

# Village of Sayward



## 2015 Annual Report



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

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

On behalf of Council, I am pleased to present the 2015 Annual Report for the Village of Sayward for the reporting period of January 1, 2015 to December 31, 2015. The Annual Report includes the 2015 audited financial statements and highlights of major Village initiatives and accomplishments. Through the commitment of Council and staff the Village continues to strive to meet and exceed the expectations of the residents of Sayward in the delivery of public services. It is my belief that we have continued to make good progress over the last year but, as always, there is much more work to be done.

Councillor Kirschner and I attended the Union of British Columbia Municipalities (UBCM) convention in Vancouver last September. We met with Chief of Staff Dan Doyle, Minister Fassbender from the Ministry of Community, Sport and Cultural Development, Minister Thompson from the Ministry of Forests, Land and Natural Resources, staff from the Ministry of Transportation and Minister Bond from the Ministry of Jobs, Tourism and Jobs Training. Many topics and issues important to the Village of Sayward were discussed with Mr. Doyle and the various Ministers such as infrastructure grants for small communities, the water regulations being imposed by VIHA (Vancouver Island Health Authority) and the costs associated with complying with them, various highway safety issues including the widening of the shoulders along highway #19 and Sayward Road, and cell phone service. All the Ministers were told of the frustration small communities face having to compete with large communities for scarce grant funding, we have limited staff and resources, lead time, and most importantly the criteria is not set for the small communities such as Sayward as we seldom have shovel ready projects sitting on the shelf waiting for grant opportunities. We thanked the Ministers for the work that has been done to date, such as the widening on highway #19. We again told the Ministers about the positive impact the Primary Healthcare Clinic is having on our community. All the Ministers and staff were given open invitations to visit Sayward to see the beauty and uniqueness of our community. We were very open and forthcoming when we told the Ministers that we want to work and cooperate with senior levels of government for the betterment of our community. We will again be attending UBCM this fall advocating for the many initiatives and projects we are trying to get underway in the Village.

Council and staff continue to work with the owner of the mall and have been encouraged that he seems committed to redeveloping the mall and opening a grocery store. In addition, the Village continues to work with its partners to attract prospective investors who may be interested in opening a new business in the Village and region.

The Village was successful in applying for and receiving several grants including a New Horizons grant and an infrastructure planning grant. Council and staff have put a significant amount of effort into applying for and lobbying for an infrastructure grant for the Village's water filtration system.

The Village was also successful in obtaining the services of Destination BC and Tourism Vancouver Island to develop a Tourism Plan for the Village of Sayward and the Valley. This comprehensive plan will provide a road map for the Tourism Committee to follow for the next several years as it works to develop the tourism industry in our region.

Council wishes to recognize and thank the many volunteers who have done great work for the Village over the past year.

Infrastructure improvements, service delivery, economic development and the livability of our community were high priorities for Council in 2015 and will remain so as we move through 2016 and beyond.

Mayor John MacDonald  
Councillor Joyce Ellis  
Councillor Jane Hoare  
Councillor Norm Kirschner  
Councillor Diane Mason

## **Village of Sayward Elected Officials**



Back Row, left to right - Councillor Diane Mason, Councillor Norm Kirschner  
Front Row, left to right - Councillor Janett Hoare, Mayor John MacDonald,  
Councillor Joyce Ellis

## **2015 ANNUAL REPORT**

### **Statement of Property Tax Exemptions**

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2014, for 2015 to 2019:

<b>Legal Description</b>	<b>Civic Address</b>	<b>Organization</b>	<b>Value of Permissive Exemption</b>
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

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2012, for 2013 to 2017:

<b>Legal Description</b>	<b>Civic Address</b>	<b>Organization</b>	<b>Value of Permissive Exemption</b>
Lot 1, Section 31, Township 3, Plan 31878, District Lot 305, Land District 51.	601 Kelsey Way.	Sayward Community Health Society.	\$1,963.96

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

<b>Legal Description</b>	<b>Civic Address</b>	<b>Organization</b>	<b>Value of Permissive Exemption</b>
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Salmon River Main	Nature Trust of BC	\$89.64
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	806 Sayward Road	Nature Trust of BC	\$258.95

Legal Description	Civic Address	Organization	Value of Permissive Exemption
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	\$331.80
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	\$201.60



### **Statement of Municipal Services and Operations**

Service/Operation	Objective	Measure/Status
Community Relations	<p>a) Update and enhance the Village website.</p> <p>b) Submit a monthly Village informational update to the Sayward news to help keep residents apprised of Village initiatives and goals.</p>	<p>Contractor hired in 2015, new website to be launched in 2016.</p> <p>Ongoing - Mayor is currently doing a monthly update in Newsletter</p>



	c) Continue to work with and strengthen the seniors committee for the purpose of providing advice to the Village and setting up programs relevant to the senior population.	Ongoing
Economic Development	<p>a) Work with the Kelsey Bay Harbour Authority and the Department of Fisheries to enhance and expand the harbour.</p> <p>b) Assist and support prospective businesses interested in locating to the Sayward area.</p> <p>c) Continue to work with Telus to get cell service in the village.</p> <p>d) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward</p>	<p>Ongoing, concept plan for the harbour has been developed, partial grant funding secured.</p> <p>Ongoing, Sayward mall sold to new investor, grocery store to open in 2016.</p> <p>Cell service to be operational in early 2016.</p> <p>Tourism Committee formed, meeting monthly.</p> <p>Tourism plan completed, working on the Action Plan.</p>
Water System Upgrade	<p>a) Continue to work with VIHA to find a viable solution to the Village water system that meets the needs of both organizations.</p> <p>b) Secure an infrastructure grant for the Village water filtration system.</p> <p>c) Continue to work with Engineering firm to measure water consumption for final water system design.</p> <p>d) Complete dam safety review.</p> <p>e) Investigate the viability of alternate water supplies.</p>	<p>Ongoing</p> <p>\$2,922,000.00 grant secured.</p> <p>Completed by Koers &amp; Assoc. Engineering.</p> <p>Phase 1 completed, phase 2 to be started in 2016.</p> <p>Ongoing, Koers &amp; Assoc. Engineering.</p>
Living Green	<p>a) Continue to pursue the goal of becoming a carbon neutral community.</p> <p>b) Continue to work with the provincial government to secure a community forest for the Village.</p> <p>c) Continue to develop the Village trail system.</p> <p>d) Continue to expand the Community Garden and flower gardens throughout the Village.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Staff Professional Development	<p>a) Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place.</p> <p>b) Continue staff professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended.</p> <p>c) Institute a new employee performance evaluation system.</p>	<p>Ongoing, new emergency program coordinator in place, emergency plan updated.</p> <p>Ongoing</p> <p>Carried over to 2016</p>



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Tourism Development	<ul style="list-style-type: none"> <li>a) Develop a tourism strategy for the Village and area.</li> <li>b) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures and enhancing the Village gardens.</li> <li>c) Work with local organizations and Regional District to enhance the signage and wayfinding in the Village and Sayward Valley.</li> <li>d) Support and work with the Tourism Committee.</li> </ul>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing, funding commitment from the SRD.</p> <p>Ongoing</p>
Village Operations	<ul style="list-style-type: none"> <li>a) Reorganize the public works yard and build a storage shed for the public works vehicles and equipment.</li> <li>b) Review and update Village internal policies and procedures.</li> <li>c) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, development and business license fees.</li> </ul>	<p>Ongoing, new public works shed finished in 2015.</p> <p>Ongoing</p> <p>Carried over to 2016.</p>
Upgrade and Maintenance of Roads	<ul style="list-style-type: none"> <li>a) Setup a Roads Maintenance reserve and ensure it is adequately funded.</li> <li>b) Road upgrade and resurfacing - Priority #1 from Highland report.</li> </ul>	<p>Ongoing</p> <p>Delayed due to cost, extensive crack sealing done in 2015.</p>



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

NIL

## **2016 Strategic Objectives**

In addition to completing the remaining 2015 objectives that were not completed the following objectives will be the focus of Council and staff in 2016.

<b>Strategic Objectives</b>	<b>Measures</b>
Community Relations	<ul style="list-style-type: none"><li>a) Update and enhance the village website.</li><li>b) Staff to submit a monthly update to the Sayward news to help keep residents apprised of Village initiatives and goals.</li><li>c) Continue to work with and strengthen the seniors committee for the purpose of providing advice to the Village and setting up programs relevant to the senior population.</li></ul>
Economic Development	<ul style="list-style-type: none"><li>a) Work with the Kelsey Bay Harbour Authority and the Department of Fisheries to enhance and expand the harbour.</li><li>b) Assist and support prospective businesses interested in locating to the Sayward area.</li><li>c) Continue to work with Telus to bring cell service to the village.</li><li>d) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area.</li><li>e) Support and assist the owner of the Sayward mall with the opening of a grocery store and attract tenants.</li></ul>
Water System Upgrade	<ul style="list-style-type: none"><li>a) Continue to work with VIHA to find a viable solution to the Village water system that meets the needs of both organizations.</li><li>b) Work with our consultants and contractors to design and construct a water filtration system that meets the needs of the community.</li><li>c) Complete phase 2 of the dam safety review.</li><li>d) Investigate the viability of alternate water sources.</li><li>e) Install water meters for both residential and commercial users.</li></ul>

Living Green	<ul style="list-style-type: none"> <li>a) Continue to pursue the goal of becoming a carbon neutral community.</li> <li>b) Continue to work with the provincial government to secure a community forest for the Village.</li> <li>c) Continue to develop the Village trail system.</li> <li>d) Continue to expand the Community Garden and flower gardens throughout the Village.</li> </ul>
Staff Professional Development	<ul style="list-style-type: none"> <li>a) Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place.</li> <li>b) Continue staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended.</li> <li>c) Institute a new employee performance evaluation system.</li> </ul>
Tourism Development	<ul style="list-style-type: none"> <li>a) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures and enhancing the Village gardens.</li> <li>b) Work with local organizations and Regional District to enhance the signage and wayfinding in the Village and Sayward Valley.</li> <li>c) Support and work with the Tourism Committee.</li> </ul>
Village Operations	<ul style="list-style-type: none"> <li>a) Review and update Village internal policies and procedures.</li> <li>b) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, development and business license fees.</li> <li>c) Dredge and aerate the pond, and rehabilitate the municipal campground.</li> </ul>

## **Appendix A:**

### **Audited Financial Statements 2015**