

Village of Sayward



2017 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 5:	Village of Sayward Elected Officials
Page 6:	Statement of Property Tax Exemptions
Page 7:	Statement of Municipal Services and Operations
Page 9:	Declaration of Disqualification of Council Members
Page 10:	2018 Strategic Objectives

Appendix A: Audited Financial Statements



Message from Mayor John MacDonald:

On behalf of Council, I am pleased to present the 2017 Annual Report for the Village of Sayward for the reporting period of January 1, 2017 to December 31, 2017. The Annual Report includes the 2017 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 Janet Hoare, CAO John France and I attended the Union of British Columbia Municipalities (UBCM) convention in Victoria in September. We met with the following Ministers and Staff:

- Minister of Citizen Services Jinny Sim to discuss cell service on the highway and thanking them for the assistance of the Ministry (Previous Government) in obtaining cell service in the Village. Also discussed the negative impact of having no cell service in the valley and along the highway has on tourism and economic development for the Village and the community.
- Minister of Transportation and infrastructure Claire Trevena to thank the Ministry for the widening (bicycle lane) of Sayward road and the highway. We still however require a lane from the Village to the harbour. We made a request for another passing lane on Menzies, talked about studies that have already been done and was advised that they will put another passing lane near the water fountain. Plus, we need some culverts on Sayward Road
- Minister of Forests, Lands Natural Resources and Rural Development Doug Donaldson to discuss the inability to secure \$400K for the Kelsey Bay Harbour Development, thereby resulting in the loss of a matching grant of \$400K from ICET. Made a request that our application be in partnership with K'omoks First Nation (KFN) and that it be given a favourable response.
- Minister of Municipal Affairs and Housing Selina Robinson to discuss the importance of grants for small communities and the injustice of competing with larger municipalities for the same grant (staff capacity limited to write applications), cell coverage on Hwy 19, working with KFN for a Community Forest Partnership and generally getting the minister to know Sayward.
- For the SMALL TALK forum (communities under 5,000), Sayward had two of the ten topics on the agenda. The first being the downloading by senior levels of government onto municipalities, and communities under 5,000. We do not have the capacity. Downloading from the Federal and Provincial governments should come with financial remuneration for added resources, staff time, etc. The second was simply encouragement by UBCM to visit small communities. Too often our requests to meet with ministers are either rejected

or put off to staff. It is important that the province hear from all municipalities, especially the small one.

Council and staff continue to work with the owner of the only mall in our community and are cautiously optimistic the owner will begin to redevelop the property and open 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. We have emphasized on numerous occasions that the Village will offer as much assistance as possible, while working within the parameters of the Community Charter.

The Village was successful in securing grant funding from Island Coastal Economic Trust and the Rural Dividends Program to move the Working Waterfront Trail Project from an idea to construction reality. Construction completion is expected in the fall of 2018. While we were successful in getting an infrastructure grant from the Strategic Priorities Fund for a new water filtration plant, cost overruns have been experienced. Staff is expeditiously looking for ways to bring the project back on budget. We were also successful in securing grant funding through the Clean Water and Wastewater Fund to decommission the Newcastle Creek dam. We will of course 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 2017 and will remain so as we move through 2018 and beyond.

Mayor John MacDonald
Councilor Joyce Ellis
Councilor Janett 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

2017 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:

2017

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	\$1,061.82
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$7,988.22

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

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	\$1,912.06

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

2017

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	\$240.87
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	\$698.38

2017

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	\$619.99
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	\$567.26



Statement of Municipal Services and Operations

Service/Operation	Objective	Measure/Status
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.	- Ongoing, new website was launched in 2016. - Ongoing, Mayor is currently doing a monthly update in Newsletter.

	<ul style="list-style-type: none"> c) Continue to work with and strengthen the seniors committee for the purposes of providing advice to the Village and setting up programs relevant to the senior population. 	<ul style="list-style-type: none"> - Ongoing.
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 harbor. b) Assist and support prospective businesses interested in locating to the Sayward area. c) Continue to work with TELUS to get cell service in the village. d) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. 	<ul style="list-style-type: none"> - Ongoing, concept plan for the harbour has been developed, secured grant lapsed, no other funding was secured to complete the project. - Ongoing, working with Mall owner to reopen business. - Complete. - Tourism Committee formed, meeting monthly. Tourism plan completed, working on the Action Plan.
Water System Upgrade	<ul style="list-style-type: none"> a) Improvements to the Village's potable water supply to ensure it meets VIHA's 4-3-2-1 potable water requirements. b) Secure an infrastructure grant for the Village water filtration system. c) Complete dam safety review. 	<ul style="list-style-type: none"> - Planned water treatment plant will address those concerns. - \$2,922,000 grant secured; process of building treatment plant has begun. - Phase 1 completed, phase 2 completed in 2016; grant funding secured to decommission dam (2019 construction schedule)
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 to secure a community forest for the Village. c) Continue to develop the Village trail system. d) Continue to expand the Community Garden and flower gardens throughout the Village. 	<ul style="list-style-type: none"> - Ongoing. - Ongoing. - Ongoing. - Ongoing.
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 professional development through various municipal and professional associations ensuring the Village continues 	<ul style="list-style-type: none"> - Ongoing, new emergency program coordinator in place, emergency plan updated. - Ongoing.

	<p>to receive good value for the resources expended.</p> <p>c) Institute a new employee performance evaluation system.</p>	- Carried over to 2018.
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>- Strategy implemented in 2016/17 – work with Tourism Committee.</p> <p>- Funding for campground improvements was secured. Project is now complete.</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, concrete floor planned for vehicle & equipment building in 2018.</p> <p>- Ongoing.</p> <p>- Completed in 2017.</p> <p>- Plan was completed and used to determine priority projects in 2017 Financial Plan. Grant funding secured to complete Phase 2 (2018).</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 2018.</p>

Declaration of Disqualification of Council Members

NIL

2018 Strategic Objectives

In addition to completing the remaining 2017 objectives, the following objectives will be the focus of Council and staff in 2018/19.

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 K'omoks 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) Continue to work with our consultants and contractors to design and construct a water filtration system that meets the needs of the community.c) Design, construct and complete dam decommissioning project. Grant funding has been secured for 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 K'omoks 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 2017