)** K'omoks First Nation RE: National Indigenous People's Day Request for Support

*Direction to Staff: promote National Indigenous People's Day on the village website & social media.*

**e)** K'omoks First Nation RE: Invitation to Celebrate National Indigenous People's Day

*Direction to Staff: CFO Clark will receive confirmation no later than Thursday, June 8, 2023 from Cllr Gilkin and Cllr Burchett of their attendance at the K'omoks First Nation National Indigenous People's Day celebration June 21, 2023.*

**f)** BC Hydro RE: Vancouver Island – Sunshine Coast Community Relations Annual Report

**g)** Strathcona Regional District RE: Strathcona Accessibility and Inclusion Advisory Committee

**h)** Strathcona Regional District RE: Strathcona Community Health Network (SCHN) Hires New Coordinator and Is Actively Seeking New Members

**MOTION R23/155**
**MOVED AND SECONDED**

THAT correspondence a) to h) be received.

**CARRIED**

**MOTION R23/156**
**MOVED AND SECONDED**

THAT the Village of Sayward support K'omoks First Nation National Indigenous People's Day celebration though an in-kind donation of a door prize of a maximum of $200, and that staff be tasked with the selection and purchase of the gift.

**CARRIED**

8. **Council Reports - None**
9. **Reports of Committees - None**
10. **Mayor's Report - None**
11. **Unfinished Business - None**
12. **Staff Reports**

a) **Summer Water Restrictions – Keir Gervais, CAO**

**MOTION R23/157**
**MOVED AND SECONDED**

THAT Council receive the Summer Water Restrictions staff report for information and discussion; and,

THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2023 from 6:00am-10:00am & 6:00pm-10:00pm on residents assigned days; and,

THAT water restriction information be communicated to the public on the Village website, social media platforms and noticeboards.

**CARRIED**

**MOTION R23/158**
**MOVED AND SECONDED**

THAT Staff be directed to research and/or review best practices for the types of properties to be included in summer water restrictions and report back with possible options.

**CARRIED**

b) **Sewer and Water Capacity Studies - John Sorenson, P.Eng., McElhanney Ltd. & John Manson, P.Eng., Approving Officer**

**MOTION R23/159**
**MOVED AND SECONDED**

THAT Council receive the Sewer and Water Capacity Studies staff report for information and discussion; and,

THAT Council instruct staff to examine options for funding the water metering and recording work recommended in the Water Study to more accurately determine the current maximum day flows, to facilitate future consideration of the impact of future development on the capacity of the water treatment system to provide for maximum day flows; and

THAT Council instruct staff to continue to record daily flows at the Treatment Plant and Log sort until such time as automated flow recording is in place; and

with respect to item 3 c) in the staff report,

THAT Council consider allowing development applications to proceed to a limit of 77 residential lots as an interim measure until such time as additional flow recording data is available, upon which the matter can be re-evaluated; and

FINALLY THAT recognizing that in terms of subdivision approvals, which is solely within the purview of the Approving Officer, Council wishes to advise the Approving Officer that on an interim basis, Council would consider subdivisions consistent with a 77 lot equivalent increase in density in the Public Interest.

**Opposed Mayor Baker, Cllr Tinsley** **CARRIED**

**c) Land Exchange Agreement Extension – Lisa Clark, CFO/CO**

**MOTION R23/160**
**MOVED AND SECONDED**

THAT Council receive the Land Exchange Agreement Extension staff report for information and discussion; and,

THAT the land exchange agreement amendment be approved; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

**CARRIED**

**d) Sayward Clinic Renewal Lease – Lisa Clark, CFO/CO**

**MOTION R23/161**
**MOVED AND SECONDED**

THAT Council receive the Sayward Clinic Renewal Lease staff report for information and discussion; and,

THAT the Renewal Lease between the Village of Sayward and the Sayward Community Health Society be approved; and,

THAT the Mayor and Chief Administrative Officer be authorized to execute the agreement.

**CARRIED**

**e) Permissive Tax Exemptions 2024 – Lisa Clark, CFO/CO**

**MOTION R23/162**
**MOVED AND SECONDED**

THAT Council receive the Permissive Tax Exemptions 2024 staff report for information and discussion; and,

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

**CARRIED**

**f) UBCM Complete Communities Program - Keir Gervais, CAO**

**MOTION R23/163**
**MOVED AND SECONDED**

THAT Council receive the UBCM Complete Communities Program staff report for information and discussion; and,

THAT Council directs Staff to contract with Urban Systems to complete the application for up to $1,200; and,

THAT Staff be directed to submit the application to UBCM.

**CARRIED**

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

**a) SRD Emergency Support Team Volunteer Opportunity – Tom Tinsley, EPC**

**MOTION R23/164**
**MOVED AND SECONDED**

THAT Council receive the SRD Emergency Support Team Volunteer Opportunity staff report for information and discussion.

THAT Council appoint Councillor Tinsley and Councillor Burchett as the Village of Sayward volunteer representatives for the SRD Emergency Support Team, as described herein.

**CARRIED**

**14. Bylaws**

**a) Public Nuisance Bylaw No. 502, 2023**

**MOTION R23/165**
**MOVED AND SECONDED**

THAT Public Nuisance Bylaw No. 502, 2023 be given fourth and final reading.

**CARRIED**

**15. New Business - None**

**16. Public Question Period - None**

**17. In Camera**

**MOTION R23/166**
**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*:

- 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**

**18. Adjournment**

**MOTION R23/167**
**MOVED AND SECONDED**

THAT the Regular Meeting of Council for June 6, 2023, be adjourned.

**CARRIED**

**The meeting was adjourned at 9:25pm.**

_____
**Mayor**

_____
**Corporate Officer**

HEMBC Health Emergency Management | First Nations Health Authority Health through wellness | island health

**EXTREME HEAT INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS:**

Health Emergency Management BC, First Nations Health Authority and Island Health have partnered to provide this resource to all of our communities as extreme heat affects us all. Our region had 55 heat-related deaths from June 25 - July 1, 2021. The Coroners Service reported 98% of deaths occurred indoors and 67% were among those 70 years or older. In 2022, there were another 16 deaths, across BC, attributed to the extended period of heat from July 23 to August 3rd.

A two-tier BC Heat Alert Response System (HARS) was launched in 2022 to alert the public of heat risk through an organized communication system. The two tiers are: Heat Warning and Extreme Heat Emergency. The purpose of a HARS is to increase community resilience to extreme heat and develop the most effective actions to reduce heat-health risks, especially for those most vulnerable.

Follow local heat alerts through the WeatherCAN app.

| THOSE MOST VULNERABLE TO EXTREME HEAT **People who:** | |
|---|---|
| live alone | are chronically ill (i.e. heart disease, diabetes) |
| are socially isolated | use substances |
| are materially and socially deprived | work outdoors |
| are insecurely housed | have mental illness (i.e. mood disorders schizophrenia) |

**SIGNS OF HEAT-RELATED ILLNESS**

| **Heat Exhaustion** | **Heat Stroke** |
|---|---|
| Heavy sweating, headache, muscle cramps,extreme thirst, dark urine | High body temperature, confusion,dizziness/fainting and flushed skin with no sweating |
| If symptoms develop: seek a cooler environment, drink plenty of water, and use water to cool your body. Wear a wet shirt or apply damp towels to cool your skin | Heat stroke is a medical emergency – call 911. While waiting for help, cool the person right away by moving them to a cool place, if you can; applying cold water to large areas of the skin |

HealthLink BC: Beat the Heat resource and online tool for Heat related illnesses: Check your symptoms

**POTENTIAL ACTIONS TO PREPARE FOR HEAT EVENTS:**

- Prepare a heat response plan
- Prepare community heat health messages, including print and online resources
- Ensure all relevant staff subscribe to receive heat alerts
- Identify relevant information sources for your clients who may be at risk of extreme heat
- Where able carry out a vulnerability assessment identifying those most susceptible to heat-related illness
- Create/review/update your heat health outreach plans geared towards vulnerable and high-risk populations that you support
- Train staff/and volunteers on what to do to protect individuals during extreme heat events

- Create/check contingency planning for air-conditioning and power supply in your buildings
- Keep a list of public air-conditioned buildings, including community centres, libraries and swimming pools that could be utilized as cooling centres
- Assess locations of cooling centres (for accessibility, hours, appropriate space for high-risk or vulnerable populations)
- Consider the feasibility and appropriateness of other types of communal gathering spaces (including shaded outdoor spaces) that could be utilized as a cooling space

## POTENTIAL ACTIONS DURING A HEAT WARNING:

- Activate heat response and communication plans for a heat warning event
- Undertake community outreach focusing on susceptible and high-risk populations and groups that support them
- Publicize cooling shelter information through all feasible media sources
- Explore options for coordinating free transport with local public transport provider for accessing cooling shelters
- Consider extending hours of operation of pre-existing cool public spaces and reducing the cost of accessing cool spaces (e.g. swimming pools)
- Consider distributing water to at-risk populations outdoors (e.g. portable water stations) and share information on locations of public water fountains
- Update your organizations website and social media page with consistent heat health messaging
- Consider adjusting work schedules to cooler parts of the day, as appropriate, for the location and type of work
- Encourage local services, sports teams, clubs and organizations to reschedule services or major events to cooler times of the day. Particularly relevant for outdoor events or venues without air conditioning
- Monitor local weather conditions at Environment Canada

## COOLING STRATEGIES TO LESSEN INDOOR TEMPERATURES:

- Fans alone cannot effectively lower core body temperature, especially for older adults
- Turn on air-conditioning units, or consider installing air-conditioning units
- Shade windows from the outside
- Close windows and pull indoor shades by 10 am to trap cooler air inside
- Open windows and doors around 8 pm to let cooler overnight air in (check that outside temperatures are below inside temperatures)

**INDOOR TEMPERATURE GUIDE:**

Indoor environments may be most dangerous overnight, especially for individuals who live alone. If you are a susceptible individual and you have no way to cool the inside of your home, relocate to another cooler location or outside.

- Sustained exposure to temperatures 26° C and below is safe
- Sustained exposure to temperatures 26 °C to 31 °C may pose a risk to the most vulnerable
- Sustained exposure to temperatures over 31 °C should be avoided for vulnerable populations whenever possible. If they cannot be avoided, monitoring of the environment (thermometers) and the individual (heart rate) should be considered. In both cases, values that increase rather than remain stable indicate danger

**DUAL WILDFIRE SMOKE AND EXTREME HEAT EVENT**

Overheating is generally a greater immediate risk to health than smoke inhalation. Many people are at risk of potential severe injury and death if they overheat, while a much smaller proportion are at risk of severe acute respiratory or cardiovascular attack. Individuals most at risk from smoke are also at risk from heat.Therefore, most people should prioritize staying as cool as possible in very hot weather. Both heat and smoke are important environmental exposures and their risks may be compounding when they co-occur. Seek cooler, cleaner indoor air – at home if possible, and elsewhere if not (such as shopping centres or community clean air / cooling centres).

**RESOURCES**

Irreversible Extreme Heat: Protecting Canadians and Communities from a Lethal Future
BCCDC Heat Event Response Planning

NCCEH: Health Checks during Extreme Heat Events

Prepared BC's Extreme Heat Preparedness Guide

Community Virtual Care - Island Health

https://www.intactcentreclimateadaptation.ca/wp-content/uploads/2023/05/IntactCentre-Three_steps-Apartment_Heat_Protection.pdf

House Heat Protection - University of Waterloo

**CONTACT US**

**Environmental Public Health Office Sites**
**https://www.islandhealth.ca/our-locations/health-protection-environmental-services-locations**

Chris Jancowski
Director, HEM – Vancouver Island Region
First Nations Health Authority

Ryan Kuhn
Director, HEM – Island Health
Health Emergency Management (HEMBC)

VP Population and Public Health &
Chief Medical Health Officer
Island Health

**Lisa Clark**

**Subject:** FW: Announcement from the Office of the Fire Commissioner: 2022 Annual Report; Smoke Alarm Campaign and Community Fire Risk Reduction Dashboard

**Attachments:** 2023-06-08 OFC Announcement - 2022 Annual Report.pdf

**Importance:** High

**From:** Van Tassel, Liz EMCR:EX <Liz.VanTassel@gov.bc.ca>
**Sent:** Thursday, June 8, 2023 10:00 AM
**Subject:** Announcement from the Office of the Fire Commissioner: 2022 Annual Report; Smoke Alarm Campaign and Community Fire Risk Reduction Dashboard
**Importance:** High

***Sent on behalf of Commissioner Godlonton ...***

Good morning,

I am pleased to announce the release of the 2022 Annual Report and a new smoke alarm social marketing campaign that will be supported by information provided through the Community Fire Risk Reduction Dashboard. I believe the campaign and dashboard have great value in educating the public and helping all of us more effectively focus our efforts and resources to reduce fire-related injuries, deaths, and impacts to communities.

Please see the attached document for further details, including a link to the 2022 Annual Report.

As always, I would like to thank you for your continued support and collaboration in our efforts to keep the people of British Columbia safe.

Brian Godlonton
Fire Commissioner

BRITISH COLUMBIA | Office of the Fire Commissioner

June 8, 2023

**Announcement from the Office of the Fire Commissioner – 2022 Annual Report**

The Office of the Fire Commissioner (OFC) has released the 2022 Annual Report. Under the *Fire Services Act*, the fire commissioner must submit to the minister a report describing the fire commissioner's administration from the preceding year. The annual report informs the OFC's focus and direction for the coming year and advises fire services of the previous year's statistics and current trends.

As with the 2021 report, this year's report includes some very concerning trends that are also being reported in Ontario. In 2022, there were 86 fire-related deaths – a 46 percent increase from 2021. Between 2019 and 2020, fire-related deaths in British Columbia rose from 28 to 56 – a 100 percent increase. Between 2018 and 2022, there was a **207 percent increase in fire-related deaths.** The leading causes for structure fires continue to be smoker's materials (match, lighter, candle, etc.), cooking equipment, electrical, heating, smoking, and appliances. Most fire-related deaths and injuries occur in people's homes.

The number of fires where there was no working smoke alarm continues to be concerning. In 2022, only 45 percent of residential structure fires had a working smoke alarm. Working smoke alarms remain the most effective measure for preventing fire-related injuries and deaths. The Province has provided $1.6 million to the BC Research and Injury Prevention Unit for a new campaign to help educate people on proper smoke alarm use and reducing fire risks.

Working together, I am confident that we will reduce the number of fire-related injuries and deaths. It is imperative that fire services continue to increase fire prevention public education efforts, particularly home fire safety programs for the older adults who are an over-represented population in the categories of fire-related injuries and deaths.

The information in the annual report will guide our continued efforts to keep the people in British Columbia safe from fire.

Brian Godlonton
Fire Commissioner

Ministry of Public Safety and Solicitor General

Office of the Fire Commissioner

Mailing Address:
PO Box 9201 STN PROV GOVT
Victoria BC V8W 9J1

Location:
Block A – Suite 200
2261 Keating Cross Road
Saanichton, BC
Telephone: 1-888-988-9488
Facsimile: 250-952-4888

# SAYWARD FUTURES SOCIETY
*Our Community, Our Future*

June 13, 2023

**RE: Sayward's Canada Day Celebration 2023**

Dear Sayward Mayor Mark Baker & Sayward Council,

Thank you for the support you have given to Sayward Futures Society (SFS) towards the Canada Day Celebration for this year.

We cordially invite you to be a part of this wonderful Sayward celebration by participating in the parade — either by walking in the parade or by decorating your vehicles as a float. In addition, we invite Mayor Baker to *LEAD* the parade! This is a truly fantastic opportunity for the whole of the community to gather and celebrate the wonderful place we all call home!

We also invite the Mayor and Council to help at the BBQ by serving the hotdogs and salmon or take part in the games with the kids as well as kick up your heels to the fabulous music being provided by Easy Street!

We sincerely appreciate your support and look forward to your participation in this very special community event!

Sincerely,

Ken McRae
Chair
Sayward Futures Society

**COUNCILLOR REPORT**

For: Mayor and Council
Prepared by: Councillor Sue Poulsen
Subject: **Policy for Funding/Donation Requests**
Meeting date: June 20, 2023

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## BACKGROUND

The Village of Sayward has no written policy for handling requests from individuals, groups, and organizations for monetary or in-kind donations.

Historically, there has been an unwritten guideline that the Village declines any monetary donation requests from individuals, groups, and organizations. However, the Village has considered and granted donations of in-kind requests (such as use of the Kelsey Centre, use of chairs, tables, tents, etcetera, and supplied Village staff assistance to move, set up, and return various equipment).

## DISCUSSION

The Village of Sayward has been generous over the years in granting in-kind donations requested by individuals, groups, and organizations for special events and activities. The in-kind contributions have created goodwill and cooperation between the Village and the various individuals, groups, and organizations.

The Village of Sayward has a limited amount of yearly funding and there is no allocated budget for monetary donations. Although, two recent requests for monetary donations have been granted. A clearly written policy needs to be created so the Council has clear, consistent guidelines to follow.

## RECOMMENDATIONS

THAT Council receive the Policy for Funding/Donation Requests Councillor Report for information and discussion.

THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.

Respectfully submitted,

_____
Councillor Sue Poulsen

# STAFF REPORT

**To:** Mayor and Council
**From:** Keir Gervais, CAO
**Subject:** **Village Appointments to CSHRD and CSWM**
**Meeting date:** June 20, 2023

## BACKGROUND

As Council is aware recent discussions have raised questions about how appointments are made to the Strathcona Regional Board (SRD) and related Regional Boards such as the Comox Strathcona Regional Hospital Board (CSRHD) and the Comox Strathcona Waste Management Board. (CSWM)

Under the *Local Government Act Sec 198* (see below) Council appoints a municipal director and alternate to the SRD Board.

> ***Appointment and term of office for municipal directors***
>
> ***198*** *(1) After the first appointment under section 41 (2) (e) [first board for regional district], each municipal director is to be appointed at pleasure by the council from among its members.*
>
> *(2) The term of office of a municipal director*
>
> *(a) begins when the person takes office in accordance with section 202 (3) [oath or affirmation of office], and*
>
> *(b) continues until the earliest of the following:*
>
> *(i) another director taking office in the original director's place;*
>
> *(ii) the director ceasing to be a member of the council before the next general local election;*
>
> *(iii) November 30 in the year of a general local election.*

It is the Village of Sayward's practice that Councillor appointments to committees and portfolios are made at the Inaugural Council meeting following a general election. Section 4 of the Inaugural Council Meeting Agenda, November 1, 2022 states :

> ***"Council Appointments and Portfolios - The Mayor usually makes appointment recommendations at this meeting and Council as a whole decides the appointments."***

These appointments were made by Sayward Council on November 1, 2022 following the 2022 municipal election and approved (see below). At that time Sayward Council appointed by voting Mayor Baker to the SRD Board and Cllr. Tinsley as alternate.

> ***4. Council Appointments and Portfolios***
>
> *a) THAT Mayor Baker be appointed to the Strathcona Regional District Board and Councillor Tinsley be appointed as alternate; Councillor Poulsen to attend the Comox Strathcona Regional Hospital District Board meetings and the Comox Strathcona Waste Management Committee meetings; and, ...*

***MOTION I22/01***
***MOVED AND SECONDED***

*THAT the appointments listed in a) to g) inclusive as recommended by Mayor Baker be approved and take effect November 1, 2022; and,*

*THAT staff bring back all appointments in November 2023.*

***CARRIED***

The November 15, 2022 Regular Meeting Minutes record that the Minutes from Previous Meetings – November 1, 2022 were resolved by Council.

> ***5. Minutes of Previous Meetings***

***MOTION R22/188***
***MOVED AND SECONDED***

*THAT the minutes from the Inaugural Council meeting held on November 1, 2022, be adopted.*

*THAT the minutes from the Regular Council meeting held on November 1, 2022, be adopted.*

***CARRIED***

**DISCUSSION**

I have been advised by both the SRD CAO and the CVRD Corporate Officer that all municipal appointments to ancillary Boards of the SRD must be either the Council appointee or their alternate. At present that would be Mayor Baker or Councillor Tinsley.

For further clarification, the CVRD Manager of Corporate Services in an email dated March 8, 2023 states:

- *"The membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors. As sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards....*

- *The CSRHD does not follow the same protocol as the CSWM with respect to the co-chairs being identified through the election of the CVRD and SRD Board chair or vice-chair positions, so it is at Sayward Council's discretion in regards to whether the director*

*attends or whether an alternate director is appointed or assigned as the 'regular attendee'. "*

- *The SRD CAO recently advised me via email "....Directors appointed to the Regional District Board are the appointees on the subsequent Regional Boards such as Hospital, Solid Waste, etc. "*

As noted, it is within Council's authority to appoint a municipal director and alternate to the Regional District as they did following the 2022 election. Based on the information from the SRD CAO and the CVRD Manager of Corporate Services it is not within Council's authority to make additional appointments to the CSRHD and the CSWM Boards.

Moving forward, acknowledging that the membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors, and/or, as sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards, Council need not make appointments to the CSWM and CSRHD during its inaugural or any other meeting.

**STAFF RECOMMENDATIONS**

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

Respectfully submitted,



Keir Gervais, CAO

# STAFF REPORT

**To:** Mayor and Council
**From:** Lisa Clark, CFO/CO
Keir Gervais, CAO
**Subject:** **Annual Report and Statement of Financial Information (SOFI) 2022**
**Meeting date:** June 20, 2023

## BACKGROUND

Section 98 and 99 of the *Community Charter* requires municipalities to produce an Annual Report before June 30 in each year. The report must include the following information:

- Audited annual financial statements
- Tax exemptions
- Municipal services and operations for the previous year
- Progress report
- Disqualifications
- Municipal objectives

Additionally, all local governments must prepare an annual statement of financial information (SOFI) in accordance with the *Financial Information Act*. The SOFI must be made available for public viewing by June 30 each year and be accessible for the following three years.

## DISCUSSION

The attached 2022 Village of Sayward Annual report fulfills these legislative requirements.

The required *progress report* information is captured in the section – *Statement of Municipal Services and Operations - 2022*, which concisely highlights the Village's achievements in the year. The required information regarding the Village's 2023 *municipal objectives* is captured in the section – *2023 Major Projects (Desk of CAO)* and as described in the *Village of Sayward 2023 Strategic Plan* section. Of note, should Council choose to amend the Strategic Plan - 2023 Priorities to better reflect capacity, as was recently suggested during governance training, this will not compromise the annual plan reporting process.

**Annual Report:** The information required by Sections 98 and 99 of the *Community Charter* for annual reporting is attached for Council review and will be made available for public viewing for a minimum of 14 days. That 14-day viewing window will begin on June 21 and end on July 4. The report will be returned to Council, with any public comments, at the July 18 Council meeting for final approval.

**SOFI:** The SOFI (attached) is being presented at a public meeting and only requires approval from Council before Staff forward the report to the Province.

The information contained in the SOFI meets the requirements of section 168 of the *Community Charter* and Chapter 140 of the *Financial Information Act*.

**STAFF RECOMMENDATIONS**

THAT the 2022 Annual Report and Statement of Financial Information Staff Report be received for information and discussion.

THAT the 2022 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 21 and ending on July 4; and,

THAT Council approves the 2022 Statement of Financial Information report.

Respectfully submitted,

Lisa Clark, CFO/CO

Keir Gervais, CAO

**Attachments:**

- ***2022 Annual Report***
- ***2022 SOFI***

Village of Sayward

# 2022 Annual Report



The Village of Sayward
P.O. Box 29, 652 H'Kusam Way
Sayward B.C. V0P 1R0

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A Message from the
## VILLAGE OF SAYWARD MAYOR:



I am pleased to present the 2022 Annual Report for the Village of Sayward.

The 2022 local government elections resulted in two new faces joining the Village Council. I would like to thank our past Councillors for their commitment to the Village and to our constituents and wish them well in their future endeavors. I would like to give a warm welcome to our newly elected Councillors, Kohen Gilkin and Scott Burchett, while welcoming back Councillors Sue Poulsen and Tom Tinsley. I look forward to working together as a unified team to ensure our constituents continue to receive outstanding service from their elected officials. Last but certainly not least, I want to acknowledge the service of Sayward's longest serving elected official and former Mayor, John MacDonald, who passed in 2022.

The next four years will be a time of building sustainability for the future of Sayward. The new Council has identified asset management, economic development, and fiscal responsibility, sound governance and other foundational initiatives as priorities to help stabilize the community and move it forward. In January 2023 we welcomed a new CAO, Keir Gervais, to lead our organization. Together, Council along with our team of knowledgeable, experienced, and dedicated staff will continue to transition Sayward from a forestry dependent community towards a more diverse economy for Sayward and our part in the Sayward Valley.

I would also like to acknowledge the continued dedication of so many volunteers who are in so many ways the engine that drives our community. Whether it's keeping us safe as firefighters or emergency support services personnel, providing us a place to live actively by maintaining our trail networks, or helping with the production of the Sayward News so residents and visitors are informed about *what, who, where and when* – our community could not be what it is without you.

This Annual Report is a summary of the financial reporting period of January 1, 2022, to December 31, 2022, including the 2022 audited financial statements, major initiatives, accomplishments, and other outcomes for the year. It also outlines Council's strategic priorities for 2023 and beyond.

Council appreciates, and takes very seriously, the trust that residents have placed in us. On behalf of Sayward council, we thank you for this trust, and look forward to working with you to ensure that we remain a safe, welcoming, and progressive community for generations to come.

**Sincerely,**

**Mayor Mark Baker**

# VILLAGE OF SAYWARD
# ELECTED OFFICIALS 2022



Back Row, left to right - Councillor Kohen Gilkin, Councillor Scott Burchett
Front Row, left to right – Councillor Sue Poulsen, Mayor Mark Baker, Councillor Tom Tinsley

## STATEMENT OF MUNICIPAL SERVICES AND OPERATIONS – 2022

Project work dominated much of the organizational activity again for 2022. While driven by the Strategic Plan, staff turnover, a civic election and continuing to navigate COVID-19 did impact the progress of various planned initiatives. With that said, the Village was successful in delivering the following programs and services:

- Plan H grant – seniors' lunches
- 2022 Election
- Completed reports: Housing Needs Assessment, Age Friendly Plan, Active Transportation Study
- Refurbishing of Share Shed and re-opening post COVID
- 4 liftstation generators installed
- Retirement of long time Fire Chief, and new Fire Chief appointed
- Gazebo upgrades completed (BBQ stands, sink, power)
- New programming at Kelsey Centre – Teen Night
- Lifeguard training and hiring of new lifeguards
- Re-opening of pool and Rec Centre to pre-COVID service levels
- The Village also secured over $275,000 in funding in 2022 for future projects through numerous program grants

Perhaps most notably, September 2022 marked the completion of the Newcastle Creek Dam Decommissioning project. As a result of collaborative efforts, the former aging dam structure has been removed and replaced with a modern low elevation weir. A new water intake and supply line now provides the Village with reliable, low-maintenance infrastructure that diverts water from the creek to the water treatment plant. Public Works Manager, Tony Leggat deserves much praise for his efforts on this project.

Improving communication from the Village office to the community has been an ongoing focus and in particular communication during times of crisis. Staff have developed templates for Alertable alert notifications for times of emergency and we continue to produce the Sayward News monthly. Virtually, all Council meetings continue to be available on our YouTube channel and of course, the public is welcome to attend the meetings in Council Chambers.



## DECLARATION OF DISQUALIFICATION OF COUNCIL MEMBERS

**No disqualification of Council Members occurred in 2022**

## 2023 MAJOR PROJECTS (DESK OF CAO):

The Chief Administrative Officer (CAO) oversees the affairs and operations of the Village and acts as a liaison between Village staff and the Mayor and Council. The CAO provides advice and recommendations on Council related policies and emerging issues. The CAO is responsible to Council for the efficient management of the municipal workforce, and for seeing that Council's directions and policies are implemented.

The CAO directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible for ensuring that innovative programs and services are developed and implemented to meet the ever-changing needs of the community, while ensuring fiscal responsibility.

- → Facilitate staff to staff and Council to Council relations with local First Nations; K'omoks, We Wai Kai, We Wai Kum.
- → Create process for accurately measuring water consumption in the Village, including specific consumption by the WFP log sort.
- → Develop cost-sharing options for services jointly used by Area A residents; Kelsey Centre, Fire/Road Rescue, Health Clinic, Recycling.
- → Hire and support an Economic Development Coordinator to encourage business and development opportunities in Sayward.
- → Support the development of a Corporate Asset Management Plan.
- → Facilitate the processes required for Council to adopt the new OCP.
- → Facilitate an Agreement with WFP to address concerns with noise and dust.
- → Research parcel (frontage) tax as a revenue generating option for the Village.
- → Hire a full-time back-up Public Works employee.



# VILLAGE OF SAYWARD 2023 STRATEGIC PLAN

Mission Statement:

**"We shall promote improvement and development of a strong and vibrant community for our residents"**

Core Values:

- We are accountable to our constituents and to the Village of Sayward
- We work as a committed team in the spirit of collaboration and community
- We are caring and respectful in all our interactions and relationships
- We are open and honest. We adhere to the highest standards of ethical conduct
- We deliver effective public service through professionalism and creativity

Vision Goals:

- Promote economic development
- Provide the best heathcare and social services for our community
- Promote Sayward as a tourism destination
- Affordable quality services are delivered in a fiscally responsible way
- The Village is a leader in local governance, with diverse jurisdictions, including First Nations, working together cohesively and collaboratively.
- Work in cooperation with the Area A director, SRD and other government agencies



| COMMUNITY RELATIONS | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Show progress toward reconciliation with K'omoks First Nation and other First Nations** | • Steps taken to provide for visual and physical recognition of First Nation habitation in the Sayward area | Q4 | Administration, Budget |
| | • Interpretive signage installed at KFN totem Pole and at other key Village locations | Q4 | Administration, Budget |
| • **Continue to negotiate a Framework Agreement with Western Forest Products (WFP) regarding the operations at the log sort** | • Legal Agreement in place to clarify terms and communications around early start times of WFP and measures in place to manage dust and noise | Q4 | Administration |
| | • Noise Bylaw amended to permit agreement terms | Q4 | Administration |
| • **Work with SRD on funding for services jointly used by all valley residents - Recreation, Fire, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board** | • Data collected and presented to Council early 2022; new agreements in place, funding obtained from SRD for Recreation and Health Clinic | Q4 | Administration, Budget |

| ECONOMIC DEVELOPMENT | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Encourage and support new housing initiatives** | • Updated development framework including updated Zoning Bylaw | Q2-Q4 | Administration |
| | • Provide access to additional staff resources to administer new building and development applications | Q2-Q4 | Administration |
| • **Finalize Official Community Plan (OCP)** | • OCP Bylaw adopted | Q2-Q4 | Administration, Budget |
| • **Revise and update Zoning Bylaw** | • New Zoning Bylaw in place | Q4 | Administration |
| • **Support prospective businesses interested in locating to the Sayward area** | • Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.) | Q2-Q4 | Administration |
| • **Work with local organizations and the Tourism Committee to promote tourism and attract business investment to the Sayward area** | • Businesses promoted using business licence directory and promotion incentives | Q2-Q4 | Administration, Budget |
| | • Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP | Q3-Q4 | Administration, Budget, Consultant |
| • **Support existing businesses** | • Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.) | Q2-Q4 | Administration |

| ASSET MANAGEMENT | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Complete Water Master Plan** | • Water Master Plan approved by Council | Q3 | Consultant |
| • **Complete Sewage Capacity Study** | • Sewage Capacity Study approved by Council | Q3 | Consultant |
| • **Plan for full replacement of water, sewer, drainage, and road infrastructure** | • Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy | Q2-Q4 | Administration, Consultant |

| LIVING GREEN | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Establish Water Meter Bylaw for all commercial and industrial development and all new development** | • Water Meter Bylaw in place and Village able to collect more information regarding water use | Q4 | Administration, Budget |
| • **Continue to work with the Provincial Government and K'omoks First Nation to secure an economically viable community forest** | • Community Forest secured with KFN and Provincial Government | Q4 | Administration, Budget, Consultant, Contractor |
| | • Staff to research options, including costs | Q3 | Administration |
| • **Continue to expand the Community Garden and flower gardens throughout the Village** | • Community Garden revitalized | Q3 | Administration, Budget |

| PROFESSIONAL DEVELOPMENT | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Ensure Village Council, staff and volunteers receive adequate emergency management training and the Village has an emergency response plan in place** | • Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders.<br>• Emergency response plan in place | Q1-Q4<br>Q1 | Administration, EPC, Council time<br>Administration, EPC |
| • **Continue Village Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended** | • Council, staff & volunteers *Training Plan* developed by CAO with budget confirmed<br>• Training taken | Q1-Q4<br>Q1-Q4 | Administration, Budget<br>Administration, Budget |

| TOURISM DEVELOPMENT | | | |
|---|---|---|---|
| **Priorities** | **Progress Measures** | **Timeline** | **Resources Required** (Budget, Consultant, Contractor, Equipment, Machinery, Administration) |
| • **Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens** | • Off Road Vehicle (ORV) signage installed indicating the location of the designated ORV route | Q1-Q4 | Administration, Budget |
| • **Work with local organizations and the Regional District to enhance signage and way finding in Sayward** | • Work with the Tourism Committee to promote Trails<br>• Additional signage installed<br>• Meetings attended and joint initiatives completed | Q1-Q4<br>Q1-Q4<br>Q1-Q4 | Administration<br>Administration, Budget<br>Administration |
| • **Support and work with the Tourism Committee** | • Host one annual meeting with the Tourism Committee to identify initiatives to be included in the Financial Plan | Q2 | Administration |

# STATEMENT OF PROPERTY TAX EXEMPTIONS

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2019, for 2020 to 2023:

| Legal Description | Civic Address | Organization | Value of Permissive Exemption * |
|---|---|---|---|
| Lot 2, Plan 14387 Sayward District Roll No. 704.022 | 699 Sayward Rd | Royal Canadian Legion Sayward Valley Branch 147 | $3,240.32 |

The following property in the Village of Sayward was provided a permissive property tax exemptions by Council in 2021, for 2022 to 2024:

| Legal Description | Civic Address | Organization | Value of Permissive Exemption * |
|---|---|---|---|
| District Lot 1439 Roll No. 27410.000 | 16 Sayward Rd | Sayward Futures Society | $2,846.01 |

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2013, for 2014 to 2023:

| Legal Description | Civic Address | Organization | Value of Permissive Exemption * |
|---|---|---|---|
| Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100 | Salmon River Main | Nature Trust of BC | $900.50 |
| Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000 | Salmon River Main | Nature Trust of BC | $2,598.16 |
| Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140 | Salmon River Main | Nature Trust of BC | $6,200.15 |
| Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125 | Salmon River Main | Nature Trust of BC | $2,111.00 |
| **Total Permissive Tax Exemptions** | | | **$17,896.14** |

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was $24,276.46



# APPENDIX A:
# AUDITED FINANCIAL STATEMENTS 2022

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# THE CORPORATION OF THE
# VILLAGE OF SAYWARD
## Financial Statements
## December 31, 2022

# THE CORPORATION OF THE VILLAGE OF SAYWARD

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Year Ended December 31, 2022


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# MANAGEMENT REPORT

## December 31, 2022

The Mayor and Council of The Corporation of the Village of Sayward (the "Village") has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Village's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village as at December 31, 2022.

Lisa Clark, CPA, CGA
Chief Financial Officer

May 9, 2023




## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the Village of Sayward

**Opinion**

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

**Basis of Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

**Auditors' Responsibilities for the Audit of the Financial Statements (continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nowosad Boates Inc

Chartered Professional Accountants
Campbell River, BC

May 9, 2023

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Statement of Financial Position

December 31, 2022

| | 2022 | 2021 |
|---|---|---|
| **FINANCIAL ASSETS** | | |
| Cash | $ 578,716 | $ 1,061,111 |
| Portfolio Investments **(Note 2)** | 42,914 | 42,550 |
| Accounts Receivable **(Note 3)** | 417,401 | 411,196 |
| | 1,039,031 | 1,514,857 |
| **LIABILITIES** | | |
| Accounts Payable **(Note 4)** | 208,704 | 208,352 |
| Deferred Revenue **(Note 5)** | 122,146 | 97,671 |
| Long Term Debt **(Note 6)** | 60,243 | 83,579 |
| | 391,093 | 389,602 |
| **NET FINANCIAL ASSETS** | 647,938 | 1,125,255 |
| **NON-FINANCIAL ASSETS** | | |
| Prepaid Expenses | 31,907 | 26,648 |
| Tangible Capital Assets **(Note 7)** | 11,097,636 | 10,842,319 |
| | 11,129,543 | 10,868,967 |
| **ACCUMULATED SURPLUS (Note 11)** | $ 11,777,481 | $ 11,994,222 |

**Contingencies (Note 9)**

**Approved by:**

Mayor

Chief Financial Officer

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Statement of Operations

Year Ended December 31, 2022

| | 2022 | | |
|---|---|---|---|
| | Budget (Note 12) | Actual | 2021 |
| **Revenues (Schedules 2 and 3)** | | | |
| Taxation **(Note 8)** | $ 391,200 | $ 395,163 | $ 362,837 |
| User Fees | 252,595 | 262,348 | 248,435 |
| Government Grants and Transfers **(Schedule 1)** | 976,609 | 646,619 | 1,014,728 |
| Sales of Services | 90,007 | 82,580 | 67,016 |
| Contribution from Others | - | 1,706 | 485 |
| Investment and Other Income | 18,550 | 45,767 | 32,648 |
| | 1,728,961 | 1,434,183 | 1,726,149 |
| **Expenditures (Schedules 2 and 3)** | | | |
| General Government Services | 627,659 | 556,525 | 491,614 |
| Recreation and Parks Services | 396,753 | 339,839 | 252,981 |
| Protection Services | 85,620 | 113,974 | 247,926 |
| Transportation Services | 72,261 | 76,819 | 44,172 |
| Solid Waste Services | 53,806 | 54,049 | 42,066 |
| Public Works Services | 105,827 | 100,841 | 100,398 |
| Sewer Services | 146,887 | 147,285 | 105,932 |
| Water Services | 269,166 | 261,592 | 284,982 |
| | 1,757,979 | 1,650,924 | 1,570,071 |
| **Annual Surplus (Deficit)** | (29,018) | (216,741) | 156,078 |
| **Accumulated Surplus - Beginning of Year** | 11,994,222 | 11,994,222 | 11,838,144 |
| **Accumulated Surplus - End of Year** | $11,965,204 | $11,777,481 | $11,994,222 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Statement of Change in Net Financial Assets

Year Ended December 31, 2022

| | 2022 | | |
|---|---|---|---|
| | Budget | Actual | 2021 |
| | (Note 12) | | |
| **Annual Surplus (Deficit)** | $ (29,018) | $ (216,741) | $ 156,078 |
| Use of Prepaid Expenses | - | 26,648 | 23,279 |
| Acquisition of Prepaid Expenses | - | (31,907) | (26,648) |
| Net Acquisition of Tangible Capital Assets | (506,000) | (482,740) | (585,156) |
| Amortization of Tangible Capital Assets | 206,535 | 227,423 | 203,496 |
| | (328,483) | (477,317) | (228,951) |
| **Net Financial Assets - Beginning of Year** | 1,125,255 | 1,125,255 | 1,354,206 |
| **Net Financial Assets - End of Year** | $ 796,772 | $ 647,938 | $ 1,125,255 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Statement of Cash Flows

Year Ended December 31, 2022

| | 2022 | 2021 |
|---|---|---|
| **Cash Flows From Operating Activities:** | | |
| Annual Surplus | $ (216,741) | $ 156,078 |
| Items Not Involving Cash | | |
| Amortization of Tangible Capital Assets | 227,423 | 203,496 |
| Disposal of Tangible Capital Asset | - | 85,825 |
| Actuarial Adjustment to Long Term Debt | (3,596) | (3,299) |
| | 7,086 | 442,100 |
| Changes in Non-Cash Operating Balances | | |
| Accounts and Taxes Receivable | (6,205) | (251,165) |
| Account Payable | 352 | 78,500 |
| Deferred Revenue | 24,475 | (104,086) |
| Prepaid Expenses | (5,259) | (3,369) |
| | 20,449 | 161,980 |
| **Cash Flows From Capital Activities:** | | |
| Purchase of Tangible Capital Assets | (482,740) | (670,981) |
| **Cash Flows From Investing Activities:** | | |
| Acquisition of Portfolio Investments | (364) | (31) |
| Repayments of Long Term Debt | (19,740) | (20,049) |
| | (20,104) | (20,080) |
| **Decrease in Cash and Cash Equivalents** | (482,395) | (529,081) |
| **Cash and Cash Equivalents - Beginning of Year** | 1,061,111 | 1,590,192 |
| **Cash and Cash Equivalents - End of Year** | $ 578,716 | $ 1,061,111 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Notes to the Financial Statements

December 31, 2022

The Corporation of the Village of Sayward (the "Village") was incorporated as a municipality in 1968 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

### 1. Significant Accounting Policies:

**a) Basis of Presentation:**
The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAS") for the Chartered Professional Accountants of Canada.

**b) Cash:**
Cash balances comprise of cash on hand and demand deposits.

**c) Portfolio Investments:**
Portfolio investments are recorded at cost. Portfolio investments in Municipal Finance Authority of British Columbia (MFA) Bond and Money Market Funds are recorded at cost plus earnings that are reinvested in the funds.

**d) Tangible Capital Assets:**
Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

| | |
|---|---|
| Land Improvements | 10 to 40 years |
| Buildings | 20 to 70 years |
| Equipment, Vehicles & Furniture | 10 to 40 years |
| Water Infrastructure | 100 years |
| Sewer and Drainage Infrastructure | 100 years |
| Roads and Bridges | 25 to 75 years |

**e) Collection of Taxes on Behalf of Other Taxation Authorities:**
The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements. Levies imposed by other taxation authorities are not included as taxes for municipal purposes.

**f) Deferred Revenue:**
Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

**f) Revenue Recognition:**
Revenues are recorded on the accrual basis of accounting and include revenue in the period in which the transaction or events occurred.

## 1. Significant Accounting Policies (Continued):

**f) Revenue Recognition (continued):**

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government grants and transfers, which include legislative grants, are recognized in the financial statements when received or when the funding becomes receivable if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of service and other revenue is recognized when performance of services is complete, amounts are measurable and collectibility is reasonably assured.

**g) Financial Instruments:**

Financial instruments consist of cash, portfolio investments, accounts receivable, accounts payable and long term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

**h) Use of Estimates:**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectibility of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

**i) Contaminated Sites:**

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has a responsibility for the remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2022 or December 31, 2021.

## 2. Portfolio Investments:

| | 2022 | 2021 |
|---|---|---|
| MFA: Short Term Bonds | $ 40 | $ 39 |
| MFA: Ultra-Short Bonds | 21,584 | 21,625 |
| MFA: Money Market Fund | 21,290 | 20,886 |
| | $ 42,914 | $ 42,550 |

## 3. Accounts Receivable:

| | 2022 | 2021 |
|---|---|---|
| Property Taxes | $ 64,318 | $ 53,499 |
| Other Governments | 215,574 | 161,972 |
| Trade and Other | 137,509 | 195,725 |
| | $ 417,401 | $ 411,196 |

## 4. Accounts Payable:

| | 2022 | 2021 |
|---|---|---|
| Other Governments | $ 28,442 | $ 26,223 |
| Trade and Other | 136,131 | 166,596 |
| Payroll Liabilities | 44,131 | 15,533 |
| | $ 208,704 | $ 208,352 |

## 5. Deferred Revenue:

| | 2021 | Collections | Transfers | 2022 |
|---|---|---|---|---|
| Internet Maintenance | $ 62,595 | $ - | $ - | $ 62,595 |
| Kelsey Centre | 5,921 | - | (3,483) | 2,438 |
| Climate Action Program | - | 41,082 | - | 41,082 |
| Community Wellness | 4,978 | - | (4,978) | - |
| Taxes and Other | 24,177 | 12,140 | (20,286) | 16,031 |
| | $ 97,671 | $ 53,222 | $ (28,747) | $ 122,146 |

### 6. Long Term Debt:

The Village has debt instruments through the MFA obtained for the purposes of Water and Sewer. The Village also has financing from MFA for a Public Works Truck. The gross amount borrowed for Sewer and Water in 2005 was $121,015 and $41,635, respectively. The gross amount borrowed for the Public Works Truck was $65,000 in 2020. The current balance of water, sewer and public works long-term debt is as follows:

| | 2022 | 2021 |
|---|---|---|
| Total Outstanding Debt - Beginning of Year | $ 83,579 | $ 106,927 |
| Reduction of Long-Term Debt | (23,336) | (23,348) |
| Total Outstanding Debt - End of Year | $ 60,243 | $ 83,579 |

The interest rate on water and sewer long-term debt is 0.91% per annum (2021 - 0.91%). The interest rate on the public works truck long-term debt is at the variable MFA rate, which was 3.82% at December 31, 2022 (2021 - 1.25%).

The interest expense on all debt held by the Village in the year ended December 31, 2022 is $2,237 (2021 - $1,928).

Future payments on net outstanding debt over the next three years are:

| | Sewer Fund | Water Fund | Public Works Truck | Total |
|---|---|---|---|---|
| 2023 | 7,835 | 2,696 | 13,887 | 24,418 |
| 2024 | 8,070 | 2,777 | 13,806 | 24,653 |
| 2025 | 8,312 | 2,860 | - | 11,172 |
| | $ 24,217 | $ 8,333 | $ 27,693 | $ 60,243 |

The MFA provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who are in the proceeds of the debt issue, is required to pay into the debt reserve fund certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional district or municipality may be called upon to restore the fund.

Upon maturity of a debt issue, the unused portion of the debt reserve fund established for the issue will be discharged to the Village. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2022, the Village debt reserve fund was $7,223 (2021 - $7,163), which was not recorded as the Village does not consider it to be material.

### 7. Tangible Capital Assets:

| | Cost | | | | Accumulated Amortization | | | | Net Book Value | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Opening | Additions | Disposals | Closing | Opening | Amort | Disposals | Closing | 2022 | 2021 |
| **General Capital Assets** | | | | | | | | | | |
| Land | $ 2,007,114 | $ 115,322 | $ - | $ 2,122,436 | $ - | $ - | $ - | $ - | $ 2,122,436 | $ 2,007,114 |
| Buildings | 2,915,321 | 21,720 | - | 2,937,041 | 1,171,866 | 50,626 | - | 1,222,492 | 1,714,549 | 1,743,455 |
| Equipment, Vehicles and Furniture | 953,081 | 28,413 | - | 981,494 | 610,970 | 45,718 | - | 656,688 | 324,806 | 342,111 |
| **Engineered Structures** | | | | | | | | | | |
| Water | 4,559,279 | 231,674 | - | 4,790,953 | 591,603 | 55,928 | - | 647,531 | 4,143,422 | 3,967,676 |
| Sewer and Drainage | 3,110,721 | 85,611 | - | 3,196,332 | 1,102,377 | 50,185 | - | 1,152,562 | 2,043,770 | 2,008,344 |
| Roads | 506,386 | - | - | 506,386 | 448,263 | 2,445 | - | 450,708 | 55,678 | 58,123 |
| Park Infrastructure | 789,531 | - | - | 789,531 | 74,035 | 22,521 | - | 96,556 | 692,975 | 715,496 |
| | $14,841,433 | $ 482,740 | $ - | $15,324,173 | $ 3,999,114 | $ 227,423 | $ - | $ 4,226,537 | $11,097,636 | $10,842,319 |

Included in Engineered Structures - Sewer and Drainage at December 31, 2022 is $16,690 (2021 - $16,690) of capitalized costs for a drainage project as part of drainage assets that is not presently being amortized as the project is in the planning stages and no physical asset has been put into use at the financial statement date. The asset is expected to be placed in use during the year ending December 31, 2023, at which time amortization will begin to be recorded on the asset.

## 8. Taxation:

| | Budget 2022 | Actual 2022 | Actual 2021 |
|---|---|---|---|
| General Municipal Purposes | $ 391,200 | $ 395,163 | $ 362,837 |
| Collections for Other Governments | | | |
| Province of British Columbia - School Tax | 95,000 | 98,401 | 91,417 |
| Comox Strathcona Waste Management | 8,500 | 8,061 | 8,106 |
| Comox Strathcona Regional Hospital District | 25,000 | 20,448 | 20,560 |
| Strathcona Regional District | 17,500 | 16,358 | 16,276 |
| Vancouver Island Regional Library | 13,479 | 13,756 | 13,968 |
| Municipal Finance Authority | 15 | 14 | 11 |
| British Columbia Assessment Authority | 2,300 | 2,553 | 2,259 |
| Province of BC - Police Tax | 18,000 | 17,968 | 17,149 |
| | 570,994 | 572,722 | 532,583 |
| Transfers | | | |
| Province of British Columbia - School Tax | 95,000 | 98,401 | 91,417 |
| Comox Strathcona Waste Management | 8,500 | 8,061 | 8,106 |
| Comox Strathcona Regional Hospital District | 25,000 | 20,448 | 20,560 |
| Strathcona Regional District | 17,500 | 16,358 | 16,276 |
| Vancouver Island Regional Library | 13,479 | 13,756 | 13,968 |
| Municipal Finance Authority | 15 | 14 | 11 |
| British Columbia Assessment Authority | 2,300 | 2,553 | 2,259 |
| Province of BC - Police Tax | 18,000 | 17,968 | 17,149 |
| | 179,794 | 177,559 | 169,746 |
| Available for General Municipal Purposes | $ 391,200 | $ 395,163 | $ 362,837 |

## 9. Contingencies:

(a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.

(b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

### 10. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan had about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a $3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid $22,161 (2021 - $19,816) of employer contributions while employees contributed $20,495 (2021 - $17,727) to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

### 11. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

| | 2022 | 2021 |
|---|---|---|
| Unappropriated Surplus | | |
| General | $ 250,634 | $ 336,564 |
| Sewer | 123,365 | 219,480 |
| Water | 83,309 | 167,840 |
| | 457,308 | 723,884 |
| Reserves **(Schedule 4)** | 282,780 | 511,598 |
| Equity in Tangible Capital Assets | | |
| General | 3,413,160 | 3,355,902 |
| Sewer | 2,002,996 | 1,959,963 |
| Water | 5,621,237 | 5,442,875 |
| | 11,037,393 | 10,758,740 |
| Accumulated Surplus | $ 11,777,481 | $ 11,994,222 |

## 12. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on May 3, 2022.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

| | 2022 |
|---|---|
| Financial Plan (Budget) Bylaw | $ - |
| Add: | |
| Debt Principal Repayments | 20,050 |
| Capital Expenditures | 506,000 |
| Budgeted Transfers to Reserves | 65,058 |
| Less: | |
| Amortization Adjustment | (206,535) |
| Budgeted Transfers from Reserves | (413,591) |
| Annual Deficit Presented in Financial Statements | $ (29,018) |

## 13. Segmented Information:

The Village provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Village as summarized below:

General government – activities related to the administration of the Village as a whole including central administration, finance, human resources, information systems and legislative and election operations.

Recreation and parks – activities related to all recreational and parks services including the maintenance of parks and facilities for recreational activities.

Protective – activities related to providing for the security of the property and citizens of the Village including policing, fire protection, health and emergency planning.

Transportation – activities related to transportation including maintenance of roads, sidewalks, street lighting and drainage.

Solid waste – activities related to solid waste management.

Public works – activities related to overall maintenance of the Village including green initiatives, building maintenance and insurance, animal control and recycling.

Sewer – activities related to gathering, treating, transporting, storing and discharging sewage or reclaimed water.

Water – activities related to supplying, storing, treating and transporting water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis.

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Schedule 1 - Government Grants and Transfers to the Village and Ratepayers

Year Ended December 31, 2022

| | 2022 | | |
|---|---|---|---|
| | Budget (Note 12) | Actual | 2021 |
| **Federal Government** | | | |
| Grants in Lieu of Taxes | $ 5,900 | $ 7,680 | $ 5,887 |
| Gas Tax Community Works Fund | 71,562 | 71,568 | 139,790 |
| | 77,462 | 79,248 | 145,677 |
| **Province of BC and Federal/Provincial Programs** | | | |
| General Fund | | | |
| Small Communities Grant | 463,000 | 463,000 | 377,000 |
| Other | 387,815 | 45,623 | 259,405 |
| | 850,815 | 508,623 | 636,405 |
| General Capital | | | |
| Infrastructure (Provincial) | - | - | 195,361 |
| Other | 48,332 | 58,748 | 37,285 |
| | 48,332 | 58,748 | 232,646 |
| | $ 976,609 | $ 646,619 | $ 1,014,728 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2022

| | General Government | Recreation and Parks | Protective | Transportation | Solid Waste | Public Works | Sewer | Water | 2022 Actual | 2022 Budget (Note 12) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| Taxation | $ 387,056 | $ - | $ - | $ - | $ - | $ - | $ 6,032 | $ 2,075 | $ 395,163 | $ 391,200 |
| User Fees | - | - | - | - | 39,858 | - | 78,733 | 143,757 | 262,348 | 252,595 |
| Government Grants and Transfers | 582,321 | - | 60,653 | - | - | - | 3,645 | - | 646,619 | 976,609 |
| Sales of Services | 50,129 | 30,451 | - | - | - | - | 600 | 1,400 | 82,580 | 90,007 |
| Contribution from Others | - | 1,030 | 676 | - | - | - | - | - | 1,706 | - |
| Investment and Other Income | 34,137 | 6,641 | - | - | - | 1,159 | 2,909 | 921 | 45,767 | 18,550 |
| | 1,053,643 | 38,122 | 61,329 | - | 39,858 | 1,159 | 91,919 | 148,153 | 1,434,183 | 1,728,961 |
| **Expenses** | | | | | | | | | | |
| Amortization | 9,953 | 35,876 | 14,960 | 2,446 | - | 20,112 | 50,185 | 93,892 | 227,424 | 206,535 |
| Debt Charges | - | - | - | - | - | - | 1,101 | 379 | 1,480 | 1,480 |
| Minor Capital | - | 7,099 | - | - | - | - | - | - | 7,099 | 27,000 |
| Operating | 269,112 | 144,089 | 81,928 | 59,346 | 54,049 | 34,244 | 42,572 | 97,117 | 782,457 | 895,608 |
| Wages and Benefits | 277,460 | 152,775 | 17,086 | 15,027 | - | 46,485 | 53,427 | 70,204 | 632,464 | 627,356 |
| | 556,525 | 339,839 | 113,974 | 76,819 | 54,049 | 100,841 | 147,285 | 261,592 | 1,650,924 | 1,757,979 |
| Excess (Deficiency) of Revenues over Expenses | $ 497,118 | $ (301,717) | $ (52,645) | $ (76,819) | $ (14,191) | $ (99,682) | $ (55,366) | $ (113,439) | $ (216,741) | $ (29,018) |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2021

| | General Government | Recreation and Parks | Protective | Transportation | Solid Waste | Public Works | Sewer | Water | 2021 Actual | 2021 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| Taxation | $ 354,730 | $ - | $ - | $ - | $ - | $ - | $ 6,032 | $ 2,075 | $ 362,837 | $ 358,811 |
| User Fees | - | - | - | - | 40,371 | - | 72,512 | 135,552 | 248,435 | 238,643 |
| Government Grants and Transfers | 614,604 | - | 201,277 | - | - | - | 3,486 | 195,361 | 1,014,728 | 1,104,512 |
| Sales of Services | 45,890 | 17,876 | 250 | - | - | - | 900 | 2,100 | 67,016 | 85,146 |
| Contribution from Others | - | - | 485 | - | - | - | - | - | 485 | - |
| Investment and Other Income | 25,695 | 3,168 | - | - | - | 487 | 2,454 | 844 | 32,648 | 13,250 |
| | 1,040,919 | 21,044 | 202,012 | - | 40,371 | 487 | 85,384 | 335,932 | 1,726,149 | 1,800,362 |
| **Expenses** | | | | | | | | | | |
| Amortization | 2,976 | 34,921 | 16,879 | 2,446 | - | 19,051 | 37,052 | 90,171 | 203,496 | 195,803 |
| Debt Charges | - | - | - | - | - | - | 1,101 | 379 | 1,480 | 2,930 |
| Loss on Disposal of Assets | - | - | - | - | - | - | - | 82,168 | 82,168 | - |
| Minor Capital | - | 6,406 | - | - | - | - | - | - | 6,406 | 6,000 |
| Operating | 225,862 | 108,247 | 217,811 | 31,728 | 42,066 | 31,262 | 18,102 | 47,659 | 722,737 | 930,083 |
| Wages and benefits | 262,776 | 103,407 | 13,236 | 9,998 | - | 50,085 | 49,677 | 64,605 | 553,784 | 576,139 |
| | 491,614 | 252,981 | 247,926 | 44,172 | 42,066 | 100,398 | 105,932 | 284,982 | 1,570,071 | 1,710,955 |
| Excess (Deficiency) of Revenues over Expenses | $ 549,305 | $ (231,937) | $ (45,914) | $ (44,172) | $ (1,695) | $ (99,911) | $ (20,548) | $ 50,950 | $ 156,078 | $ 89,407 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2022

| | Transportation Infrastructure | Capital | Sewer Capital | Community Works Gas Tax | Climate Action | Election | COVID-19 | 2022 Total (Note 11) | 2021 Total (Note 11) |
|---|---|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | | | |
| Government Grants | $ - | $ - | $ - | $ 71,568 | $ - | $ - | $ - | $ 71,568 | $ 173,589 |
| Other Income | 188 | 14 | 38 | 2,297 | 406 | 82 | 1,674 | 4,699 | 29,382 |
| | 188 | 14 | 38 | 73,865 | 406 | 82 | 1,674 | 76,267 | 202,971 |
| **Expenses** | | | | | | | | | |
| Other | - | - | - | - | - | - | 82,075 | 82,075 | 130,508 |
| **Net Surplus (Deficit)** | 188 | 14 | 38 | 73,865 | 406 | 82 | (80,401) | (5,808) | 72,463 |
| **Transfers** | | | | | | | | | |
| From (to) Operating Fund | (17,000) | - | - | (35,000) | - | (7,600) | - | (59,600) | 2,342 |
| Acquisition of Capital Assets | - | - | - | (141,690) | (21,720) | - | - | (163,410) | (198,558) |
| **Change in Reserve Fund Balances** | (16,812) | 14 | 38 | (102,825) | (21,314) | (7,518) | (80,401) | (228,818) | (123,753) |
| **Opening Fund Surplus Balance** | 17,478 | 1,907 | 5,353 | 264,842 | 23,888 | 7,614 | 190,516 | 511,598 | 635,351 |
| **Ending Fund Surplus Balance** | $ 666 | $ 1,921 | $ 5,391 | $ 162,017 | $ 2,574 | $ 96 | $ 110,115 | $ 282,780 | $ 511,598 |

# THE CORPORATION OF THE VILLAGE OF SAYWARD

## Schedule 5 - COVID-19 Safe Restart Grant Unaudited

Year Ended December 31, 2022

The Village of Sayward received a grant of $268,000 under the COVID-19 Safe Restart Grant for Local Governments in the year ending December 31, 2020. The details surrounding these funds are shown in the schedule below:

| | 2022 |
|---|---|
| **COVID-19 Safe Restart Funds Carried Forward** | $ 190,516 |
| **Interest Allocated** | 1,674 |
| | 192,190 |
| **Eligible Costs** | |
| Council Chamber Electrical and Camera | 3,346 |
| Grant Writing Costs | 25,000 |
| Reports for Official Community Plan | 10,000 |
| Lost Revenues from Recreational Programming and Cleaning Supplies | 8,250 |
| Lifesaving Courses | 4,000 |
| Extended Kelsey Centre Programming | 4,000 |
| Security Camera Upgrades for Municipal Office and Kelsey Centre | 11,600 |
| Gazebo Upgrades | 8,475 |
| Share Shed Renovations | 7,404 |
| | 82,075 |
| **Balance, December 31, 2022** | **$ 110,115** |

**Village of Sayward**

STATEMENT OF FINANCIAL INFORMATION PREPARED UNDER THE FINANCIAL INFORMATION ACT FOR THE YEAR ENDING DECEMBER 31, 2022

## MANAGEMENT REPORT

*Prepared under the Financial Information Regulation, Schedule 1, Section 9*

The financial statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public-sector accounting standards. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. Management maintains a system of internal controls to provide reasonable assurance that the assets are safeguarded, and the transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through Council. Council reviews internal financial statements and external Audited Financial Statements.

Our external auditors, Chan Nowosad Boates Inc., conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial management of the Corporation of the Village of Sayward and meet when required.

On behalf of the Village of Sayward,

R Clark

Lisa Clark, CPA, CGA
Chief Financial Officer

# Village of Sayward

## Schedule of Remuneration and Expenses for 2022

**1) Elected Officials**

| Name and Position | Remuneration | Expenses |
|---|---|---|
| Baker, Mark - Mayor | 8,640 | 3,498 |
| Burchett, Scott - Councillor | 780 | 0 |
| Cragg, Wes - Councillor | 1,960 | 0 |
| Gilkin, Kohen - Councillor | 780 | 0 |
| Kirschner, Norm - Councillor | 5,500 | 0 |
| Poulsen, Sue - Councillor | 6,620 | 3,528 |
| Tinsley, Tom - Councillor | 9,620 | 0 |
| | **33,900** | **7,026** |

**2) Employees earning more than $75,000 per year**

| Name and Position | Remuneration | Expenses |
|---|---|---|
| Clark, Lisa - Chief Financial Officer/Corporate Officer | 88,616 | 375 |
| Leggat, Tony - Public Works Manager | 82,705 | 1,598 |
| | **171,320** | **1,973** |

**3) Employees earning less than $75,000 per year**

| | | |
|---|---|---|
| Consolidated total of other employees with remuneration less than $75,000 | **315,927** | **25,991** |

| | | |
|---|---|---|
| **Total Remuneration** | **521,147** | **34,990** |

# Village of Sayward

## Schedule of Payments made for the Provision of Goods or Services for 2022

**1) List of suppliers who received aggregate payments exceeding $25,000**

| Supplier name | Aggregate |
|---|---|
| B.C.HYDRO | 74,304 |
| Berry & Vale Contracting Ltd. | 243,268 |
| CIBC PHISA | 300,000 |
| CLEARTECH INDUSTRIES INC. | 27,232 |
| Collins Electric Inc | 81,532 |
| D.K.I. Services Ltd. | 25,725 |
| Manulife Insurance Company | 33,736 |
| McElhanney | 41,094 |
| Municipal Insurance Association | 39,806 |
| MUNICIPAL PENSION PLAN | 43,334 |
| NORTHWEST HYDRAULIC CONSULTANTS | 64,727 |
| RBC ROYAL BANK VISA | 38,404 |
| RECEIVER GENERAL OF CANADA | 130,580 |
| STEWART McDANNOLD STUART BARRISTERS | 133,116 |
| STRATHCONA REGIONAL DISTRICT | 64,512 |
| SUPERIOR PROPANE | 44,631 |
| Urban Systems | 47,096 |
| WASTE MANAGEMENT | 29,174 |
| | |
| **Total Suppliers Equal & Over $25,000** | **1,462,271** |

| | |
|---|---|
| **2) Consolidated total paid to suppliers who received aggregate payments of $25,000 or less** | **497,161** |

| | |
|---|---|
| **Total Payments** | **1,959,432** |

**Note: The Village prepares the Schedule of Payments made to Suppliers based on actual disbursements through the accounts payable system, which is on a cash basis. Therefore, this figure will differ significantly from the expenses reported on an accrual basis in the consolidated financial statements.*

## Village of Sayward
### Statement of Severances, Guarantees and Indemnity Agreements

**Severance Agreements**

There were **no** severance agreements made between the Village of Sayward and its employees during the fiscal year 2022.

**Guarantees & Indemnities**

The Village of Sayward has not given any guarantees or indemnities under the Guarantees & indemnities Regulation during fiscal year 2022.

## Village of Sayward
### Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules in this Statement of Financial Information, produced under the *Financial Information Act*.

Lisa Clark
Chief Financial Officer
June 20, 2023

Mark Baker
Mayor
June 20, 2023

# STAFF REPORT

**To:** Mayor and Council
**From:** Lisa Clark, CFO/CO
**Subject:** **Kelsey Centre – Emergency Cooling Enhancement Project**
**Meeting date:** June 20, 2023

## BACKGROUND

In March of 2023 the Village of Sayward was notified of its successful grant application through the UBCM Community Emergency Preparedness Fund under the 2022 Disaster Risk Reduction/Climate Adaptation stream to install a cooling system at the Kelsey Centre. The Kelsey Recreation Centre – Emergency Cooling Enhancement Project was approved through this funding stream for a total of $72,000 (100% funding) to go towards providing infrastructure so the Centre can function as an Emergency Cooling Centre during extreme heat events.

## DISCUSSION

The application for this funding stream was submitted in September of 2022 with an expected budget of $72,000. This budget included the cost of a heating, ventilation, air conditioning (HVAC) unit to service both the gymnasium and municipal office areas that house our Emergency Program infrastructure. Since the time of the application, Staff have determined that an engineering assessment is needed to determine the maximum weight load on the roof where the new HVAC units are to be installed. The engineering assessment will yield structural drawings that will be provided to contractors who bid on the RFQ (Request for Quotation) to supply and install the HVAC units. Additionally, project management resources are also needed to move this project along and ensure that site visits are scheduled and completed during the Kelsey Centre closure this summer. Finally, because the initial quotes were received in the summer of 2022, it is anticipated that the cost of the HVAC units themselves will cost more than what was originally budgeted.

Staff have received a quote of $4,318 to complete the engineering components. Staff recommend adding an additional amount of $3,182 (total of $7,500) for the project management services noted above. The cost of this [expanded] project is not included in the 2023 operating budget. Staff recommend using the Growing Communities Fund to cover these costs. Staff will report back to Council once quotes with the true 2023 costs of the HVAC units and installation are known.

## STAFF RECOMMENDATIONS

THAT Council receive the Kelsey Centre – Emergency Cooling Enhancement Project staff report for information and discussion.

THAT Council approve a budget of up to $7,500 for the project, and that the budget be sourced from the Growing Communities Fund; and,

THAT the 2023-2027 Financial Plan be amended accordingly.

Respectfully submitted,



Lisa Clark, CFO/CO

# STAFF REPORT

**To:** Mayor and Council
**From:** Lisa Clark, CFO/CO
**Subject:** **Floodplain Management Bylaw**
**Meeting date:** June 20, 2023

## BACKGROUND

Floodplain Management Bylaw No. 311, 2001 was adopted by Council in February of 2001 (attached). This bylaw contains floodplain regulations pursuant to section 901 of the *Local Government Act*. The Bylaw sets out flood construction levels and floodplain setbacks for construction within floodplains with the intent of protecting development from a designated flood, or a flood having a magnitude such that it occurs on average once in 200 years. The flood construction levels and floodplain setbacks established in the Bylaw are based on data provided by the Province at the time the legislation took effect.

Since the adoption of the current Bylaw, the Village of Sayward in partnership with the Strathcona Regional District undertook a Flood Mapping Study of both the Salmon and White Rivers to produce updated flood inundation and hazard maps. The new data is more refined, and the new modeling and map products can be used with confidence for future planning in the Valley both on an emergency basis and for any potential development(s). [1]

In addition, the Province has updated the *Flood Hazard Area Land Use Management Guidelines* which guide local governments in implementing land use management plans in areas subject to flood hazards.

Updates to the Village of Sayward Floodplain Management Bylaw are required in order to reflect the data from the flood mapping study, new flood construction levels, as well as the most current guidelines from the Province.

1 McElhanney, January 2022, Salmon and White River Flood Mapping Study Final Report

## DISCUSSION

The scope of the proposed bylaw update will be to amend language to suit modern day regulations and results from the Flood Mapping Study. In addition, updated maps will be included in the amendment which requires some GIS (Geographic Information System) mapping work from McElhanney. Staff have received an estimated cost for this work of $1,500 and recommend

Council approves this expenditure to be funded from the 2023 contract labour budget. The anticipated timeline for the bylaw amendment is listed in the following table.

| Schedule | Action |
|---|---|
| June/July 2023 | Staff to work with McElhanney on proposed bylaw amendments and staff report for Council |
| August 15, 2023 | Staff Report to Council to consider amendments |
| September 5, 2023 | Council gives first 3 readings to Bylaw No. XXX Floodplain Management Bylaw |
| September 26, 2023 | Council gives fourth and final reading to Bylaw No. XXX Floodplain Management Bylaw |

**STAFF RECOMMENDATIONS**

THAT Council receive the Floodplain Management Bylaw staff report for information and discussion.

THAT Council direct staff to update the Village of Sayward Floodplain Management Bylaw.

Respectfully submitted,

R Clark

Lisa Clark, CFO/CO

**Attachment:**

- ***Floodplain Management Bylaw No. 311, 2001***

# Bylaw No. **311**
# Village of Sayward

## STATUS

| | |
|---|---|
| TITLE: | Village of Sayward Floodplain Management Bylaw, 2001 |
| PURPOSE: | To adopt floodplain regulations pursuant to Section 910 of the Local Government Act. |
| COUNCIL: | **Date**: |
| | **Decision**: |
| MINISTER OF ENVIRONMENT, LANDS AND PARKS: | **Date sent:** |
| | **Approved:** |
| COUNCIL: | **Date:** |
| | **Decision:** |

**Village of Sayward**

**Bylaw No.311**

**A bylaw to regulate the siting and construction of buildings and structures in floodplains and near watercourses in the Village of Sayward.**

**PART A TITLE**

1. This Bylaw may be cited for all purposes as Bylaw No. 311 being the " the "Village of Sayward Floodplain Management Bylaw, 2001".

**PART B APPLICATION**

1. This bylaw shall be applicable to all areas within the boundaries of the Village of Sayward.

2. The following schedules are attached to and form a part of this bylaw.
   a) Schedule "A" being Floodplain Management Regulations;
   b) Schedule "B" being Floodplain Mapping for the Salmon and White Rivers.
   c) Schedule "C" being a Form to make application for a Site Specific Exemption to the Bylaw requirements.

**PART C REPEAL**

1. Section 406 "Siting of Buildings Adjacent to Lakes and Watercourses" of Bylaw No. 309 being the "Village of Sayward Zoning Bylaw, 2001"; is hereby repealed upon adoption of this Bylaw.

**PART D ADOPTION**

| | | | | |
|---|---|---|---|---|
| **READ A FIRST AND SECOND TIME THIS** | **24TH** | **DAY OF** | **JANUARY** | **2001.** |
| **READ A THIRD TIME THIS** | **24TH** | **DAY OF** | **JANUARY** | **2001.** |

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 311, being the "Village of Sayward Floodplain Managment Bylaw, 2001", as read a third time by the Council of the Village of Sayward on the day of 2001.

_____
Chief Administrative Officer

| | | |
|---|---|---|
| **APPROVED PER SECTION 910 OF THE LOCAL GOVERNMENT ACT THIS** | **DAY OF** | **2001.** |
| **ADOPTED THIS** | **DAY OF** | **2001.** |

_____
Mayor

_____
Chief Administrative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 311, being the "Village of Sayward Floodplain Management Bylaw, 2001", as adopted by the Council of the Village of Sayward on the day of , 2001.

_____
Chief Administrative Officer

# *PART 100 ADMINISTRATION*

## 101 Other Legislation

1) Nothing contained in this Bylaw shall relieve any person from the responsibility to ascertain whether their proposed development complies with all applicable enactments.

## 102 General Prohibitions

1) No building or structure shall be constructed, reconstructed, altered, moved or extended by the owner, occupier or other person so that it contravenes the requirements of this Bylaw.

## 103 Enforcement

1) The Chief Administrative Officer or the Public Works Manager or their designate is hereby appointed by Council pursuant to Section 268 of the Local Government Act administer this Bylaw.

2) Persons appointed under Section 268 of the Local Government Act may enter at all reasonable times on any parcel subject to the regulations of this Bylaw to ascertain whether the regulations are being obeyed.

3) Persons appointed under Section 268 of the Local Government Act may issue notices and orders as may be necessary to the owner of a parcel where a contravention of the regulations of this Bylaw has been observed.

## 104 Violation

1) Any person who violates any regulation of this Bylaw, or suffers or permits any act or thing to be done in contravention of this Bylaw, or who neglects to do or refrains from doing any act or thing which is required to be done by any of the regulations of this Bylaw, shall be deemed to be in violation of this Bylaw.

2) It shall be unlawful for any person to prevent or obstruct any official appointed under Section 268 of the Local Government Act from performing his or her duties under this Bylaw.

## 105 Penalty

1) Any person who violates the provisions of this Bylaw commits an offense and is liable on conviction to a fine not exceeding Two Thousand Dollars ($2,000.00) and not less than Five Hundred Dollars ($500.00) or imprisonment for a period not exceeding six months, or both.

2) Each day during which such violation is continued shall be deemed to constitute a new and separate offense.

3) Upon conviction, the Provincial Court Judge may direct that no prosecution under this section may be made, with respect to the continuance of the violation, for such period of time as he or she directs.

## 106 Severability

1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder.

## 107 No Representation

1) By the enactment, administration or enforcement of this Bylaw, the Village of Sayward does not represent to any person that any building or structure, including a mobile home, located, constructed or used in accordance with the regulations of this Bylaw or in accordance with any advice, information, direction or guidance provided by the Village of Sayward in the course of the administration of this Bylaw will not be damaged by flooding.

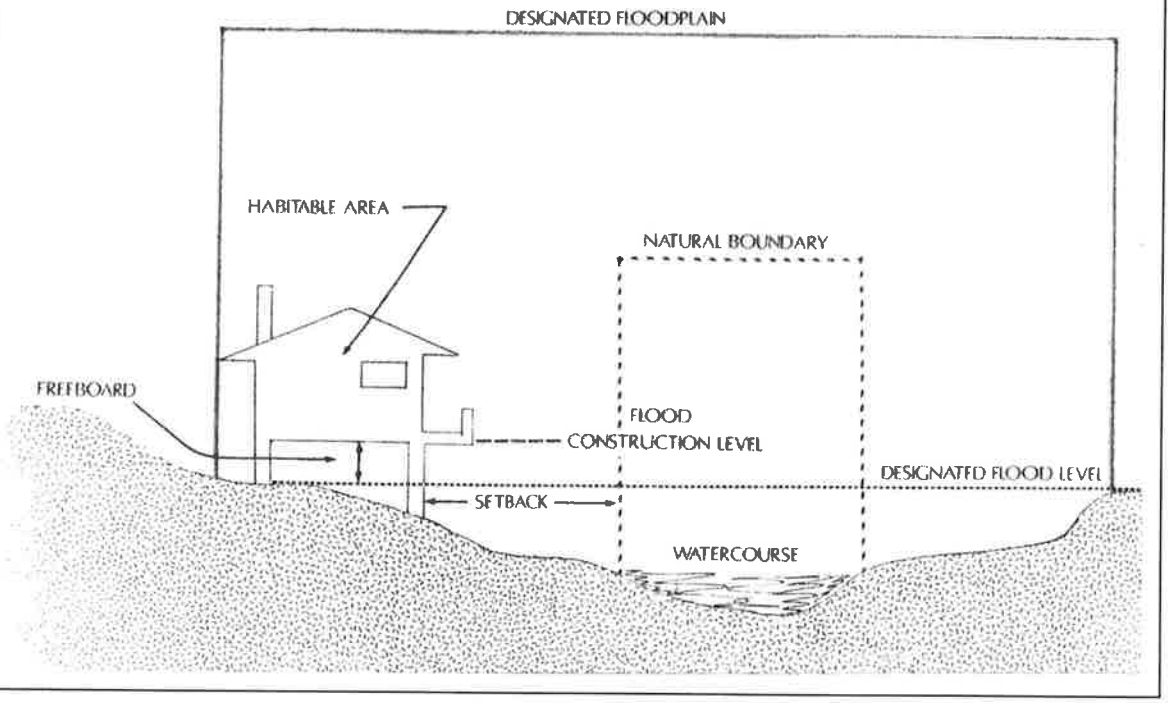
## PART 200 INTERPRETATION

| | |
|---|---|
| ALLUVIAL FAN | means an alluvial deposit of a stream where it issues from a steep mountain valley or gorge upon a plain or at the junction of a tributary stream with the main stream. |
| BUILDING | means a structure used or intended for supporting or sheltering any use, or occupancy. |
| DESIGNATED FLOOD | means a flood which may occur in any given year, of such magnitude as to equal a flood having a 200-year recurrence interval, based on a frequency analysis of unregulated historic flood records or by regional analysis where inadequate streamflow data is available. Where the flow of a large watercourse is controlled by a major dam, the designated flood shall be set on a site specific basis. |
| DESIGNATED FLOOD LEVEL | means the observed or calculated elevation for the designated flood, which is used in the calculation of the flood construction level. |
| DWELLING UNIT | means a self-contained unit consisting of one or more rooms designed, occupied, or intended for occupancy, as a separate household with sleeping and sanitary facilities and not more than one set of kitchen and cooking facilities, but specifically excluding recreational vehicles. |
| FARM BUILDING | means a building or part thereof which is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage, processing, marketing and selling of agricultural and horticultural produce or feeds. |
| FLOOD CONSTRUCTION LEVEL or FLOOD LEVEL | means a designated flood level plus freeboard, or where a designated flood level cannot be determined, a specified height above a natural boundary, natural ground elevation, or any obstruction that could cause ponding. |
| FLOODPLAIN | means an area which is susceptible to flooding from a watercourse, lake, or other body of water. |
| FLOODPLAIN SETBACK | means the required minimum distance from the natural boundary of a watercourse, lake, or other body of water to any landfill or structural support required to elevate a floor system or pad above the flood construction level, so as to maintain a floodway and allow for potential land erosion. |

| | |
|---|---|
| FREEBOARD | means a vertical distance added to a designated flood level, used to establish a flood construction level. |
| GEODETIC SURVEY OF CANADA (G.S.C.) DATUM | means a vertical distance above Canadian Geodetic Datum (mean sea level as determined by the Canadian Hydrographic Service). |
| HABITABLE AREA | means any space or room, including a mobile home, used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater. |
| HIGH WATER MARK | See NATURAL BOUNDARY. |
| LANDFILL | means sand, gravel, earth, rock or any combination thereof placed or deposited by man to raise the level of the ground, but does not include building or construction debris. |
| MOBILE HOME PAD | See "PAD". |
| NATURAL BOUNDARY | means the visible high watermark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soils itself, as defined in Section 1 of the Land Act, and also includes the edge of dormant side channels of any lake, river, stream, or other body of water. |
| NATURAL GROUND ELEVATION | means the undisturbed ground elevation prior to site preparation. |
| PAD | means a paved surface on which blocks, posts, runners or strip footings are placed for the purpose of supporting a mobile home or unit, or a concrete pad for supporting a habitable area. |
| SETBACK | means the required minimum horizontal distance measured from the respective lot line or other feature as may be identified to any building or structure or part thereof. |
| SHORELINE PROTECTION DEVICE | means breakwaters, seawalls, bulkheads, riprap, deposition of materials such as stone and concrete rubble, bluff stabilization projects, and similar measures employed to protect property from the sea and watercourses. |

| | |
|---|---|
| STANDARD DYKE | means a dyke built to a minimum crest elevation equal to the flood construction level and meeting standards of design and construction approved by the appropriate government agency (Ministry of Environment Lands & Parks) and maintained by an ongoing authority such as a local government body. |
| STRUCTURE | means anything that is constructed or erected, and includes decks, swimming pools, mobile home space, and major improvements accessory to the principal use of land, but specifically excludes retaining walls under 2.0m (6.6ft) in height as well as landscaping, paving improvements, signs and fences. |
| TOP OF BANK | means the point at which the upward ground level becomes less than one (vertical to four horizontal (1:4), and refers to the crest of the bank or bluff where the slope clearly changes into the natural upland bench; or as designated by the appropriate provincial agency. |
| TSUNAMI | means a sea wave generated by tectonic or volcanic activity. |
| VILLAGE | means the Village of Sayward. |
| WATERCOURSE | means any natural or man-made depression with well-defined banks and a bed 0.6m (2.0ft) or more below the surrounding land serving to give direction to a current of water at least six months of the year and having a drainage area of 2.0km$^2$ (0.8miles$^2$) or more upstream of the point of consideration, or as required by a designated official of the appropriate provincial agency. |
| WETLAND | means land seasonally or permanently covered by water and dominated by water-tolerant vegetation. Wetlands shall include swamps, marshes, bogs and fens, but lands periodically flooded for agricultural purposes are excluded. |

***FIGURE 1 – Illustration of Terms***



## *PART 300* *REGULATIONS*

### 301 Floodplain Designation

The following lands are designated as floodplain:

a) Lands shown as floodplain on the following Schedule B – Floodplain Mapping for the Salmon/White Rivers.

b) Land lower than the flood construction levels specified in Section 302.

c) Land within the floodplain setbacks specified in Section 303.

### 302 Flood Construction Levels

1) Where floodplain mapping is available, the flood construction level for a specific property shall be determined by interpolation from the flood construction levels shown on Schedule B – Floodplain Mapping for the Sayward/White Rivers.

2) Where floodplain mapping is not available, the following elevations are specified as flood construction levels:

   a) 3.0m (9.8ft) above the natural boundary of the Salmon/White Rivers, and any other watercourse where the designated flood, as determined by a suitably qualified professional engineer, is greater than $80m^3/sec$;

   b) 1.5m (4.9ft) above the natural boundary of any other watercourse;

   c) 1.5m (4.9ft) above the natural boundary of the sea, any lake, wetland or pond.

3) On alluvial fans the flood construction level will be determined by a site specific assessment by a suitably qualified professional engineer pursuant to the provisions of Section 695 of the Local Government Act.

4) Where more than one flood construction level is applicable, the higher elevation shall be the flood construction level.

### 303 Floodplain Setbacks

1) The following distances are specified as floodplain setback:

   a) 30.0m (98.4ft) from the natural boundary of the Salmon/White Rivers, or 15.0 metres (49.2 feet) horizontal setback from the top of bank or the eroded slopes of the River, whichever is greatest;

   b) 15.0m (49.2ft) from the natural boundary of any other watercourse;

   c) 15.0m (49.2ft) from the natural boundary of the sea, any lake, wetland, or pond;

   d) 7.5m (24.6ft) from any dyke right-of-way, or structure for flood protection or seepage control.

2) On alluvial fans the floodplain setback will be determined by a site specific assessment by a suitably qualified professional engineer pursuant to the provisions of Section 695 of the Local Government Act, and by provincial and federal agencies having jurisdiction for protection of fish and wildlife habitat.

3) Where more than one floodplain setback is applicable, the greater distance shall be the floodplain setback.

## 304 Application

1) The underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater shall be above the specified flood construction levels of Section 302.

2) Buildings or structures used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater shall be sited according to the floodplain setbacks specified in Section 303.

3) Structural support or compacted landfill or a combination of both may be used to elevate the underside of the floor system or the top of the pad above the flood construction levels specified in Section 302. The structural support and compacted landfill shall be protected against scour and erosion from flood flows, wave action, ice and other debris. The structural support and compacted landfill shall be installed and compacted under the direction of a professional geotechnical engineer.

4) Any compacted landfill required to support a floor system or pad shall not extend within any floodplain setbacks specified in Section 303.

5) The Chief Administrative Officer, or such person appointed by the Council of the Village of Sayward may require that a British Columbia Land Surveyor's certificate be obtained to verify compliance with the flood construction levels of Section 302 and floodplain setbacks of Section 303. The landowner and/or applicant shall assume the cost of verification.

## 305 General Exemptions

1) General Exemptions of the above-noted flood construction levels and floodplain setbacks are permitted as follows:

   a) A renovation of an existing building or structure that does not involve an addition thereto;

   b) An addition to a building or structure, at the original non-conforming floor elevation, that would increase the size of the building or structure by less than 25% of the ground floor area (excluding carports or garages) existing at the date of adoption of this Bylaw, provided that the degree of non-conformity regarding the setback is not increased;

   c) That portion of a building or structure to be used as a carport, garage or entrance foyer;

d) Farm buildings other than dwelling units and closed-sided livestock housing;

e) Hot water tanks and furnaces behind standard dykes;

f) Closed-sided livestock housing behind standard dykes;

g) On-loading and off-loading facilities associated with water-oriented industry or portable sawmills.

## 306 Site Specific Exemptions

1) Site specific exemptions shall be considered upon request. Requests shall be submitted to the Village of Sayward on a form attached to this Bylaw as Schedule "C". The Village shall forward all requests to the appropriate provincial agency for a final decision.

## 307 Conditional Exemptions

1) The following types of development are exempt from the flood construction levels specified in Section 302 subject to the following conditions:

**i) Farm Dwelling Units:**

Farm dwelling units on parcels of 8.1 hectares (20.0 acres), or greater, within the Agricultural Land Reserve shall be located with the underside of a floor system or the top of the pad of any habitable area (or in the case of a mobile home, the top of pad or the ground surface on which it is located) no lower than 1.0 metres (3.3 feet) above the natural ground elevation taken at any point on the perimeter of the building, or no lower than the flood construction levels specified in Section, whichever is the lesser.

**ii) Closed-sided Livestock Housing:**

Closed-sided livestock housing not behind standard dykes shall be located with the underside of the floor system or the top of the pad (or in the case of mobile housing, the top of pad or the ground surface on which it is located) no lower than 1.0 metres (3.3 feet) above the natural ground elevation taken at any point on the perimeter of the building, or no lower than the flood construction levels specified in Section 302, whichever is the lesser.

**iii) Industrial Uses:**

Industrial uses, other than main electrical switchgear, shall be located with the underside of a floor system, or the top of the pad, (or in the case of manufactured housing, the top of pad or the ground surface on which it is located) no lower than the flood construction levels specified in Section 302, minus freeboard. Main electrical switchgear shall be no lower than the flood construction level.

# *SCHEDULE "B"*

## *FLOODPLAIN MAPPING FOR THE SALMON AND WHITE RIVERS*

A copy of this Schedule is available for view at the Village of Sayward office. Due to its size it is published separately and only on request.



# Request for Relaxation of Floodplain Management Provisions

Note: This form is to be completed and submitted by the property owner to the Village office as a request to relax a floodplain management provision. Sections 1 and 2 must be completed before forwarding to the Regional Water Manager's office, Ministry of Environment, Lands and Parks, Vancouver Island Region, 2080-A Labieux Road Nanaimo, B.C., V9T 6J9, for consideration.

**1. Application Information**

Applicant's Name:

Address:

**Complete legal description of property affected:** *(as it appears on Land Title Certificate)*

**Name of Municipality:** ***Village of Sayward***

**Proposed Development:**

**Name of Adjacent Watercourse or Body of Water:**

**This is a Request for:** Relaxation of required setback from _____ metres to _____ metres

Relaxation of required elevation from _____ metres to _____ metres.

**Enclosed are:** *(the following information must be provided before this application will be considered)*

- ☐ legal map of the property
- ☐ key map showing property location
- ☐ photos of property (proposed building location, adjacent existing development, riverbank areas, etc.
- ☐ site plan of property indicating:
  - building envelope
  - size & location of all proposed buildings
  - location of adjacent watercourse/bodies of water, top and bottom of banks
  - all applicable setbacks (eg. for watercourses, septic, property lines)
- ☐ other information pertinent to this application

**Reasons for Application** *(be as specific as possible and continue on reverse, if necessary)*

_____ Applicant's Signature

_____ Date

**2. LOCAL AUTHORITY**

**Applicable Bylaw#:** *(please attach copy)* **Section:**

**Bylaw Adopted pursuant to Section 910 of the Municipal Act?** ☐ Yes ☐ No

☐ Supports application ☐ Does not support application

**Comments** ***(please note any other local bylaw provisions (i.e DPA's)that affect this application)***

_____ **Signature**
**Name, Position**

_____ **Date**

**3. MINISTRY OF ENVIRONMENT, LANDS AND PARKS**

Date Received:

Approval: *(Sec 910Municipal Act Bylaw))* ☐ Yes ☐ No

Recommendation: *(other Bylaw)* ☐ Yes ☐ No

**Conditions:** (☐ *see attached response letter)*

_____ Designated Official

_____ Date