

# Village of Sayward



## 2018 Annual Report

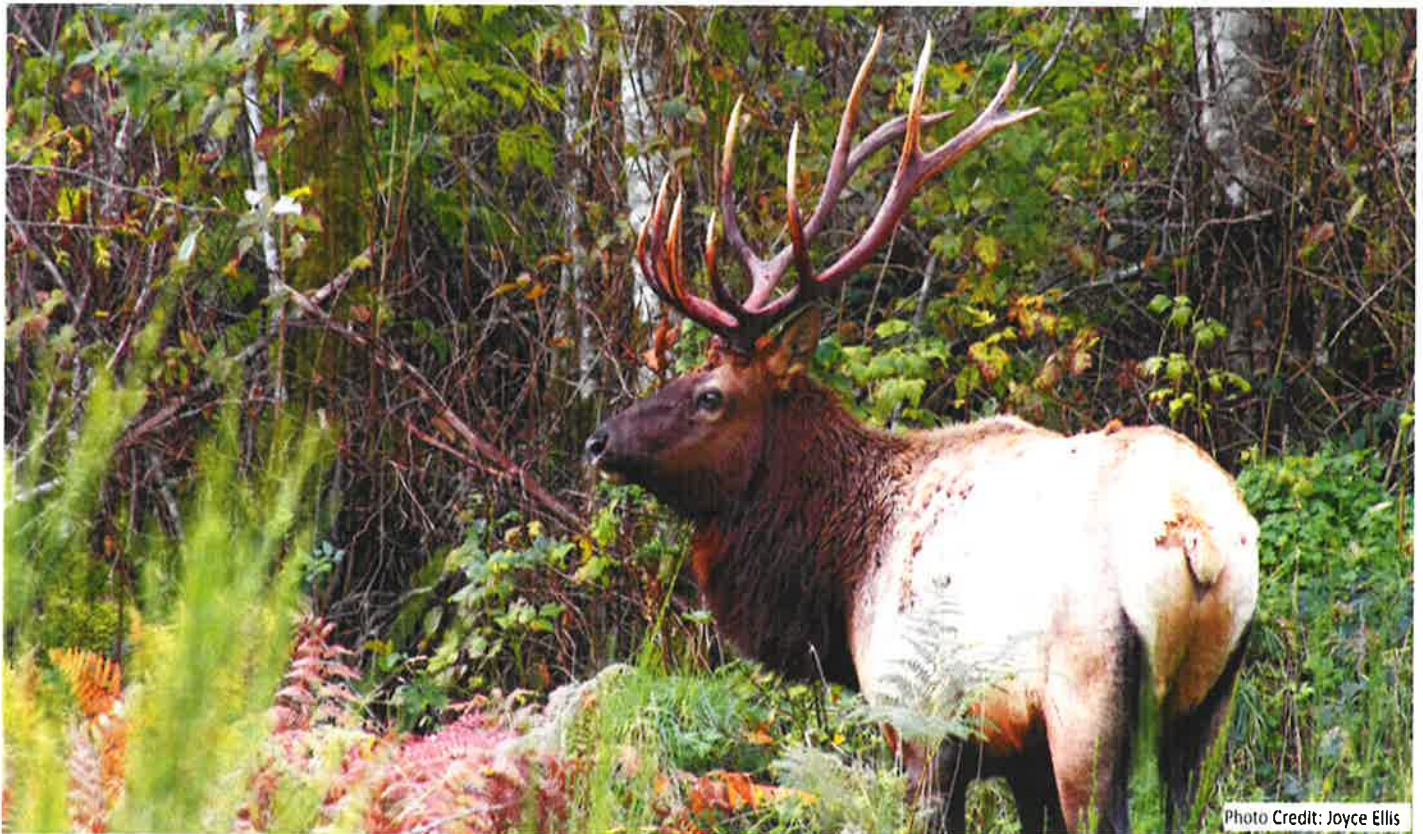


The Village of Sayward  
P.O. Box 29, 652 H'Kusam Way  
Sayward B.C. V0P 1R0

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

On behalf of Council, I am pleased to present the 2018 Annual Report for the Village of Sayward for the reporting period of January 1, 2018 to December 31, 2018. The Annual Report includes the 2018 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.

CAO Paul Carver and I attended the Union of British Columbia Municipalities (UBCM) convention in Whistler in September. We met with the following Ministers and their Staff:

- Minister of Citizen Services Jinny Sims to discuss cell service on highway 19. 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. Furthermore, emergency service response is made difficult by having no or poor cell coverage. Encouraged setting incentives for private industry to provide the service.
- Minister of Transportation and Infrastructure Claire Trevena to thank the Ministry for the widening (bicycle lane) of Sayward Road and the highway. Also thanked the Minister for helping the Village obtain grant funding for the Trail project. 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. In addition, we need several culverts on Sayward Road to accommodate high flows at the Newcastle Creek crossing.
- 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). Discussed the water Treatment Plant project – although grateful for the funding, timing between the grant award and the start of project usually means the budget is well below bid price. With limited financial means to apply to over runs and no additional grant funding available, important projects are placed in jeopardy. Also discussed the significant increase in downloading from the federal and provincial governments onto municipalities. This is especially troublesome for smaller local governments that don't have the capacity or resources to effectively accommodate these added demands. We are a small municipality with limited resources (financial and staff). We find it difficult to have projects shelf ready when funding sources become available. We asked that small communities be provided with the means and resources to effectively deal with the added responsibilities being placed upon them by the federal and provincial governments.

Council and staff continue to work to find a store operator for our community. 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 for the Working Waterfront Trail Project and completion is expected in the spring of 2019. The new Water Treatment Plant is nearing completion and is expected to be online in early 2019. We were also successful in securing grant funding through the Clean Water and Wastewater Fund to decommission the Newcastle Creek dam, work will be completed in the fall of 2019. 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 2018 and will remain so as we move through 2019 and beyond.

Mayor John MacDonald  
Councillor Bill Ives  
Councillor Joyce Ellis  
Councillor Norm Kirschner  
Councillor Wes Cragg



## Village of Sayward Elected Officials 2014-2018



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

**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	\$1,158.84
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$5,345.87

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2017, for 2018 to 2019:

<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	\$1,315.54

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	\$311.48
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	\$903.45

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	\$888.69
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	\$735.16
<b>Total Permissive Tax Exemptions</b>			<b>\$10,659.03</b>

\* 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 \$14,670.25.



Photo credit: Joan Magee

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

<b>Service/Operation</b>	<b>Objectives</b>	<b>Measures</b>
1. Develop a strategic approach to building a strong relationship with the valley.	Work on building a strong co-operative relationship with the valley: a) Involve Area Director in service delivery issues for all valley residents b) Communicate issues to all valley residents, involve in meetings c) Special events – involve and invite valley residents d) Renegotiate a Fire Services Agreement with the SRD	Meetings invited and attended, info sent out, input received on all valley issues  Completion of many articles in the Sayward News and on website outlining community events and issues. Invites to all community events to Village and valley  Negotiations are in progress
2. Trails Plan Development.	Form a committee to develop a Valley Trails Plan – for the Valley, from Junction to Waterfront	Postponed due to competing projects and finances
3. Small Craft Harbour upgrade and development.	Continue working with SSCHA to identify projects and to secure funds. Start working on Working Waterfront project.	Working with Harbour to improve washroom facilities, trail project to harbour from village started, completion early 2019
4. Servicing: Water filtration Upgrade.	Started, to be completed in 2018	Project started; completion mid 2019
5. Infrastructure upgrades:	Be cognizant of Asset Management Plan and use it identify projects for the Financial plan	Asset management review nearly complete, plan is used to prepare capital budget
a) Roads	Applied for road (Kelsey Way & K'Husam) grant in 2017, await answer. Reapply if needed	Projects moved to 2021/22 due to competing priorities
b) Sewer and water	Applied for a water meter grant in 2017, await answer. Reapply if needed	Project moved to 2019 due to competing priorities
c) Recreation centre	Identify short and long-term projects for Kelsey Centre and include in budget discussions. Complete projects approved by Council. Pool/Deck/Change Room Tiling, Gym Doors, Gym Flooring, Window Replacement, handicap Access washrooms – projects yet to be approved	Tiling repairs, new kitchen and other renovations completed. Major review of the building through asset management started in 2018, completion in 2019.
6. Develop and build relationships with:		
a) First Nations communities (K'omoks First Nation)	Continue to meet with KFN to develop working relationship, complete a c2c project	Met several times with KFN, outreach ongoing



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b) Strathcona Regional District	Work with SRD on EDC and funding for services jointly used by all valley residents. Recreation, Fire, Health	Progress made on funding of shared services, especially in fire and recreation
c) Province, ICET, MOTI	Work with province/ministries on Valley issues, cell coverage, road pathways, Harbor development	Progress made on identified issues, meetings with minister responsible. Upgrades of trails from Village to Harbour
d) Expand funding for key services	Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health	Progress made on funding of shared services, fire negotiations underway, rec also
7. Approve reserve policy and integrate into financial plan	Adopt a formal reserve policy and include in Financial Plan. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan	Postponed
8. Improve Asset Management plan – expand for Equipment and vehicles, and, expand on details	AMP funding app made in 2017, response in early 2018. If successful, contract for improvement to AMP, if not, reapply for grant funding.	Funding to improve AMP received, project started, completion in 2019  Integrate new elements into AMP plus update of existing AMP
9. Investigate Financial Software options	May become a priority if current vendor does not support software improvements to facilitate BCAA updates. Staff to investigate alternate software solutions.	New Software acquired, install 2018/19
10. Policy & Bylaw updates	There are several policy and Bylaw updates that need to be completed. Policies include: policies include: Personnel Benefits, conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis)	Policies and Bylaws reviewed; some progress made.

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

NIL

## 2019 Strategic Objectives

In addition to completing the remaining 2018 objectives, the following objectives will be the focus of Council and staff in 2019/2020.

Strategic Goals	Comments
1. Community Relations	<p>Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley):</p> <ul style="list-style-type: none"> <li>e) Involve Area Director in service delivery issues for all valley residents.</li> <li>f) Update and enhance the village website.</li> <li>g) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals.</li> <li>h) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward.</li> <li>i) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health.</li> <li>j) Liaise with Canada Post to ensure Sayward addresses are updated to online database.</li> </ul> <p><b>Timing: All 2019</b></p>
2. Economic Development	<ul style="list-style-type: none"> <li>a.) Assist and support prospective businesses interested in locating to the Sayward area.</li> <li>b.) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area.</li> </ul> <p><b>Timing: Ongoing 2019</b></p>
3. Infrastructure upgrades & Asset Replacement	<p>Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.</p>
a) Roads, Sewer, Water	<p>Reapply for road (Kelsey Way &amp; K'Husam) grant.</p> <p><b>Timing: Fall 2019</b></p> <p>Apply for grant for generators for Sewer lift stations, reapply if necessary.</p> <p><b>Timing: January 2019</b></p> <p>Design, construct and complete dam decommissioning project. Grant funding has been secured for the project.</p> <p><b>Timing: 2019</b></p>
b) Equipment, Vehicles	<p>Identify issues from AMP reports.</p> <p><b>Timing: Spring 2019</b></p>
c) Recreation Centre/other buildings	<p>Identify short and long-term projects for Kelsey Centre and include in budget discussions. Apply for grants.</p> <p><b>Timing: All of 2019</b></p>
d) Approve reserve policy and update bylaw and integrate into financial plan	<p>Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan.</p> <p><b>Timing: Summer 2019</b></p>

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<p>4. Living Green</p>	<p>a.) Continue to pursue the goal of becoming a carbon neutral community. Council has authorized a \$10,000 transfer from the CARIP reserve in the 2019-2023 Financial Plan.</p> <p>b.) Continue to work with the Provincial Government and K’omoks First Nation to secure a community forest.</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><b>Timing: All of 2019</b></p>
<p>5. Staff Professional Development</p>	<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 and volunteer 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><b>Timing: All of 2019</b></p>
<p>6. Tourism Development</p>	<p>a.) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens.</p> <p>b.) Work with local organizations and the Regional District to enhance signage and way finding in Sayward.</p> <p>c.) Support and work with the Tourism Committee.</p> <p>d.) Explore possibility of Christmas lights for the large tree at MacMillan and Kusam Way.</p> <p>e.) Research funding sources to dredge, aerate and rehabilitate the Village pond.</p> <p><b>Timing: All of 2019</b></p>
<p>7. Village Operations</p>	<p>a.) Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis), Reserves.</p> <p>b.) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees and charges. New fees &amp; charges bylaw to be brought forward to Council.</p> <p><b>Timing: All of 2019</b></p>

**Appendix A:  
Audited Financial Statements 2018**