

June 28, 2017



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: John France, CAO/CFO
RE: 2016 Annual Report

BACKGROUND

Section 98 of the Community Charter requires Council to consider an annual report on the Village's goals, objectives and progress in achieving the goals and objectives.

DISCUSSION

Staff has relied on records and emails to compile this report and will endeavor to answer any questions. Suggestions or changes are welcome. One comment, Staff has not found a 2017 strategic plan, although the financial plan is a policy statement on Council's objectives. Council should consider a (brief) goal planning exercise for 2017 using the 2016 strategic goals as a starting point. Goals and objectives for 2018 should also be considered.

STAFF RECOMMENDATION

That the 2016 Annual Report be received and approved for distribution.

Respectfully submitted,

John France CAO/CFO

Village of Sayward



2016 Annual Report



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

Contents of the Annual Report

Page 3: Message from the Mayor

Page 6: Statement of Property Tax Exemptions

Page 7: Statement of Municipal Services and Operations

Page 10: Declaration of Disqualification of Council Members

Page 10: 2016 Strategic Objectives

Appendix A: Audited Financial Statements



Message from Mayor John MacDonald:

On behalf of Council, I am pleased to present the 2016 Annual Report for the Village of Sayward for the reporting period of January 1, 2016 to December 31, 2016. The Annual Report includes the 2016 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.

Councilor Ellis and I attended the Union of British Columbia Municipalities (UBCM) convention in Victoria in September. We met with the following Ministers and Staff:

- Premier's Chief of Staff Dan Doyle and his deputy, to thank the Premier for the water treatment grant received this year and to bring the Premier up to date on issues Council is working on for the residents of Sayward.
- Minister Thomson from the Ministry of Forests, Land and Natural Resources, to discuss the community forest license we have been pursuing with the Komoks First Nation. We also discussed funding challenges for municipal projects, long term economic development projects, and our views on the protection of drinking watersheds.
- Minister Bond from the Ministry of Jobs, Tourism and Jobs Training, to discuss our applications for rural dividend grant funding and to request help in supporting our local economy.
- Minister Virk, Technology, Innovation and Citizens' Services, to thank the Minister for helping bring cellular service to the Sayward valley. We also discussed getting fiber in the valley now that it runs the length of Vancouver Island. And finally, we asked the Minister to help get cell service all along highway 19 corridor as this is a huge safety issue for our residents.

Council and staff continue to work with the owner of the mall and have been encouraged that he is beginning to redevelop the mall and opening a grocery store. You may have noticed improvements to the outside of the Mall and we are told, improvements to the inside are coming in 2017. 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. We have emphasized on numerous occasions that the Village will offer any and all assistance we are able to while working within the parameters of the Community Charter.

The Village was successful in applying for and receiving several grants including a Island Coastal Economic Trust/Rural Dividend grant for waterfront planning in Kelsey Bay and a Rural Dividends grant to upgrade the campground. Both projects are underway and will be completed in 2017. The Village was also successful in getting an infrastructure grant for a new water filtration plant, funded at 100% which was real triumph for the Village. We have applied for a grant to rehabilitate the Newcastle Creek dam and of course we will continue to look for other grants to help improve Village infrastructure and services.

The Village continues to explore opportunities in economic development. Our Tourism Committee is working hard and is always looking for interested participants to help advance the cause of promoting 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 2016 and will remain so as we move through 2016 and beyond.

Mayor John MacDonald
Councilor Joyce Ellis
Councilor Jane Hoare
Councilor Norm Kirschner
Councilor 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

2016 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:

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	\$340.31
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$2383.60

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

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 1, Section 31, Township 3, Plan 31878, District Lot 305, Land District 51.	601 Kelsey Way.	Sayward Community Health Society.	\$570.54

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	\$195.48
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	\$565.11

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	\$477.46
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	\$459.58



Statement of Municipal Services and Operations

Service/Operation	Objective	Measure/Status
Community Relations	a) Update and enhance the Village website.	New website launched in 2016.
	b) Submit a monthly Village informational	Ongoing - Mayor is

	<p>update to the Sayward news to help keep residents apprised of Village initiatives and goals.</p> <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.</p>	<p>currently doing a monthly update in Newsletter</p> <p>Ongoing</p>
Economic Development	<p>a) Work with the Kelsey Bay Harbour Authority and the Department of Fisheries to enhance and expand the harbor.</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 area.</p>	<p>Ongoing, concept plan for the harbour has been developed, secured grant lapsed, no other funding was secured to complete the project.</p> <p>Ongoing, working with Mall owner, progress made in opening grocery store – 2017.</p> <p>Cell operational in 2016.</p> <p>Tourism Committee formed, meeting monthly. 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) Complete dam safety review.</p>	<p>Ongoing</p> <p>\$2,922,000.00 grant secured; process of building plant begun. Phase 1 completed, phase 2 completed in 2016, awaiting Dam Safety Officer review.</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</p>	<p>Ongoing, new emergency program coordinator in place, emergency plan updated.</p> <p>Ongoing</p>

	<p>associations ensuring the Village continues to receive good value for the resources expended.</p> <p>c) Institute a new employee performance evaluation system.</p>	Carried over to 2017
Tourism Development	<p>a) Develop a tourism strategy for the Village and area.</p> <p>b) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures and enhancing the Village gardens.</p> <p>c) Work with local organizations and Regional District to enhance the signage and way finding in the Village and Sayward Valley.</p> <p>d) Support and work with the Tourism Committee.</p>	<p>Implementing strategy in 2016/17 – work with Tourism Committee. Funding for campground improvement secured, work to be done in 2017</p> <p>Ongoing, highway signage project begun with commitment from the SRD.</p> <p>Ongoing</p>
Village Operations	<p>a) Reorganize the public works yard and build a storage shed for the public works vehicles and equipment.</p> <p>b) Review and update Village internal policies and procedures.</p> <p>c) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, development and business license fees.</p> <p>d) Asset Management Plan for major asset classes, to be completed and implemented.</p>	<p>Ongoing, new public works shed finished in 2015, further improvements in 2016.</p> <p>Ongoing</p> <p>Carried over to 2017.</p> <p>Plan was completed and used to determine priority projects in 2017 Financial Plan. Ongoing.</p>
Upgrade and Maintenance of Roads	<p>a) Set up a Roads Maintenance reserve and ensure it is adequately funded.</p> <p>b) Road upgrade and resurfacing - Priority #1 from asset management plan.</p>	<p>Ongoing</p> <p>Delayed due to cost, extensive crack sealing done in 2015. Priority in 2017.</p>

Declaration of Disqualification of Council Members

NIL

2016 Strategic Objectives

In addition to completing the remaining 2015 objectives, the following objectives will be the focus of Council and staff in 2016/17.

Strategic Objectives	Measures
Community Relations	<ul style="list-style-type: none"> a) Update and enhance the village website. b) Staff to submit a monthly update to the Sayward news to help keep residents apprised of Village initiatives and goals. 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. d) Investigate possibility of a transit connection to Campbell River. e) Work on improving our relationship with the Komoks First Nation, protocols, regular communications, and ways and means to jointly promote the valley.
Economic Development	<ul style="list-style-type: none"> a) Work with the Kelsey Bay Harbour Authority and the Department of Fisheries to enhance and expand the harbour. b) Assist and support prospective businesses interested in locating to the Sayward area. c) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. d) Support and assist the owner of the Sayward mall with the opening of a grocery store and attract tenants.
Water System Upgrade	<ul style="list-style-type: none"> a) Continue to work with VIHA to find a viable solution to the Village water system that meets the needs of both organizations. b) Work with our consultants and contractors to design and construct a water filtration system that meets the needs of the community. c) Complete recommendations within the dam safety review. Seek funding for the dam rehab project and complete the project. d) Investigate the viability of alternate water sources. e) Seek funding for and install water meters for both residential and commercial users.

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

Appendix A:
Audited Financial Statements 2016