



2019 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 Acting Mayor Norm Kirschner:

On behalf of Council, I am pleased to present the 2019 Annual Report for the Village of Sayward for the reporting period of January 1, 2019 to December 31, 2019. The Annual Report includes the 2019 audited financial statements and highlights 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.

2019 saw the completion of two large projects in the Village, the Working Waterfront Trail project, and the Water Treatment Facility project. Both projects were a large undertaking for a Village our size, and Council is proud of our accomplishment of completing these two pieces of Village infrastructure.

The Working Waterfront Trail Project is Phase 1 of a larger Waterfront Project conceptualized in 2017. Overall, the vision of this project is to revitalize the waterfront area of the Village to attract business and visitors, while also providing a recreational opportunity for residents. Phase 1 completed in 2019 includes an easy walkable trail, a raised cedar timber frame construction informational building, an observation deck, interpretive and way finding signage, and rest areas for viewing the Salmon River estuary, Kelsey Bay, and the Johnstone Straight.

The Water Treatment Facility project included the installation of a dissolved air filtration (DAF) system, and a 1,334 cubic meter water reservoir tank to provide a reliable source of clean potable water for the residents of the Village.

The Newcastle Dam project was an additional project scheduled to be completed in 2019, but due to a severe weather event, this project was postponed to 2020.

The CAO and Mayor John MacDonald attended the Union of British Columbia Municipalities (UBCM) convention in Vancouver in September. Meetings with several Ministers and their Staff were held to discuss Off Road Vehicle issues, highway 19 cell service, and fish farming in the Sayward area. In addition, a meeting with Minister Trevena was held on identifying alternate funding sources for the Newcastle Dam project.

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 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.

Village of Sayward Elected Officials 2018-2022



Back Row, left to right - Councillor Wes Cragg, Councillor Bill Ives
Front Row, left to right - Councillor Joyce Ellis, Mayor John MacDonald,
Councillor Norm Kirschner

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	\$1,309.51
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$4,565.97

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

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	\$1,179.74

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	\$301.89
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	\$875.22

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	\$1,185.05
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	\$855.36
Total Permissive Tax Exemptions			\$10,272.74

* 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 \$14,326.43.



Statement of Municipal Services and Operations

Strategic Goals	Objectives	Measures
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"> a) Involve Area Director in service delivery issues for all valley residents. b) Update and enhance the village website. c) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. d) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward. e) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. f) Liaise with Canada Post to ensure Sayward addresses are updated to online database. <p>Timing: All 2019</p>	<p>Meetings invited and attended, info sent out, input received on village and valley issues.</p> <p>Website project planning stage in progress.</p> <p>Bi-monthly updates from Mayor and Council included in the Sayward News publication, Community to Community Forum to be scheduled in 2020.</p> <p>Discussions with Strathcona Regional District on joint funding models ongoing.</p>
2. Economic Development	<ul style="list-style-type: none"> a.) Assist and support prospective businesses interested in locating to the Sayward area. b.) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. <p>Timing: Ongoing 2019</p>	<p>Limited assistance allowed by Council; revitalization tax exemption one option.</p> <p>Meetings held with Tourism Committee; ideas discussed.</p>
3. Infrastructure upgrades & Asset Replacement	<p>Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.</p>	<p>More work needed on Asset Management Plans for the Village, ongoing.</p>
a) Roads, Sewer, Water	<p>Reapply for road (Kelsey Way & K'Husam) grant.</p> <p>Timing: Fall 2019</p> <p>Apply for grant for generators for Sewer lift stations, reapply if necessary.</p> <p>Timing: January 2019</p> <p>Design, construct and complete dam decommissioning project. Grant funding has been secured for the project.</p> <p>Timing: 2019</p>	<p>Moved to 2020 due to time constraints.</p> <p>Grant application submitted for lift station generators early 2019.</p> <p>Dam project started summer of 2019, delayed due to weather event.</p>
b) Equipment, Vehicles	<p>Identify issues from AMP reports.</p> <p>Timing: Spring 2019</p>	<p>More work needed to identify assets due for replacement, most equipment is aging and in fair to poor condition.</p>

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c) Recreation Centre/other buildings	Identify short and long-term projects for Kelsey Centre and include in budget discussions. Apply for grants. Timing: All of 2019	Grant from Island Health successful for the Sayward Physical and Community Wellness Project.
d) Approve reserve policy and update bylaw and integrate into financial plan	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. Timing: Summer 2019	Deferred to a future year due to time constraints. Still a Council priority.
4. Living Green	<ul style="list-style-type: none"> 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. 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. Timing: All of 2019	<p>Continue looking for ways to reduce greenhouse gas emissions, CARIP project deferred to a future year.</p> <p>Trail project completed in 2019, all gardens maintained, and some areas expanded.</p>
5. 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. Timing: All of 2019	<p>ESS and Emergency Program volunteers attended several training sessions, fire in early 2019 identified gaps and deficiencies that are being addressed.</p> <p>Staff professional development continued, seminars and courses taken.</p>
6. 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 the Regional District to enhance signage and way finding in Sayward. c.) Support and work with the Tourism Committee. d.) Explore possibility of Christmas lights for the large tree at MacMillan and Kusam Way. e.) Research funding sources to dredge, aerate and rehabilitate the Village pond. Timing: All of 2019	<p>Some signage replaced (campground), curb cleaning, painting and maintenance of gardens ongoing.</p> <p>Multiple meetings with the Tourism Committee help, ideas shared.</p> <p>Solar lights considered; project ultimately not pursued.</p> <p>Deferred to a future year.</p>

7. Village Operations	<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 & charges bylaw to be brought forward to Council.</p> <p>Timing: All of 2019</p>	<p>Several policies updated in 2019 including:</p> <p>100-01 Council Conflict of Interest</p> <p>200-01 Criminal Records Search Policy</p> <p>300-01 Permissive Property Tax Exemption Policy</p> <p>300-04 Vehicle & Equipment Policy</p> <p>New fees & charges bylaw review deferred to future year.</p>
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Declaration of Disqualification of Council Members

NIL

2020 Strategic Objectives

In addition to completing the remaining 2019 objectives, the following objectives will be the focus of Council and staff in 2020/2021.

Community Relations

Priorities	Progress Measures	Timeline
<p>Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley):</p> <ul style="list-style-type: none"> • Involve Area Director in service delivery issues for all valley residents. • Update and enhance the village website. • Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. 	<ul style="list-style-type: none"> • Online survey for residents to provide input on delivery issues completed and summarized in report. • Website updated further, information current. Grant funds from BC Rural Dividends used for further enhancements. • Bi-monthly submissions from the Mayor, bi-monthly submissions from Council. 	<p>Spring 2020</p> <p>Spring 2020</p> <p>All of 2020</p>

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<ul style="list-style-type: none"> Work on improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. 	<ul style="list-style-type: none"> C2C (Community to Community) event held in 2020. Shared fire services data collected in 2020, new agreement in 2021. Funding obtained from SRD for Recreation Centre and Health Clinic. 	<p>Summer 2020</p> <p>Late summer 2020</p>
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Economic Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Assist and support prospective businesses interested in locating to the Sayward area. Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. Support existing businesses 	<ul style="list-style-type: none"> Reports on program brought to Council, a new business created in Sayward Increased campground usage, more tourist traffic, and more businesses advertising in the Tourist Info Centre. Zoning amendments, new business proposals presented to Council, possible revitalization bylaws 	<p>Late summer 2020</p> <p>All of 2020</p> <p>All of 2020</p>

Infrastructure Upgrades & Asset Replacement

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan. Identify issues from AMP reports Identify short and long-term projects for Kelsey Centre and include in budget discussions. 	<ul style="list-style-type: none"> Report brought to Council and Plan reviewed. Long term asset replacement strategy discussed. Issues presented to Council. Includes recommended short-term safety upgrades and equipment replacement. Issues identified and upgrades completed. 	<p>Spring 2020</p> <p>Spring 2020</p> <p>Fall 2020</p>

<ul style="list-style-type: none"> • Approve reserve policy and update bylaw and integrate into financial plan: 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. 	<ul style="list-style-type: none"> • Policy presented to Council and approved; Reserve Bylaw adopted. 	Summer 2020
<ul style="list-style-type: none"> • Apply for infrastructure grants 	<ul style="list-style-type: none"> • Grant applications submitted, approved and funds received 	All of 2020

Living Green

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Continue to pursue the goal of becoming a carbon neutral community. 	<ul style="list-style-type: none"> • Solar panels for Kelsey Centre installed 	Summer 2020
<ul style="list-style-type: none"> • Continue to work with the Provincial Government and K'omoks First Nation to secure a community forest. 	<ul style="list-style-type: none"> • Community Forest secured with KFN and Provincial Government 	Fall 2020
<ul style="list-style-type: none"> • Continue to develop the Village trail system. 	<ul style="list-style-type: none"> • Rails on Kelly's Bridge installed, trails maintained 	Spring 2020
<ul style="list-style-type: none"> • Continue to expand the Community Garden and flower gardens throughout the Village. 	<ul style="list-style-type: none"> • Grant funding received for revitalizing the Community Garden 	Summer 2020

Staff Professional Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place. 	<ul style="list-style-type: none"> • Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place. 	All of 2020

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<ul style="list-style-type: none"> Continue Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended. 	<ul style="list-style-type: none"> Training for all Council, Staff and volunteers scheduled, and training taken. 	All of 2020
<ul style="list-style-type: none"> Institute a new employee performance evaluation system. 	<ul style="list-style-type: none"> Performance evaluation system in place. 	Fall 2020

Tourism Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures and enhancing the Village gardens. 	<ul style="list-style-type: none"> Bus stop at campground repaired or replaced; ORV signage installed indicating the location of the designated route. 	Spring 2020
<ul style="list-style-type: none"> Work with local organizations and the Regional District to enhance signage and way finding in Sayward. 	<ul style="list-style-type: none"> Additional signage installed 	All of 2020
<ul style="list-style-type: none"> Support and work with the Tourism Committee. 	<ul style="list-style-type: none"> Meetings attended and joint initiatives completed 	All of 2020

Village Operations

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Additional Policies and Bylaws approved by Council 	All of 2020

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<ul style="list-style-type: none">• Review the Village fee structure to ensure up to date and equitable including water, sewer, recreation, other fees and charges. New fees & charges bylaw to be brought forward to Council.	<ul style="list-style-type: none">• Review of fees completed, new Fees and Charges Bylaw approved.	Fall 2020
<ul style="list-style-type: none">• Review tax ratios	<ul style="list-style-type: none">• Updated tax ratio system.	Spring 2020
<ul style="list-style-type: none">• Update the Village of Sayward Official Community Plan using grant funding.	<ul style="list-style-type: none">• Grant funding in place, public meetings held, OCP updated.	Summer 2020



Photo credit: Ray Pandez www.rayfilms.ca

Appendix A:

Audited Financial Statements 2019

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