



**VILLAGE OF SAYWARD  
SPECIAL MEETING OF COUNCIL  
AGENDA  
April 23, 2019 – 2:30 PM  
KELSEY CENTRE GYMNASIUM**

**1. Called to Order**

**2. Public Input (maximum 30 minutes)**

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

**3. Approval of Agenda.**

Recommended Resolution:

*THAT the agenda for the Special Council meeting for April 23, 2019 be approved.*

**4. Minutes of Previous Meetings – None**

**5. New Business**

a) Tax Rates Bylaw No. 454, 2019 – CFO

Recommended Resolution,

*THAT Tax Rates Bylaw No. 454, 2019 be received; and*

*THAT Tax Rates Bylaw No. 454, 2019 be given first, second and third reading.*

b) Revenue Anticipation Bylaw No. 453, 2019 – Report by CFO

Recommended Resolution,

*THAT Council receives the CFO's report on a Revenue Anticipation Bylaw; and*

*THAT Revenue Anticipation Bylaw No. 453, 2019 be given first, second and third reading.*

**6. Public Question Period (maximum 15 minutes)**

**Mayor:** "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address."

**7. In-Camera – None**

**8. Rise**

**9. Adjournment**

Recommended Resolution:

*THAT the Special Meeting of Council for April 23, 2019 be adjourned.*



## VILLAGE OF SAYWARD

### BYLAW NO. 454

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#### A BYLAW TO FIX RATES UPON REAL PROPERTY IN THE VILLAGE OF SAYWARD AND TO PROVIDE FOR THE PAYMENT OF TAXES IN 2019

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**WHEREAS** pursuant to Section 197 of the Community Charter, a Municipal Council must annually, by bylaw, impose property value taxes for the year by establishing tax rates for the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

**NOW THEREFORE**, The Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "**Tax Rates Bylaw No. 454, 2019**".
2. The following rates are hereby imposed and levied for the year 2019:
  - (a) for all lawful general and debt purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'A' of Schedule 'A' attached hereto and being a part hereof;
  - (b) for library requisition purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates and appearing in Column 'B' of Schedule 'A' attached hereto and being a part hereof;
  - (c) for Regional District Services: Emergency Services, General Government Administration and Broadband purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'C' of Schedule 'A' attached hereto and being a part hereof;
  - (d) for Regional District Services: Refuse, 911 Answering Services, Planning and Municipal Member Administration purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'D' of Schedule 'A' attached hereto and being a part hereof;
  - (e) for Regional Hospital District purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'E' of Schedule 'A' attached hereto and being a part hereof;

(f) for Comox Strathcona Waste Management purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'F' of Schedule 'A' attached hereto and being a part hereof;

3. The Collector of the Village of Sayward shall add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, 10% of the amount of current year taxes which remain unpaid on July 3, 2019 and the said unpaid taxes together with the amount added as aforesaid shall be taxes of the current year due on such land and its improvements.
4. Tax rates and percentage additions caused as a result of a supplementary roll prepared under the Assessment Act shall be executed in accordance to Section 241 of the Community Charter.
5. The tax rates and percentage additions shall be payable at the offices of the said Collector at the Village Office, 652 H'Kusam Way, Sayward, British Columbia.
6. Tax payments received by mail after July 2, 2019 but mailed on or before July 2, 2019 as evidenced by the postmark date on the covering envelope, shall be treated as having been paid before July 2, 2019 provided, however, that if a postmark date has been made with a private postage machine and the Collector has reason to believe that the payment was not mailed on or before July 2, 2019, the Collector may treat the tax payment as being unpaid on July 3, 2019.
7. Bylaw No. 441 cited as "Tax Rates Bylaw No. 441, 2018" is hereby repealed.

Read a first time on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Read a third time on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Certified a true copy of Bylaw  
No. 454 this \_\_\_\_ day of  
\_\_\_\_\_, 2019

\_\_\_\_\_  
Chief Administrative Officer  
Village of Sayward

\_\_\_\_\_  
Mayor John MacDonald

\_\_\_\_\_  
Paul Carver, Chief Administrative Officer

# Schedule 'A'

## Tax Rates for 2019

### Summary of Current Year Tax Rates

The following rates shall apply on each thousand dollars of the assessed value of land and improvements:

For Year:

2019

| Taxation Class                  | Municipal Purposes |             | Regional Purposes  |   |                      |                          |
|---------------------------------|--------------------|-------------|--|---|----------------------|--------------------------|
|                                 | A                  | B           | C  | D   | E                    | F                        |
|                                 | General & Debt (1) | Library (1) | Reg District Admin:<br>Emergency, Gen<br>Gov't & Broadband | Reg District 911,<br>Refuse &<br>Member Admin | Regional<br>Hospital | CSRD Waste<br>Management |
| Class 1 Residential             | 5.95419            | 0.21677     | 0.14714  | 0.13666                                       | 0.57876              | 0.16922                  |
| Class 2 Utilities               | 24.47121           | 0.89091     | 0.51499  | 0.56166                                       | 2.02566              | 0.69548                  |
| Class 4 Major Industry          | 0.00000            | 0.00000     | 0.50028  | 0.00000                                       | 1.96778              | 0.00000                  |
| Class 5 Light Industry          | 39.73634           | 1.44665     | 0.50028  | 0.91203                                       | 1.96778              | 1.12932                  |
| Class 6 Business/Other          | 18.43348           | 0.67109     | 0.36049  | 0.42308                                       | 1.41796              | 0.52388                  |
| Class 7 Managed Forest          | 24.69938           | 0.89921     | 0.44142  | 0.56690                                       | 1.73628              | 0.70197                  |
| Class 8 Recreational/Non-Profit | 13.24079           | 0.48205     | 0.14714  | 0.30390                                       | 0.57876              | 0.37631                  |
| Class 9 Farm                    | 0.00000            | 0.00000     | 0.14714  | 0.00000                                       | 0.57876              | 0.00000                  |



## STAFF REPORT

MAYOR AND COUNCIL  
VILLAGE OF SAYWARD

FROM: Lisa Clark, CFO  
**RE: Revenue Anticipation Bylaw**

### BACKGROUND

Many local governments, particularly smaller sized organizations with limited reserve funds, require the use of a line of credit or short-term borrowing to fund expenses leading up to property tax collection. A revenue anticipation borrowing bylaw is to provide for an operating line of credit, if required.

The Village of Sayward has not had an overdraft for many years. However, there is always the possibility that one could be created simply due to the timing of cash receipts and subsequent cash flow. The bulk of municipal cash inflows are concentrated in June and July when annual property tax revenues are collected, so there are times when cash flow can be an issue, particularly if large scale capital projects are underway (such as the Water Treatment Facility Project) and associated grants are payable only upon completion of such projects.

### DISCUSSION

Staff is seeking Council's authorization, through the adoption of Revenue Anticipation Bylaw No. 453, to obtain short term financing in the form of a line of credit with the Municipal Finance Authority (MFA) not exceeding the sum of seven hundred thousand dollars (\$700,000). The total authorized is calculated as 75% of the 2018 total tax levy plus outstanding amounts from other governments for 2019.

The line of credit, if remained unused, will not incur costs for the Village. In the event that cash flow becomes an issue, and the line of credit is drawn upon, Staff will prepare a report to Council to inform them of such activity and provide a detailed analysis of interest costs and payment terms. Multiple draws on the line of credit are permitted as needed by the Village. The current short-term borrowing rate through the MFA is 2.48% per annum. In the unlikely event that the entire line of credit is utilized the Village will incur interest costs of approximately \$1,500.





## VILLAGE OF SAYWARD

### BYLAW NO. 453

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#### A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

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**WHEREAS** the Village of Sayward may not have sufficient cash on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a.) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b.) The whole amount of any sums of money remaining due from other governments;

**AND WHEREAS** there are no liabilities outstanding under Section 177;

**AND WHEREAS** the total amount of liability that Council may incur is seven hundred thousand dollars (\$700,000) made up of the sum of two hundred and fifty thousand dollars (\$250,000), being 75% of the whole amount of the taxes levied for all purposes in 2018 , and four hundred and fifty thousand dollars (\$450,000), being the whole amount of the sum of money remaining due from other governments;

**NOW THEREFORE** the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Village of Sayward Revenue Anticipation Bylaw No. 453, 2019".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of seven hundred thousand dollars (\$700,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Administrator.



4. All unpaid taxes, the taxes of the current year when levied, and sums due from other governments or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the \_\_\_ day of \_\_\_\_\_.

Read a second time on the \_\_\_ day of \_\_\_\_\_.

Read a third time on the \_\_\_ day of \_\_\_\_\_.

Adopted on the \_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer