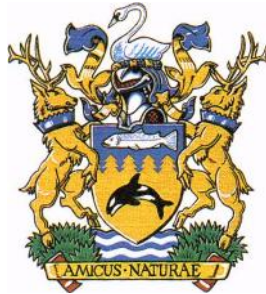


# VILLAGE OF SAYWARD



## 2011 ANNUAL REPORT



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

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### **Appendix A:** Audited Financial Statements



### **Message from Mayor John MacDonald:**

On behalf of Council, I am pleased to present the 2011 Annual Report for the Village of Sayward for the reporting period January 1, 2011 to December 31, 2011. The Annual Report includes the 2011 audited financial statements and highlights of major initiatives and accomplishments.

Our CAO/CFO resigned in October 2011. Council sought an interim CAO/CFO with the position being filled by Mr. Bill Halstead until a new permanent CAO/CFO was hired.

Through the commitment of Council and staff the Village continues to strive to meet and exceed the expectations of the Village of Sayward's residents in the delivery of public services.

2011 was an election year, the new Council consists of Mayor John MacDonald, who was acclaimed and elected Councillors Al Braybrook, Norm Kirschner, Michael Marsh and Diane Mason.

Outgoing Councillors Debbie Coates and Rosemary Croteau are to be thanked for their dedication to the Village of Sayward and for the years of service they put in on Council (Debbie Coates - 6 years and Rosemary Croteau - 3 years).

February 2011 saw the Village offices move to the basement of Kelsey Recreation Centre. The Village was fortunate to receive approval to use surplus funds from the HVAC grant to install three way zone valves which made it possible to properly control the heat in the basement of the Kelsey Centre. The move to the Kelsey Centre allowed for new larger Council chambers that can accommodate 57 people, double the capacity of the previous chambers. As part of the office relocation the Red Cross medical equipment lending service moved out of the Kelsey Centre into the #2 Fire Hall. In addition, the Public Works foreman's office was moved to the Public Works Yard which helped to improve efficiencies as he is now closer to the operations. Computer hookups for internet and the SKADA system were installed along with the new telephone lines. An integral part of this move was allowing the former municipal office building to be used for a medical clinic for the community. A town hall meeting was held to form a board for the medical clinic. Five members of the community volunteered and formed the not-for-profit Sayward Community Health Society (SCHS). The official opening of the Sayward Health Clinic was June 14, 2011. The clinic is a work in progress. The SCHS Board is looking for medical personnel and other professionals who will commit and contract to fill the various health disciplines and services needed by the community.

The Friends of Kelsey Centre was formed as a not-for-profit society in March 2011. Their mandate is to assist the Kelsey Recreation Centre with the acquisition of equipment and assistance with the payment of various recreation programs. The Friends of Kelsey Centre applied for and received a grant for the installation of a handicap ramp leading to the Village offices, the funding has been turned over to the Village and the project will be completed in 2012.

The Village was not successful in receiving a Towns for Tomorrow grant to upgrade our water system. Council and staff will continue to work with the Vancouver Island Health Authority (VIHA) to upgrade the Village's water system to meet the required standards. Grant applications will be submitted in 2012 so that the Village can move forward with this project. In the meantime the water system continues to be monitored and tested on a daily basis.

Western Forest Products (WFP) moved part of their operations back to the Kelsey Bay Log Sort which was excellent news for the local economy. The Village has fostered a great working relationship with WFP that has helped to ensure the needs of both the area residents and the company are met. One such area of cooperation that has come about through these meetings was a request from the Village to WFP to not log part of the watershed that supplies the Village with drinking water until a new water treatment plant was in place. This area of forest was part of their scheduled block for logging in 2011 but through a co-operative agreement made between Council and WFP they postponed the logging of the watershed area. Several meetings were held advising WFP of the Village's progress with the water system.

The primary aeration cell in the sewage lagoon was replaced using surplus funds from the Storm and Sanitary Systems grant. Councillor Kirschner's Green Initiatives Committee also planted cedar trees along the fence of the sewage lagoon which has helped with the esthetics of the lagoon area.

Council wishes to recognize and thank the many volunteers who sit on Village committees, assist with programs initiated by the Village and in countless other ways that have made our community a better place to live.

Infrastructure improvements, service delivery and the livability in our community were high priorities with Council in 2011 and will remain so as we move through 2012 and beyond.

Mayor John MacDonald

Councillor Al Braybrook

Councillor Norm Kirschner

Councillor Debbie Coates Jan-Nov 2011

Councillor Rosemary Croteau Jan-Nov 2011

Councillor Michael Marsh Nov-Dec 2011

Councillor Diane Mason Nov-Dec 2011

## **Village of Sayward Elected Officials**



From left to right – Councillor Norm Kirschner, Councillor Michael Marsh, Mayor John MacDonald, Councillor Diane Mason, Councillor Al Braybrook

## 2011 ANNUAL REPORT

### Statement of Property Tax Exemptions

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2009, for 2010 to 2014:

<u>Legal Description</u>	<u>Civic Address</u>	<u>Organization</u>	<u>Value of Permissive Exemption</u>
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$1,574.16
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$2,824.84

### Statement Municipal Services, Operations and Progress

<u>Objective</u>	<u>Measure</u>	<u>Status</u>
<b>Infrastructure Sustainability</b>	a) Apply for a Towns for Tomorrow Grant for the sum of \$400,000.00 to build a new water storage facility near Newcastle Dam;	<b>Complete</b> -application not successful
	b) Apply for an Infrastructure Planning grant to design the pumps and pipes required for a proposed new (skidded-in) water treatment facility.	<b>Complete</b>
	c) Carry out emergency road repairs and transfer funds for Road Reserves for this purpose.	<b>Ongoing</b>
	d) Apply for a grant for a ramp for persons with disabilities at the new Village Office location.	<b>Complete</b> -Friends of Kelsey centre application successful
	e) Apply for funding to replace Kelly's Bridge in the Salmon River Estuary.	<b>Ongoing</b> -partial funding secured
	f) Monitor water turbidity at Newcastle Dam and take water turbidity readings upstream and downstream of the dam.	<b>Ongoing</b>
	g) Lobby Government Ministries to stop logging at logging lot 31511 (beside Newcastle Creek) for 18 months until a new water storage and treatment facility is	<b>Complete</b>

	<p>installed.</p> <p>h) Monitor sanitary systems and monitor sanitary water discharge following rainfalls.</p> <p>i) Install an automatic chlorination injection system at the water disinfection facility at Newcastle Dam.</p> <p>j) Request that the Western Forest Products assists in the purchase of chlorine barrels to help offset costs incurred by the Village as a result of high water consumption at the Kelsey Log Sort during the summer months.</p>	<p><b>Ongoing</b></p> <p><b>Complete</b></p> <p><b>Ongoing</b></p>
<b>Community Communications</b>	a) Add content and links on the Village website.	<b>Ongoing</b>
<b>Tourism</b>	a) Create a tourism brochure.	<b>Ongoing</b>
<b>Fiscal Sustainability</b>	<p>a) Establish reserve funds from the 2010 operating surplus (as identified in the 2010 Audit) and create new reserves where none exist.</p> <p>b) Update the balance of reserves in future annual reports.</p> <p>c) Leverage Gas Tax grant funds and/or use the operating surplus to support the Water Reservoir installation project.</p> <p>d) Apply for Towns for Tomorrow funding for the installation of a “skidded-in” water storage reservoir at Newcastle Dam in the fall of 2011.</p>	<p><b>Withdrawn</b></p> <p><b>Withdrawn</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p>
<b>Economic Health</b>	<p>a) Continue to lobby the Vancouver Island Health Authority to provide funding to furnish and staff a primary healthcare clinic in the former Village Office.</p> <p>b) Promote/advertise the healthcare clinic as an incentive to potential retirees from other provinces to settle here.</p> <p>c) Investigate the possibility of joint-venturing with First Nations or other partners in a “waste to energy” initiative using waste wood from Western Forest Products.</p> <p>d) Investigate the possibility of generating hydro power from Newcastle Creek.</p> <p>e) Complete the building of Kelly’s Bridge and work with local groups to promote tourism in the Salmon River Estuary.</p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Withdrawn</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p>



<b>Parks, Recreation and Culture</b>	a) Build a skateboard park near the Kelsey Recreation Centre.	<b>Withdrawn</b>
	b) Re-open the former bowling alley at the Sayward Mall and create this space as an annex to the Kelsey Recreation Centre.	<b>Withdrawn</b>
	c) Purchase paddle boats for hire at the Village Pond for use during summer months (patrons supervised by a lifeguard).	<b>Withdrawn</b>
	d) Install disability assistive equipment in the swimming pool to facilitate persons with disabilities.	<b>Ongoing</b>
	e) Install bathrooms/change rooms in the Kelsey Centre for persons with disabilities	<b>Ongoing</b>
	f) Install a ramp outside the basement of the KYC for persons with disabilities.	<b>Ongoing</b>
	g) Renew the siding to the KRC and complete the internal painting.	<b>Ongoing</b>
	h) Add an extraction fan to the pool storage room.	<b>Complete</b>
	i) Purchase a large inflatable toy for programs and for rental during events.	<b>Withdrawn</b>
	j) Purchase floor curling equipment for seniors.	<b>Ongoing</b>
	k) Establish a senior's drop-in centre at the KYC.	<b>Ongoing</b>





## **Declaration of Disqualification of Council Members**

Nil

## **2012 Strategic Objectives**

In addition to completing the 2011 objectives that have not been completed to date the following objectives will be the focus of Council and staff for 2012.

<b>Strategic Objectives</b>	<b>Measures</b>
Community Relations	a) Update and enhance the Village website. b) Submit a monthly Village informational update to the Sayward news to help keep residents apprised of Village initiatives and goals.
Upgrading and Maintenance of Roads	a) Develop a Village Roads maintenance program. b) Setup a Roads Maintenance reserve and ensure it is adequately funded.
Economic Development	a) Develop an economic development strategy for the Village of Sayward.
Water System Upgrade	a) Research, plan and design a water system upgrade that meets the 4321 water quality standards.
International Student Program	a) Fully research the viability of starting an International Students program.
Living Green	a) Continue to pursue the goal of becoming a carbon neutral community. b) Investigate the economic and environmental benefits of micro generators and solar power. c) Develop a multi use trail system in the Village.
Staff Professional Development	a) Continue staff professional development through the various municipal and professional associations ensuring the Village continues to get good value for the resources expended.
Support for the Medical Clinic	a) Draft and sign a five year lease agreement with the Sayward Community Health Society. b) Adopt a permissive Taxation Exemption for the Sayward Community Health society. c) Source funding from various levels of government for the medical clinic.

	d) Assist the Sayward Community Health Society with attracting medical professionals to the clinic.
Tourism Development	<ul style="list-style-type: none"> <li>a) Develop a tourism strategy for the Village and area.</li> <li>b) Complete the Kelly's Bridge Project.</li> <li>c) Develop a multi use trail system in the Village.</li> </ul>
Village Operations	<ul style="list-style-type: none"> <li>a) Repair and paint Kelsey Centre building envelope and upgrade railings, lighting and signage.</li> <li>b) Purchase a new dump truck and fuel efficient pickup for daily use.</li> <li>c) Complete the disability access ramp project to the Village offices.</li> <li>d) Begin to review and update Village bylaws.</li> </ul>

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Darren Kiedyk, CAO/CFO