



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
July 11, 2019 – 10:00 AM
KELSEY CENTRE GYMNASIUM**

1. Call 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. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for July 11, 2019 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Committee of the Whole meeting held on June 5, 2019 be adopted.

THAT the minutes from the Regular Council meeting held on June 18, 2019 be adopted.

THAT the minutes from the Special Council meeting held on June 26, 2019 be adopted.

6. Petitions and Delegations - None

7. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

a) Ombudsperson Quarterly Report January 1 – March 31, 2019

b) Mike Coulter – ORV Access North Island

8. Council Reports - None

9. Mayor's Report - None

10. Staff Reports

a) **Staff Report: 2018 Annual Report, and 2018 Statement of Financial Information (SOFI)**

Recommended Resolutions:

THAT Council receives the report on the 2018 Annual Report, and the 2018 Statement of Financial Information (SOFI),

And THAT Council approves the Annual Report for distribution.

b) **Staff Report: Priorities List – Short Term**

Recommended Resolution:

THAT the report on the priorities list – short term be received for information and discussion.

c) **Staff Report: Water Restrictions**

Recommended Resolutions:

THAT Council receives the report on Water Restrictions Stage 2,

And THAT Council approves the wording for the Water Restrictions Stage 2.

d) **Staff Report: Campground Rental for the Nurse Practitioner**

Recommended Resolutions:

THAT Council receives the report on the Campground Rental for the Nurse Practitioner,

And THAT Council provides direction to staff.

e) **Staff Report: Sayward Harbour Authority – Request for Water/Sewer Fee Exemption**

Recommended Resolutions:

THAT Council receives the report on Sayward Harbour Authority – Request for Water/Sewer Fee Exemption,

And THAT Council provide direction to staff.

f) **Staff Report: Social Procurement**

This report will be made available at the meeting. Awaiting additional information.

11. Old Business

UBCM Conference 2019:

Appointments requests have been made to the Premier, Minister Selina Robinson, Minister Jinny Sims, Minister Doug Donaldson, BC Hydro, BC Assessment, and Kathy MacNeil (VIHA).

12. Bylaws

a) **Off-Road Vehicle Regulation Bylaw No. 446, 2019**

Recommended Resolution:

THAT the Off-Road Vehicle Regulation Bylaw No. 446, 2019 be given fourth and final reading.

b) **Cannabis Control Bylaw No. 455, 2019**

Recommended Resolution:

THAT Cannabis Control Bylaw No. 455, 2019 be given fourth and final reading.

13. Financial – None

14. New Business - None

15. 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.”

16. In-Camera

Prepare to go In-Camera

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss the personnel issues.

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for July 11, 2019 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
COMMITTEE OF THE WHOLE MEETING
June 5, 2019
KELSEY CENTRE MULTI PURPOSE ROOM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Chief Financial Officer

1. Call to Order

Meeting was called to order at 10:00 AM

2. Public Input - None

3. Approval of Agenda

MOTION C19/27

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole meeting for June 5, 2019 be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION C19/28

MOVED AND SECONDED

THAT the minutes for the Committee of the Whole meeting for February 27, 2019 be approved as amended.

CARRIED

5. Correspondence

MOTION C19/29

MOVED AND SECONDED

THAT the following correspondence be received.

a) 6 Tips for Innovation

b) Business License feedback from public

CARRIED

6. New Business

a) BC Rural Dividend Program – sixth intake 2019-2020

- b) Coastal Communities Social Procurement Initiative – membership
- c) Sayward Daycare Plan – Report from Councillor Cragg
- d) Are you Investment Ready? – Councillor Ives

7. **Public Question Period – None**

8. **In Camera - None**

9. **Adjournment**

MOTION C19/30

MOVED AND SECONDED

That the Committee of the Whole meeting for June 5, 2019 be adjourned.

CARRIED

The meeting was adjourned at 12:20 PM

Mayor John MacDonald

Chief Administrative Officer



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
JUNE 18, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Chief Financial Officer
John France, Consultant

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input (maximum 30 minutes)

Darryl Lyons	1.) At previous Council meetings Council has indicated that they were going to save money and reduce spending. There is a post on Facebook indicating that the Village spent \$200 to have the Public Works truck detailed. Why is the Village paying for something like this? 2.) What is the status of burning permits?	1.) Mayor – This expense was incurred as the truck was extremely dirty and it needed to be thoroughly cleaned so the consultant could use it. 2.) Councillor Cragg – The bylaw is sitting at 2 nd reading.
Jackie Lyons	I am unclear on the rules for burning, am I correct in saying that as long as someone is using a fire for cooking, any size is fine?	Mayor – Bonfires are not allowed, so no. Small cooking fires are fine, however they have a size limit.
Debbie Coates	1.) I also had an issue seeing the post on Facebook about the Public Works truck being detailed. I feel the Public Works employees should be keeping their vehicles clean so detailing is not necessary.	

	2.) Are we using the new water reservoir yet?	2.) Mayor – no, not yet. The operating permit will be issued shortly.
Irene Callahan	I have a question about the ATV bylaw	Mayor – We cannot discuss any bylaws that have had a public hearing.
Jackie Lyons	Did I see that Lisa is now the CAO/CFO/Corporate Officer for the Village?	Mayor – Lisa is the acting CAO/CFO/Corporate Officer.

3. Approval of Agenda

MOTION R19/185

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for June 18, 2019 be approved as amended.

CARRIED

Letters added: BC Hydro: Meeting with council at UBCM – Mayor Section
Karren McClinton CR food bank – Correspondence item f)

4. Minutes of Previous Meetings

MOTION R19/186

MOVED AND SECONDED

THAT the minutes from the Committee of the Whole meeting held on April 15, 2019 be adopted.

THAT the minutes from the Public Hearing on Bylaw 446 Off Road Vehicle Regulation held on May 26, 2019 be adopted.

THAT the minutes from the Public Hearing on Bylaw 455 Cannabis Control Bylaw held on May 26, 2019 be adopted.

THAT the minutes from the Regular Meeting of Council held on June 4, 2019 be adopted.

CARRIED

5. Petitions and Delegations

Andrew McGifford, Senior Manager Comox Strathcona Waste Management Services, CSWM service review.

MOTION R19/187

MOVED AND SECONDED

THAT the presentation by Mr. Andrew McGifford, Senior Manager Comox Strathcona Waste Management Services be received.

CARRIED

6. Correspondence

MOTION R19/188
MOVED AND SECONDED

THAT the following correspondence be received.

CARRIED

- a) UBCM meetings request with Premier and Ministers September 23 - 27
- b) UBCM meeting request with Minister Selina Robinson September 23 – 27
- c) Straits View Café, Nancy Critchley Salmon Festival, donation request
- d) Thank you note from Margaret and Clem Jean – Walking Path to Kelsey Bay
- e) Letter from Victoria City Council on restoring Provincial support for Libraries
- f) Letter Karren McClinton CR food bank

Note: Ms. McClinton was asked to work with Councillor Joyce Ellis on the CR Foodbank service for Sayward

MOTION R19/189
MOVED AND SECONDED

THAT Council write to the Ministry of Education to support the funding of Libraries and to request the Province to look at ways to increase funding for library services.

CARRIED

7. Council Reports

- a) BC Provincial Nominee Program – Report from Councillor Ives

MOTION R19/190
MOVED AND SECONDED

THAT Councillor Ives's report regarding the BC Provincial Nominee Program be received.

CARRIED

8. Committee Member Reports – None

9. Mayor's Report

- a) **Note:** UBCM 2019 Resolution Deadline – Reminder: Local governments that adopt a resolution subsequent to an Area Association deadline may submit it directly to UBCM. The deadline for resolutions submitted directly to UBCM is June 30, 2019.
- b) BC Hydro Meeting Invite - UBCM

MOTION R19/191
MOVED AND SECONDED

THAT the correspondence from BC Hydro be received,

And THAT the Premier, Minister and BC Hydro meetings, and any proposed issues or resolutions for UBCM be brought forward to the Special Council meeting to be held on June 26 at 7:00 PM in the Kelsey Centre.

CARRIED

10. Staff Reports

- a) Staff Report Verbal: Update on Staff priorities and issues/task list

MOTION R19/192
MOVED AND SECONDED

THAT Council approves Staff Report Verbal: Update on Staff priorities and issues/task list.

CARRIED

b) **Staff Report: Strategic Plan 2019**

MOTION R19/193
MOVED AND SECONDED

THAT Council approves the Final 2019 Strategic Plan.

CARRIED

c) **Staff Report: Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control**

MOTION R19/194
MOVED AND SECONDED

THAT Council receives the CFO's report on the Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control, and, provide Staff with direction.

CARRIED

d) **Staff Report: 2018 Annual Report, and 2018 Statement of Financial Information (SOFI)**

MOTION R19/195
MOVED AND SECONDED

THAT Council hold a special meeting on June 26th at 7 PM in the Kelsey Centre to receive the 2018 Annual Report and the 2018 Statement of Financial Information,

And Further, THAT the 2018 Annual Report together with any public comments be forwarded to the July 16, 2019 regular Council meeting for approval,

And Finally, THAT the July 16, 2019 regular meeting of Council be changed to July 11, 2019 at 10 AM at the Kelsey Centre.

CARRIED

e) **Staff Report: Community Wellness Grant**

MOTION R19/196
MOVED AND SECONDED

THAT the report on Community Wellness Grant be received for information and discussion,

And That Council approve the service contract for the work required under the grant.

Councillor Cragg Opposed

CARRIED

MOTION R19/197
MOVED AND SECONDED

That Council directs Staff to ensure all applications for grant funding are approved by Council before submission.

CARRIED

f) **Staff Report: Pond Grant**

MOTION R19/198

MOVED AND SECONDED

THAT the report on Pond Grant be received for information, discussion and direction,

And THAT as the work on Pond Options has already been done, the Pond Grant be returned to Rural Dividend with thanks.

CARRIED

g) **Staff Report: Van Brocklin Road Closure**

MOTION R19/199

MOVED AND SECONDED

THAT the report on the Van Brocklin Road Closure be received for information.

CARRIED

h) **Staff Report: Dam Project Update**

MOTION R19/200

MOVED AND SECONDED

THAT the report on the Dam Project Update be received for information.

CARRIED

Note: Water Restrictions will be placed on the July Council meeting to discuss whether further restrictions are needed. A project/issues update report will also be provided to this meeting.

11. Old Business - None

12. Bylaws

a) **Off-Road Vehicle Regulation Bylaw No. 446, 2019**

MOTION R19/201

MOVED AND SECONDED

THAT the Off-Road Vehicle Regulation Bylaw No. 446, 2019 be amended at second reading to include the following:

1. Corrected a double "the" in the title line
2. As recommended by the RCMP, changed "constable" in definitions under Peace Officer to read "RCMP Member"
3. Delete 3 c)
4. Delete 3 f (v)
5. Under f (vii) – replaced "Act" with "Regulation"
6. Added "Schedule A" to the map included in the Bylaw

And THAT the Off-Road Vehicle Regulation Bylaw No. 446, 2019 be given amended second and third readings.

CARRIED

b) **Cannabis Control Bylaw No. 455, 2019**

MOTION R19/202

MOVED AND SECONDED

THAT Cannabis Control Bylaw No. 455, 2019 be given third reading.

CARRIED

13. Financial - None

14. New Business

MOTION R19/203

MOVED AND SECONDED

THAT the speed reduction signage provided by ICBC be posted along several streets within the Village.

CARRIED

15. Public Question Period

Debbie Coates	I would like to ask Council to please leave the pond alone, it is fine the way it is.	Mayor – We do not have any plans at this time to do any work to the pond.
Jackie Lyons	Do you know why the First Nations stakeholders are not responding to you about the Dam?	Mayor – Staff are trying to initiate contact and are following up.
Darryl Lyons	(Addressing Councillor Cragg) Can you explain more about the Community Wellness Grant that was received?	Councillor Cragg – the funding from this grant is to be used for programming for outdoor activities such as nature hikes, healthy living activities and other similar items. John France – the details are also included in the agenda which lists out all of the activities included.
Debbie Coates	Is part of the Community Wellness Grant for the community kitchen?	Councillor Ellis – no.
Karren McClinton	You asked me to work with Councillor Ellis about the foodbank, how do I contact her?	Mayor – Councillor Ellis will talk to you after the meeting.

16. In-Camera – 8:45 PM

MOTION R19/204
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) and i) of the *Community Charter* to discuss labour relations or other employee relations, and legal issues. **CARRIED**

17. Rise

18. Adjournment

MOTION R19/205
MOVED AND SECONDED

THAT the Regular Council Meeting of June 18, 2019 be adjourned. **CARRIED**

The meeting was adjourned at 9:23 PM.

Mayor John MacDonald

Acting/Chief Administrative Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING
MINUTES
JUNE 26, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Chief Financial Officer
John France, Consultant

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input (maximum 30 minutes)

Irene Callahan	I understand watering restrictions are in effect, who do I contact if my neighbour is watering when they shouldn't be?	Mayor – If you come in to the office and fill out a Bylaw complaint form our Public Works department can discuss it with the property owner. The new ticketing bylaw will also address this issue.
Lee Ettinger	What is the status of the fireworks bylaw, I don't see anything on the agenda.	Mayor – the bylaw is being reviewed and will be brought to a regular Council meeting soon.

3. Approval of Agenda

MOTION S19/14

Moved and Seconded

THAT the agenda for the Special Meeting of Council for June 26, 2019 be approved as amended.

CARRIED

Items/Letters added: BC Hydro: Meeting with council at UBCM – Mayor Section
Karren McClinton Audio, Bears, Bench – Correspondence items

- 4. Minutes of Previous Meetings - None
- 5. Petitions and Delegations - None
- 6. Correspondence

MOTION S19/15

MOVED AND SECONDED

THAT the following correspondence be received.

CARRIED

- a) Karren McClinton – Use of audio for meetings

Mayor advised audio would be used on all regular council meetings.

- b) Karren McClinton – Bear warnings in Village

Mayor asked Staff to look into pamphlets, bear signage and put connection to Bear Aware on website.

- c) Karren McClinton – Bench by Firehall

Bench is in final stages of repair and will be reinstalled shortly.

7. Council Reports

- a) Verbal Report – Regional Fire conditions Councillor Ives

MOTION S19/16

MOVED AND SECONDED

THAT Councillor Ives's report regarding the Regional Fire Conditions be received.

CARRIED

8. Mayor's Report - None

9. Staff Reports

- a) Staff Report: Annual Report

MOTION S19/17

MOVED AND SECONDED

THAT the Annual Report be received for information and discussion, and, be made available to the public for comment for two weeks.

CARRIED

- b) Staff Report: Statement of Financial Information SOFI

MOTION S19/18

MOVED AND SECONDED

THAT the SOFI report be received for information and discussion, and, be made available to the public for comment for two weeks.

CARRIED

10. Old Business

UBCM Conference 2019 – Council to provide direction:

- a) UBCM meetings request with Premier and Ministers September 23 - 27
- b) UBCM meeting request with Minister Selina Robinson September 23 – 27
- c) Meeting with BC Hydro
- d) Possible topics and Resolutions

Council directed staff to request meetings with the following: Premier, Ministers Donaldson, Robinson and Sims, BC Hydro, VIHA, and BC Assessment.

11. Bylaws - None

12. Financial - None

13. New Business

a) UBCM Resolution Councillor Cragg

MOTION S19/19

MOVED AND SECONDED

THAT Councillor Cragg's report regarding a resolution on the taxation of commercial properties be received.

CARRIED

MOTION S19/20

MOVED AND SECONDED

THAT Municipalities be given the authority to set additional taxes for underutilized commercial properties and that this motion be sent to the 2019 UBCM convention.

Motion was defeated, opposed: Mayor MacDonald, Councillor Ives, Councillor Ellis

MOTION S19/21

MOVED AND SECONDED

THAT Municipalities be given the authority to set additional taxes for underutilized commercial properties and that this motion be sent to the AVICC 2020 conference.

CARRIED

b) Water restrictions - stage 2 restrictions were discussed, no action taken.

c) Entrepreneurial Immigration Program (EIP) – Verbal Report by Councillor Ives

MOTION S19/22

MOVED AND SECONDED

THAT Councillor Ives verbal report on the Entrepreneurial Immigration Program be received,
And, THAT Council authorizes Councillor Ives and Staff to move forward with the program requirements.

CARRIED

14. Public Question Period (maximum of 15 minutes)

Lee Ettinger	(Addressing Councillor Ives) Is the program you are referring to also called the Immigrant Investor Program?	Councillor Ives – Yes, this is the same program. Council will have the opportunity to review all applications, and decide which applications are forwarded to the program coordinator who will then conduct background checks and make a recommendation to Council.
Janett Hoare	1.) Are you working with the mall owner on the EIP program? 2.) Where is this business going to go?	1.) Mayor – no. 2.) Councillor Ives – The entrepreneur may purchase some land or Council may consider providing the land.

15. In-Camera – 7:48 PM**MOTION S19/23****MOVED AND SECONDED**

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) and (i) of the *Community Charter* to discuss labour relations or other employee relations, and legal issues.

CARRIED**16. Rise****17. Adjournment****MOTION S19/24****MOVED AND SECONDED**

THAT the Special Meeting of Council for June 26, 2019 be adjourned.

CARRIED

The meeting was adjourned at 8:00 PM.

Mayor John MacDonald

Acting/Chief Administrative Officer



The Office of the
Ombudsperson

2nd floor – 947 Fort Street
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Victoria BC V8W 9A5

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Mr. Darren Kiedyk
Chief Administrative Officer
Village of Sayward
PO Box 29
SAYWARD BC V0P 1R0

June 5, 2019

Dear Mr. Kiedyk,

RE: **Quarterly Report: January 1 – March 31, 2019**

This package of documents details the complaint files the Office of the Ombudsperson closed for the **Village of Sayward** between January 1 and March 31, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qtr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.



B.C.'s Independent Voice for Fairness



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



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Quarterly report for Village of Sayward for January 1 – March 31, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 1
Reason for closing an Investigation:	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	1
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

40
years
1979-2019

B.C.'s Independent Voice for Fairness

Notice: Use of this document as evidence against an individual or institution in a court or tribunal proceeding is prohibited by s. 20(2) of the Ombudsperson Act.

Closing Summary Index

Closing summaries are provided for all investigated files closed in each quarter. Identifying information is removed from the closing summary itself to allow for broader distribution within your organization for quality improvement purposes without disclosing personal information. The table below provides an index of these investigated files and lists the complainant's name, file number and authority contact involved. Files closed under our Early Resolution Program are also identified. This identifying information is provided separately to assist you in following up on individual files with involved staff as needed.

File Number	Complainant	Authority	Authority Contact	ER file
18-169983 /001	Lyons, Darryl	Village of Sayward	Paul Carver Chief Administrative Officer	

Closing Summary

Authority: Village of Sayward
File Number: 18-169983 /001
Closing Date: 13-Mar-2019
Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings*
General Complaint Topics: Treatment by staff
Process/Procedure
Authority-specific Complaint Topics: Bylaw Enforcement

A man contacted our office with a complaint about the Village of Sayward. He said that about six months ago the police attended his home at the Village's request. He indicated he was told by the officer that the police were there as a result of a matter reported to the Village by four other residents. He said he was not given any further information about the complaint against him. The man said he contacted our office as he was unaware why the police attended his residence, his attempts to resolve his concerns directly with the Village were unsuccessful, and he felt that he deserved an apology.

We investigated whether the Village followed reasonable bylaw enforcement practices in this case. During our investigation the Village indicated there were ongoing conflicts involving the man and neighbours. The Village indicated that in an attempt to determine if the residents could successfully co-exist, the Village asked if a local police officer would be willing speak to all of the neighbours involved. The Village understood that the police did speak to all of the neighbours. In our view, this did not seem like an unreasonable approach given all of the circumstances in this case. Based on the information available, we determined there was no apparent issue of administrative unfairness that would warrant our ongoing investigation, so we ceased investigating and closed our file.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	3%
Bylaw Enforcement	36	34%
Council Member Conduct (incl. Conflict of Interest)	8	8%
Official Community Plan/Zoning/Development	19	18%
Fees/Charges (incl. Taxes)	9	8%
Open Meetings	3	3%
Procurement	3	3%
Services (incl. Garbage, Sewer, Water)	7	7%
Response to Damages Claim	2	2%
Other	16	15%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	36	26%
Accessibility	3	2%
Delay	9	6%
Administrative error	5	4%
Treatment by staff	11	8%
Communication	18	13%
Process/Procedure	30	21%
Complaint/Review/Appeals Process	9	6%
Employment/Labour Relations	2	1%
Other	15	11%
Adequacy of complaint/review/investigation process	1	1%
Compliance with Legislation	1	1%

Subject: FW: Riders west Magazine article re: ORV Access on the North Island

From: Mike Coulter <mcou@telus.net>

Sent: June 23, 2019 8:39 AM

Subject: Riders west Magazine article re: ORV Access on the North Island

riderswestmag.com/atvzone/article/from_dirt_to_street_making_atvs_and_utvs_road_legal_in_b.c

Hi all: I recently was a guest speaker in Princeton at the ATVBC Face 2 Face convention. The theme of the convention centered around enabling, promoting and building ORV tourism in BC. Riderswest Magazine has published an article that highlights the efforts of the CRATV CLUB towards developing ORV Tourism on North Vancouver Island. The link to the article is at the beginning of this email. Please take a few minutes to read the article.

Working together with other Communities. We have laid the ground work to enable ORV Tourism on Vancouver Island and through out BC. The potential economic benefits gained from enabling ORV Tourism are substantial. This is documented in many communities throughout North America.

We have pretty well reached the limit of our abilities to move this initiative forward on our own. We now need the help and support of the Communities on North Vancouver Island and across the Province.

Sayward and Tahsis have put forward Propositions (attached) to make minor but critical changes to the MVA and ORV acts. The propositions were passed at the recent AVICC. They will next be brought forward at the UBCM in Sept 2019. These proposed changes are meant to streamline the issuing process for the already allowed ORV Operation Permits. The Operation Permits allow an appropriately licenced and insured ORV to travel on a specific designated roadway route to access food fuel and accommodation services.

We will need the supporting vote of every BC Community we can muster in order to pass these important propositions at the UBCM. Please encourage your local government UBCM Representative to support the ORV propositions at the UBCM.

I am available and willing to deliver my ORV presentation at your request. Thanks

Happy Trails To You -- Mike Coulter – CR ATV CLUB – mcou@telus.net

<2019 UBCM Resolution - Background Information Report.docx>

<AVICC 2019 resolution Village of Sayward.pdf>



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark
Subject: 2018 Annual Report, and 2018 Statement of Financial Information (SOFI)
Meeting date: July 11, 2019

BACKGROUND

The Community Charter requires municipalities to submit to the Province an Annual Report on the activities of the municipality and a Statement of Financial Information – both of which are required to be advertised to the public for a two-week period.

DISCUSSION

Annual Report: The information required by Sections 97, 98 and 99 of the Community Charter for Annual reporting was presented at the June 26 special meeting and was made available for public viewing for a minimum of 14 days. That 14-day viewing window has ended and no comments were received. Council is requested to approve the Annual Report which will then be forwarded to the Province.

SOFI: The purpose of the Statement of Financial Information was also advertised, and no comments were received. Staff have forwarded this report onto the Province (no Council approval was required).

RECOMMENDATION

That Council receives the report on the 2018 Annual Report, and the 2018 Statement of Financial Information (SOFI),

And Further That Council approves the Annual Report for distribution.

Respectfully,

Lisa Clark
Acting CAO/CFO

Village of Sayward



2018 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 8:	Statement of Municipal Services and Operations
Page 9:	Declaration of Disqualification of Council Members
Page 10:	2019 Strategic Objectives

Appendix A: Audited Financial Statements



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:

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	\$1,158.84
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:

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	\$1,315.54

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	\$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
Total Permissive Tax Exemptions			\$10,659.03

* 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

Service/Operation	Objectives	Measures
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

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	Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley): e) Involve Area Director in service delivery issues for all valley residents. f) Update and enhance the village website. g) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. h) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward. i) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. j) Liaise with Canada Post to ensure Sayward addresses are updated to online database. Timing: All 2019
2. Economic Development	- 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. Timing: Ongoing 2019
3. Infrastructure upgrades & Asset Replacement	Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.
a) Roads, Sewer, Water	Reapply for road (Kelsey Way & K'Husam) grant. Timing: Fall 2019 Apply for grant for generators for Sewer lift stations, reapply if necessary. Timing: January 2019 Design, construct and complete dam decommissioning project. Grant funding has been secured for the project. Timing: 2019
b) Equipment, Vehicles	Identify issues from AMP reports. Timing: Spring 2019
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
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

4. Living Green	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
5. Staff Professional Development	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
6. Tourism Development	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
7. Village Operations	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. 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. Timing: All of 2019

Appendix A:

Audited Financial Statements 2018

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**THE CORPORATION OF THE
VILLAGE OF SAYWARD
Financial Statements
December 31, 2018**

THE CORPORATION OF THE VILLAGE OF SAYWARD

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Year Ended December 31, 2018

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MANAGEMENT REPORT

December 31, 2018

The Council of The Corporation of the Village of Sayward has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of The Corporation of the Village of Sayward. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Corporation of the Village of Sayward's independent auditors, Chan Nowosad Boates, Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly The Corporation of the Village of Sayward's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's position, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of The Corporation of the Village of Sayward as at December 31, 2018.



Paul Carver
CAO
March 19, 2019



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the Village of Sayward

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2018, the statement of operations and changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nowosel Boate Inc.

Chartered Professional Accountants
Campbell River, BC

March 19, 2019

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Financial Position

December 31, 2018

2018

2017

(Note 15)

\$

\$

FINANCIAL ASSETS

Cash	659,928	334,448
Portfolio Investments (Note 2)	781,320	824,985
Accounts Receivable (Note 3)	369,648	532,532
	<u>1,810,896</u>	<u>1,691,965</u>

LIABILITIES

Accounts Payable (Note 4)	301,556	206,846
Deferred Revenue (Note 5)	276,710	258,637
Long Term Debt (Note 6)	71,369	80,233
	<u>649,635</u>	<u>545,716</u>

NET FINANCIAL ASSETS

1,161,261

1,146,249

NON-FINANCIAL ASSETS

Prepaid Expenses	17,944	14,757
Tangible Capital Assets (Note 7)	7,921,240	7,003,458
	<u>7,939,184</u>	<u>7,018,215</u>

ACCUMULATED SURPLUS (Note 11)

9,100,445

8,164,464

Contingencies (Note 9)

Approved by:



Chief Financial Officer



Mayor

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Operations

Year Ended December 31, 2018

	2018		2017 (Note 15)
	Budget	Actual	
	\$	\$	\$
	(Note 12)		
Revenues (Schedules 2 and 3)			
Taxation (Note 8)	339,587	334,033	338,390
User Fees	187,695	194,867	180,586
Government Grants and Transfers (Schedule 1)	541,607	1,395,131	1,236,945
Sales of Services	75,198	112,586	84,452
Contribution from Others	6,950	2,706	12,516
Investment and Other Income	21,100	41,046	40,623
Gain on Disposal of Assets	-	-	20,348
	<u>1,172,137</u>	<u>2,080,369</u>	<u>1,913,860</u>
Expenditures (Schedules 2 and 3)			
General Government Services	426,340	360,669	405,723
Recreation and Parks Services	306,843	283,969	300,387
Protection Services	152,422	84,810	94,617
Transportation Services	38,446	31,228	59,859
Solid Waste Services	38,500	44,251	39,411
Public Works Services	122,645	104,932	102,445
Sewer Services	104,884	99,668	103,199
Water Services	210,032	124,861	95,024
Loss on Disposal of Asset	-	10,000	-
	<u>1,400,112</u>	<u>1,144,388</u>	<u>1,200,665</u>
Annual Surplus (Deficit)	(227,975)	935,981	713,195
Accumulated Surplus - Beginning of Year	<u>8,164,464</u>	<u>8,164,464</u>	<u>7,451,269</u>
Accumulated Surplus - End of Year	<u>7,936,489</u>	<u>9,100,445</u>	<u>8,164,464</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Change in Net Financial Assets

Year Ended December 31, 2018

	2018		2017 (Note 15)
	Budget	Actual	
	\$	\$	\$
	(Note 12)		
Annual Surplus (Deficit)	(227,975)	935,981	713,195
Use of Prepaid Expenses	-	14,757	15,148
Acquisition of Prepaid Expenses	-	(17,944)	(14,757)
Net Acquisition of Tangible Capital Assets	(3,675,500)	(1,026,521)	(758,667)
Amortization of Tangible Capital Assets	<u>100,531</u>	<u>108,739</u>	<u>102,707</u>
	<u>(3,802,944)</u>	<u>15,012</u>	<u>(655,569)</u>
Net Financial Assets - Beginning of Year	<u>1,146,249</u>	<u>1,146,249</u>	<u>1,088,623</u>
Net Financial Assets (Liabilities) - End of Year	<u>(2,656,695)</u>	<u>1,161,261</u>	<u>1,146,249</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Cash Flows

Year Ended December 31, 2018

	2018	2017
	\$	\$
Cash Flows From Operating Activities:		
Annual Surplus	935,981	697,982
Items Not Involving Cash		
Amortization of Tangible Capital Assets	108,739	102,707
Disposal of Tangible Capital Asset	10,000	-
Actuarial Adjustment to Long Term Debt	(2,885)	(2,585)
	<u>1,051,835</u>	<u>798,104</u>
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	162,884	(343,144)
Property Held for Resale	-	17,121
Account Payable	94,710	85,396
Deferred Revenue	18,073	87,042
Prepaid Expenses	(3,187)	391
	<u>1,324,315</u>	<u>644,910</u>
Cash Flows From Capital Activities:		
Purchase of Tangible Capital Assets	<u>(1,036,521)</u>	<u>(758,667)</u>
Cash Flows From Investing Activities:		
Redemption of (Investment in) Portfolio Investments	43,665	(214,656)
Repayments of Long Term Debt	(5,979)	(5,979)
	<u>43,665</u>	<u>(214,656)</u>
Increase in Cash and Cash Equivalents	325,480	(334,392)
Cash and Cash Equivalents - Beginning of Year	<u>334,448</u>	<u>668,840</u>
Cash and Cash Equivalents - End of Year	<u>659,928</u>	<u>334,448</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

The Village of Sayward (the "Village") was incorporated as a municipality in 1968 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

1. Significant Accounting Policies:

a) Basis of Presentation:

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") for the Chartered Professional Accountants of Canada.

b) Portfolio Investments:

Investments are comprised entirely of Municipal Finance Authority (MFA) pooled investments including money market, intermediate and short-term bond funds. Portfolio investments are carried at market value.

c) Tangible Capital Assets:

Tangible Capital Assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the Tangible Capital Asset commencing once the asset is in use. Donated Tangible Capital Assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Land Improvements	10 to 40 years
Buildings	20 to 70 years
Furniture, Vehicles, Equipment	10 to 40 years
Roads and Bridges	25 to 75 years
Water Infrastructure	100 years
Sewer and Drainage Infrastructure	100 years

d) Deferred Revenue:

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as Deferred Revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

e) Revenue Recognition and Deferred Grants:

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

1. Significant Accounting Policies (continued):

e) Revenue Recognition and Deferred Grants (continued):

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of service and other revenue is recognized on an accrual basis as earned.

Grant revenues are recognized when funding becomes receivable.

f) Financial Instruments:

Financial instruments consist of cash and portfolio investments, accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

g) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

h) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized on transition as at December 31, 2018 or December 31, 2017.

2. Portfolio Investments

Portfolio investments includes \$781,320 (2017 - \$824,985) held with the Municipal Finance Authority (MFA) in money market, intermediate and bond funds. These investments are carried at market value which approximates cost.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

3. Accounts Receivable:

	<u>2018</u>	<u>2017</u>
	\$	\$
Property Taxes	68,950	64,523
Other Governments	114,986	442,568
Island Coastal Economic Trust	178,864	10,000
Trade and Other	6,848	15,441
	<u>369,648</u>	<u>532,532</u>

4. Accounts Payable:

	<u>2018</u>	<u>2017</u>
	\$	\$
Other Governments	10,300	13,206
Trade and Other	266,023	172,794
Payroll Liabilities	25,233	20,846
	<u>301,556</u>	<u>206,846</u>

5. Deferred Revenue

	<u>2018</u>	<u>2017</u>
	\$	\$
Newcastle Dam Grant	132,616	209,088
Working Waterfront Project	71,063	-
Internet Maintenance	43,893	37,156
Kelsey Centre	9,335	9,818
Fire Department	3,100	-
Emergency Program	4,927	-
Taxes and Other	11,776	2,575
	<u>276,710</u>	<u>258,637</u>

During the year ending December 31, 2018, the Village received funds with stipulations and requirements attached to them totaling \$146,019 (2017 - \$262,299). During the year, the Village spent \$127,946 (2017 - \$138,101) on projects.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

6. Long Term Debt

The Village has debt instruments through the Municipal Finance Authority (MFA) obtained for the purposes of Water and Sewer. The gross amount borrowed for Sewer and Water in 2005 was \$121,015 and \$41,635, respectively. The current balances of long-term debt are as follows:

	<u>2018</u>	<u>2017</u>
	\$	\$
Total Outstanding Debt - Beginning of Year	80,233	88,797
Reduction of Long-Term Debt	<u>(8,864)</u>	<u>(8,564)</u>
Total Outstanding Debt - End of Year	<u>71,369</u>	<u>80,233</u>

The interest rate on Long Term Debt is 1.80% per annum. The interest expense on the debt in the year ended December 31, 2018 is \$2,928 (2017 - \$2,928).

Future payments on net out-standing debt over the next five years are:

	<u>Sewer Fund</u>	<u>Water Fund</u>	<u>Total</u>
	\$	\$	\$
2019	6,826	2,348	9,174
2020	7,065	2,431	9,496
2021	7,312	2,516	9,828
2022	7,568	2,604	10,172
2023	7,833	2,695	10,528
Thereafter	<u>16,497</u>	<u>5,674</u>	<u>22,171</u>
	<u>36,604</u>	<u>89,637</u>	<u>71,369</u>

The MFA of British Columbia provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who are in the proceeds of the debt issue, is required to pay into the debt reserve fund certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.

Upon maturity of a debt issue, the unused portion of the debt reserve fund established for the issue will be discharged to the Village. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2018, the Village debt reserve fund was \$7,007 (2017 - \$6,954), which was not recorded as the Village does not consider it to be material.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

7. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening \$	Additions \$	Disposals \$	Closing \$	Opening \$	Amort \$	Disposals \$	Closing \$	2018 \$	2017 \$
General Capital Assets										
Land	1,925,414	33,700	-	1,959,114	-	-	-	-	1,959,114	1,925,414
Buildings	1,278,035	40,418	-	1,318,453	1,028,784	11,617	-	1,040,401	278,052	249,251
Equipment, Vehicles and Furniture	816,670	56,282	21,270	851,682	499,303	28,096	11,270	516,129	335,553	317,367
Engineered Structures										
Water	2,889,790	519,179	-	3,408,969	713,801	20,601	-	734,402	2,674,567	2,175,989
Sewer	2,983,908	-	-	2,983,908	954,928	36,799	-	991,727	1,992,181	2,028,980
Roads	506,386	-	-	506,386	438,480	2,446	-	440,926	65,460	67,906
Park Infrastructure	<u>248,637</u>	<u>386,942</u>	-	<u>635,579</u>	<u>10,086</u>	<u>9,180</u>	-	<u>19,266</u>	<u>616,313</u>	<u>238,551</u>
	<u>10,648,840</u>	<u>1,036,521</u>	<u>21,270</u>	<u>11,664,091</u>	<u>3,645,382</u>	<u>108,739</u>	<u>11,270</u>	<u>3,742,851</u>	<u>7,921,240</u>	<u>7,003,458</u>

8. Taxation - Net:

	Budget 2018 \$	Actual 2018 \$	Actual 2017 \$
General Municipal Purposes	339,587	334,033	338,390
Collections for Other Governments			
Province of British Columbia - School Tax	75,285	68,277	72,448
Comox Strathcona Waste Management	1,058	5,473	6,066
Comox Strathcona Regional Hospital District	25,696	23,679	26,234
Strathcona Regional District	7,050	10,348	10,070
Vancouver Island Regional Library	11,863	12,079	-
Municipal Finance Authority	5	7	6
British Columbia Assessment Authority	1,945	1,556	1,628
Province of BC - Police Tax	<u>13,518</u>	<u>13,998</u>	<u>13,544</u>
	<u>476,007</u>	<u>469,450</u>	<u>468,386</u>
Transfers			
Province of British Columbia - School Tax	75,285	68,277	72,448
Comox Strathcona Waste Management	1,058	5,473	6,066
Comox Strathcona Regional Hospital District	25,696	23,679	26,234
Strathcona Regional District	7,050	10,348	10,070
Vancouver Island Regional Library	11,863	12,079	-
Municipal Finance Authority	5	7	6
British Columbia Assessment Authority	1,945	1,556	1,628
Province of BC - Police Tax	<u>13,518</u>	<u>13,998</u>	<u>13,544</u>
	<u>136,420</u>	<u>135,417</u>	<u>129,996</u>
Available for General Municipal Purposes	<u>339,587</u>	<u>334,033</u>	<u>338,390</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

9. Contingent Liabilities:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village have assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

10. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remain unchanged.

The Village paid \$23,382 (2017 - \$18,213) of employer contributions while employees contributed \$18,437 (2017 - \$13,281) to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in late 2019.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contributions pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

11. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2018</u>	<u>2017</u>
	\$	\$
Unappropriated Surplus		
General	59,175	93,712
Sewer	288,135	307,067
Water	<u>155,532</u>	<u>170,615</u>
	<u>502,842</u>	<u>571,394</u>
Reserves (Schedule 4)	<u>747,732</u>	<u>669,845</u>
Equity in Tangible Capital Assets		
General	3,222,526	2,764,745
Sewer	1,939,967	1,970,171
Water	<u>2,687,378</u>	<u>2,188,309</u>
	<u>7,849,871</u>	<u>6,923,225</u>
Accumulated Surplus	<u>9,100,445</u>	<u>8,164,464</u>

12. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on April 10, 2018.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	<u>2018</u>
	\$
Financial Plan (Budget) Bylaw	-
Add:	
Debt Principal Repayments	5,462
Capital Expenditures	3,675,500
Less:	
Budgeted Transfers from Reserves	(190,740)
Capital Grant Revenues	<u>(3,718,197)</u>
Annual Deficit Presented in Financial Statements	<u>(227,975)</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

13. Segmented Information

The Village provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Village as summarized below:

General government – activities related to the administration of the Village as a whole including central administration, finance, human resources, information systems and legislative and election operations.

Recreation and parks – activities related to all recreational and parks services including the maintenance of parks and facilities for recreational activities.

Protective – activities related to providing for the security of the property and citizens of the Village including policing, fire protection, health and emergency planning.

Transportation – activities related to transportation including maintenance of roads, sidewalks, street lighting and drainage.

Solid waste – activities related to solid waste management.

Public works – activities related to overall maintenance of the Village including green initiatives, building maintenance and insurance, animal control and recycling.

Sewer – activities related to gathering, treating, transporting, storing and discharging sewage or reclaimed water.

Water – activities related to supplying, storing, treating and transporting water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis. Refer to Schedule 3 for segment revenues and expense detail on a comparative basis.

14. Comparative Figures

Certain 2017 comparative figures have been reclassified, where necessary, to conform with the financial statement presentation adopted in the current year.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2018

15. Prior Period Adjustment

During the year ending December 31, 2018, it was identified that the accumulation of the funds from the Internet Maintenance Reserve were required under PSAS 3100 Restricted Assets and Revenues to be deferred as it is externally restricted funding with stipulations around any surplus funding attached to the funds. In prior periods, due to the immaterial value of the additions of this fund to the statement of financial position and operations the full amount collected had previously been recorded as a Revenue from the Sale of Services and any surplus as a specific Reserve within Accumulated Surplus.

As a result of the above and the requirement to record the funds as a deferred revenue in both the prior and current year, the comparative financial information for the year-ending December 31, 2017 has been adjusted and restated as detailed below:

	2017 as Previously Stated	Adjustment	2017 Restated
	\$	\$	\$
Deferred Revenue - December 31, 2017	221,481	37,156	258,637
Accumulated Surplus, End of Year	8,201,620	(37,156)	8,164,464
Deferred Revenue - January 1, 2017	134,439	52,369	186,808
Accumulated Surplus, Opening	7,503,638	(52,369)	7,451,269
Revenues - Sales of Services	69,239	15,213	84,452

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 1 - Government Grants and Transfers to the Village and Ratepayers

Year Ended December 31, 2018

	2018		2017
	Budget	Actual	
	\$	\$	\$
(Note 12)			
Federal Government			
Grants in Lieu of Taxes	6,100	5,836	6,006
Other	9,000	6,500	24,934
Gas Tax Community Works Fund	<u>65,872</u>	<u>69,132</u>	<u>66,058</u>
	<u>80,972</u>	<u>81,468</u>	<u>96,998</u>
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Grant	360,622	375,333	360,622
Other	<u>60,350</u>	<u>387,000</u>	<u>168,584</u>
	<u>420,972</u>	<u>762,333</u>	<u>529,206</u>
General Capital			
Infrastructure (Provincial)	-	518,595	577,272
Other	<u>39,663</u>	<u>32,735</u>	<u>33,469</u>
	<u>39,663</u>	<u>551,330</u>	<u>610,741</u>
	<u>541,607</u>	<u>1,395,131</u>	<u>1,236,945</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2018

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2018 Actual	2018 Budget (Note 12)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues										
Taxation	326,786	-	-	-	-	-	794	6,453	334,033	339,587
User Fees	-	-	-	-	32,390	-	60,780	101,697	194,867	187,695
Government Grants and Transfers	455,022	364,301	53,037	-	-	-	4,176	518,595	1,395,131	541,607
Sales of Services	42,670	35,238	31,878	-	920	-	300	1,580	112,586	75,198
Contribution from Others	-	845	1,861	-	-	-	-	-	2,706	6,950
Investment and Other Income	33,062	4,975	-	-	-	125	2,146	738	41,046	21,100
	<u>857,540</u>	<u>405,359</u>	<u>86,776</u>	<u>-</u>	<u>33,310</u>	<u>125</u>	<u>68,196</u>	<u>405,359</u>	<u>2,080,369</u>	<u>1,172,137</u>
Expenses										
Amortization	529	20,828	16,565	2,446	-	9,194	36,799	22,379	108,740	101,120
Debt Charges	-	-	-	-	-	-	2,178	749	2,927	6,783
Minor Capital	18,578	3,458	-	-	-	-	-	11,696	33,732	100,000
Operating	131,853	124,073	48,873	28,782	44,251	28,103	21,059	38,769	465,763	782,972
Wages and Benefits	219,709	135,610	19,372	-	-	67,635	39,632	51,268	533,226	516,020
	<u>370,669</u>	<u>283,969</u>	<u>84,810</u>	<u>31,228</u>	<u>44,251</u>	<u>104,932</u>	<u>99,668</u>	<u>124,861</u>	<u>1,144,388</u>	<u>1,400,112</u>
Excess (Deficiency) of Revenues over Expenses	<u>486,871</u>	<u>121,390</u>	<u>1,966</u>	<u>(31,228)</u>	<u>(10,941)</u>	<u>(104,807)</u>	<u>(31,472)</u>	<u>280,498</u>	<u>935,981</u>	<u>(227,975)</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 3 - Combined Statement of Operations by Segment Year Ended December 31, 2017

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2017 Actual	2017 Budget
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues										
Taxation	329,280	-	-	-	-	-	9,110	-	338,390	343,318
User Fees	-	-	-	-	28,632	-	58,824	93,130	180,586	178,045
Government Grants and Transfers	497,770	124,934	31,978	-	-	-	4,991	577,272	1,236,945	537,222
Sales of Services	26,649	25,994	31,297	-	512	-	-	-	84,452	71,948
Contribution from Others	-	12,491	25	-	-	-	-	-	12,516	21,400
Investment and Other Income	50,032	6,426	-	-	-	1,294	2,506	713	60,971	19,500
	<u>903,731</u>	<u>169,845</u>	<u>63,300</u>	<u>-</u>	<u>29,144</u>	<u>1,294</u>	<u>75,431</u>	<u>671,115</u>	<u>1,913,860</u>	<u>1,171,433</u>
Expenses										
Amortization	529	14,447	16,125	2,446	-	9,982	36,799	22,379	102,707	99,136
Debt Charges	-	-	-	-	-	-	2,178	749	2,927	6,782
Minor Capital	-	3,430	-	-	-	-	-	7,211	10,641	3,000
Operating	200,380	146,352	60,474	57,413	39,411	25,118	30,027	19,146	578,321	639,380
Wages and benefits	<u>204,814</u>	<u>136,158</u>	<u>18,018</u>	<u>-</u>	<u>-</u>	<u>67,345</u>	<u>34,195</u>	<u>45,539</u>	<u>506,069</u>	<u>506,319</u>
	<u>405,723</u>	<u>300,387</u>	<u>94,617</u>	<u>59,859</u>	<u>39,411</u>	<u>102,445</u>	<u>103,199</u>	<u>95,024</u>	<u>1,200,665</u>	<u>1,254,617</u>
Excess (Deficiency) of Revenues over Expenses	<u>498,008</u>	<u>(130,542)</u>	<u>(31,317)</u>	<u>(59,859)</u>	<u>(10,267)</u>	<u>(101,151)</u>	<u>(27,768)</u>	<u>576,091</u>	<u>713,195</u>	<u>(83,184)</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2018

	Roads	Fire Protection	Rec. Centre Equipment	Rec Comm. Fundraising	Sewer	Land Sale	Federal Works Fund	Climate Action	2018 Total	2017 Total
	\$	\$	\$	\$	\$	\$	\$	\$	(Note 11)	(Note 11)
Revenue										
Government Grants	-	28,559	-	-	-	-	-	2,641	31,200	94,450
Other Income	-	20,077	-	-	-	-	16,256	-	36,333	42,299
	-	48,636	-	-	-	-	16,256	2,641	67,533	136,749
Expenses										
Other	-	48,636	-	-	-	-	-	-	48,636	68,400
Net Surplus	-	-	-	-	-	-	16,256	2,641	18,897	68,349
Transfers										
From (to) Operating Fund	-	(85)	-	-	-	-	69,132	6,254	75,301	(13,281)
Acquisition of Capital Assets	-	-	-	-	-	-	(16,310)	-	(16,310)	-
Change in Reserve Fund Balances	-	(85)	-	-	-	-	69,078	8,895	77,888	55,068
Opening Fund Surplus Balance	29,000	85	1,593	308	5,320	42,382	578,405	12,751	669,844	614,777
Ending Fund Surplus Balance	29,000	-	1,593	308	5,320	42,382	647,483	21,646	747,732	669,845



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark and John France
Subject: Priorities List – Short Term
Meeting date: July 11, 2019

BACKGROUND

Staff advised Council in June that a priorities list (short term) would be brought back to the July council meeting. This list is considered short term because staff intend to bring back a second version with all priorities/issues, including budget projects, issues identified by Council for attention and Council's strategic plan. **This list is intended to be for major items and not for day to day admin minutia.**

DISCUSSION

Please see the attached list. Staff have tried to catch all the immediate term projects and issues identified to date. There is a fair amount of catch up and work on major projects. The grey areas depict completed items. Staff will go through the content with Council at the meeting.

Staff will bring a complete project/issues report to Council in September.

RECOMMENDATION

That Council receives the report on Priorities List – Short Term for discussion and comment.

Respectfully,

Lisa Clark, Acting CAO/CFO
John France, Consultant

Staff Priorities 2019 - Short term

Mayor/Council	John/Lisa	Progress	Priority
1 OJT for prospective CAO/CFO/CORPORATE OFFICER (Lisa Clark our present CFO).	Start process for FA, ad, interview, hire	FA advertised & closes June 27. Short list next then interviews	High
2 Plan for new CAO.	John to work with Mayor and Lisa on plan, training, goals, and mentoring	Important projects/issues are discussed with Lisa for input and knowledge. Lisa joins meetings with consultant and Mayor. Taking on reports to Council and providing introduction of reports at Council meetings. Public Hearings Webinar November 13, Connect with peers CAO Breakfast September 26 Vancouver, MATI School for Statutory Approving Officers, 2019 MATI Foundations August 11-16 Register before July 19 , Corporate Officers Bootcamp. Workload may inhibit taking these courses until 2020	High
3 Dam project.	Dam: Identify revised project budget, identified funding source, report to council-approval received	Budget approved, contract approved, budget verified with consultant. First Nations OK to proceed, permits in process. Expect mobilization towards end of July completion September end. Issues - sand trap and alternate water source. Project moving along - all permits in place, sign construction project next.	High
4 Working Waterfront Project	ICET, Trail final report	Staff met to discuss deficiencies and next steps - report to Council in September. Photos needed by ICET for their annual report featuring the trail. Staff have discussed benches for both structures and whether other benches are needed. Lighting in progress for main structure (solar). Info on forestry and Village to be installed, working on First Nations and Fishing info. Totems also to be installed.	Medium
5 Van Brocklin – Bylaw and Notification.	Van Brocklin, RROW process	Has been to Council June 18, legal issues to resolve, roadway identified. VB to get QEP to identify row then survey. Have spoken to QEP, directions given on how to proceed.	High
6 Bylaws		In progress	High
a Ticketing Bylaw (draft by mayor to go to consultant)		At second reading (May 7th Council Meeting)	High
b Fireworks Bylaw		PH Complete, June 18 amended at 2, given third reading, onto July 11 meeting	High
c ORV Bylaw		PH Complete, June 18, given third reading, onto July 11 meeting	High
d Cannabis Bylaw			High
e Backyard Burning Bylaw:			High

Staff Priorities 2019 - Short term

R 19/89 - THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration.	In progress	High
R 19/153 - THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and THAT the Village of Sayward add provision in our burning bylaw 272 as follows: 1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit, 2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of \$50.00 per year or part thereof.	In progress	High
f Public Nuisance Bylaw:		
R 19/94 - THAT third reading of Public Nuisance Bylaw No. 417, 2019 be rescinded to permit an amendment to the Bylaw to allow the running of backup generators (24 hours a day) in the event of power interruptions to the Village; and THAT Public Nuisance Bylaw No. 417, 2018 be amended at second reading; and THAT Public Nuisance Bylaw No. 417, 2018 remain at second reading to allow the gallery to send comments to the CAO.	Unknown	High
g Traffic And Highways Bylaw	Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.	High
h Business License Bylaw	Needs updating for artisans at gift store, direction from Council needed	Medium
i Fees & Charges Bylaw	Will need updating for 2020	Medium
j Building Bylaw	SRD in process of providing a building bylaw template for their building inspection customers, staff will follow up on progress.	Medium
k Reserve Bylaw	Asset Management Plan needs to be reviewed so recommendations are used when creating Bylaw	Medium
7 Reports		
a CARIP	Spreadsheet outlining carbon tax paid, done. Need cover report. Cover report complete June 30.	High
b WTP Progress and claim	More work needed on deficiencies, Staff are engaging IDL/AWP, final holdback remains in place	High

Staff Priorities 2019 - Short term

c	Gas Tax and claim	In progress	High
d	Annual Report	Prepared, onto June 26 Sp Council meeting, advertised...onto July 11 Council Meeting	High
e	SOFI	Prepared, onto June 26 Sp Council meeting, advertised...onto July 11 Council Meeting	High
8	Grants		
a	Evacuation Route Planning Grant	Work with SRD	Medium
b	Emergency Operations Centres Grant	Work with SRD	Medium
c	Rural Dividend Pond Grant	May look at redirecting grant, working with Kathy L.	Medium
d	BikeBC Grant	Exploring grant opportunity	Medium
9		In progress	Medium
10	Fire Services Agreement Recreation Services Agreement	Unknown/Incomplete: Rec Centre shared agreement with Strathcona Regional District – a survey was supposed to be put on the website and advertised in the Sayward News for residents of the area to participate in.	
11	WTP, complete project, operating permit, resolve remaining deficiencies	VIHA permit to be issued end of June, Pond, drainage ditch, generator, SCADA, Intrusion Alarm - All O/S. Claims for final payment O/S, End of Project process needed per agreement (Grand Opening)	High
12	MAIS: final training and installation	In progress, payroll set up remaining, completion August end	High
13	Projects/issues report	Update full report, Strategic Plan and budget plan - planned for September	High
14	Budget Variance	Complete when MAIS fully installed, report to Council September or October	High
15	Personnel and Benefits Policy	In progress	Medium
16	Finalize Asset Management Plan	Field work complete, draft reports available, need to review study goals to output	Medium
17	UBCM Prep	Minister meetings, resolutions and Binder prep?	Medium
18	Update Resolutions Inventory	Process was not completed as of November 2018	Medium
19	MOU for diesel/gas and SR Main	Staff have discussed with SRD Co-ordinator, draft MOU available. Next contact Island Timber, Western and CO-OP for roads and fuel use.	Medium
20	Entrepreneurial Immigration Program	Councillor Ives initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee.	

Resolutions		Medium
21 R 18/75 - That Council receives the Report on Water Sewer Garbage Rates 2018, That the water rate bylaw be amended to reflect 94 units for the dry land sort, That the water and sewer rate bylaws be amended to reflect 26 units for the school, That the water and sewer rates bylaw be amended to add a Grocery under Store, That the water and sewer rates bylaw be amended to add a rate for Campgrounds – Serviced Stalls times Months in Operation divided by 12 - times Motel Rate, And Finally That, a rates review be completed within the next two years to balance revenue streams and to modernise the bylaws.	Changes made as directed, review planned for 2020	Medium
22 R 18/207 - That Council authorize an application to be made to UBCM for a grant under the 2019 Age-Friendly Communities Program in the amount of \$15,000 for Stream 2, Age-Friendly Projects; and That Council set up a steering committee made up of seniors in the community to provide input into the development of a wellness program; and Further that Council commit to updating its Official Community Plan to be inclusive of age-friendly principles and planning.	Staff will follow-up with grant application, steering committee and OCP change on to do list	Medium
25 R 19/13 - THAT the presentation made by Alex Turner be received; and THAT staff work with the Tourism Committee and Natures Trust to facilitate a parking lot off Sayward Road and trail improvements to improve access to Kelly Bridge; and FURTHER THAT Staff arrange a meeting with Nature Trust.	Meeting with Nature Trust, Staff currently corresponding on the parking lot - NT has indicated not receptive due to intrusion on NT properties (Trail and parking lot)	Medium
26 R 19/63 - THAT Council receive the CFO's report on the Climate Action Revenue Incentive Program for information and discussion; and THAT Staff be directed to implement a GHG measuring system and report on potential carbon reducing projects for 2019; and FURTHER THAT \$10,000 be added to the 2019 budget for the costs of carbon reducing projects.	Funds in budget, next step?	Medium
27 R 19/74 - THAT a letter be written to Tessa Ballentine that there is no grant-in-aid program.	Unknown	Medium

28 R 19/76 - THAT staff liaise with Island Timberlands and create an MOU for VOS to use any and all Island Timberlands Forest service roads in a time of a called emergency for evacuation of the Sayward Community. This MOU was mentioned in the Projects Status Report prepared by our CAO and presented to Council at the March 5th regular meeting.	Staff have discussed with SRD Co-ordinator, draft MOU available. Next contact Island Timber, Western and CO-OP for roads and fuel use.	Medium
29 R 19/77 - THAT staff liaise with Mid Island Co-op, Island Timberlands, Western Forest Products and Mainroad Inc, to create individual MOUs' for provision of fuel to VOS (emergency vehicles and generators only) during a time of a called emergency.	Staff have discussed with SRD Co-ordinator, draft MOU available. Next contact Island Timber, Western and CO-OP for roads and fuel use.	Medium
30 R 19/78 - THAT in accordance with the Community Charter and other applicable provincial legislation, the Village of Sayward donate land (site to be determined) for an entrepreneur to build and operate a grocery store in the Village; and THAT Council consider waiving certain fees and charges in place at the time in support of the project; and THAT should Council be successful finding an individual to build and operate a store in the Village, that a Contract with that entrepreneur be put in place providing the entrepreneur with a timeline to get the store up and running; and FURTHER THAT the Contract provide in principle certain conditions to ensure the continual operation of the business over a certain number of years, to be determined by Council.	Staff note: Resolution is complex, Council does have limited authority to provide assistance to a business - will require legal (partnering agreement).	High
31 R 19/83 - THAT the letter prepared by the owner of 230 Spar Street regarding the leakage of diesel fuel from a regularly parked pickup truck on the boulevard be received.	Unknown	Medium
32 R 19/92 - THAT the report titled "Spar Street Parking and Property Appearance Concerns" be received for information and discussion.	Discussion in report about Traffic Regulation Bylaw which is in progress	Medium
33 R 19/119 - THAT Council receive the Commemorative Tree Planting Information Package for Local Governments; and THAT Council provide staff with some options on where to plant the tree.		Low
34 R 19/120 - THAT a Dogwood Tree be planted near the new gazebo.	Tree will be planted in the fall, plaque to be installed beside tree	Low

36	R 19/160 - THAT the Mayor and EOC Director/Councillor Ives consult with Strathcona Regional District Protective Services Coordinator Shaun Koopman to issue an amended Request for Proposal to BC Bid for evacuation planning for the Village of Sayward.	RFP provided to Village for review. Staff will respond week of July 8	Medium
37	R 19/161 - THAT a follow up report be brought to Council after the RFP closing date.	See 36	Medium
38	R 19/163 - THAT the Mayor, EOC Director/Councillor Ives and the CFO liaise with Protective Services Coordinator Shaun Koopman regarding evacuation training and radio communications enhancement.	Unknown	Medium
39	R 19/164 - THAT if an RFP is required to be competed a report be brought back to Council for approval prior to any tender being issued.	As directed	Medium
40	R 19/166 - THAT Staff be directed to advertise the tax exemption process as outlined in the Permissive Tax Exemption Report.	Advertised in Sayward News, notice boards and website. Deadline for applications Aug 1st, report to Council August 13th.	Medium



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark
Subject: Water Restrictions Stage 2
Meeting date: July 11, 2019

BACKGROUND

Council asked that water restrictions be brought back to the July council meeting.

DISCUSSION

Please see the attached draft. Staff have modelled this draft on the SRD stage 2 water restrictions. It is suggested a simple set of restrictions would be easier for residents to follow and easier for staff to enforce. The draft would effectively decrease the time available for watering by 43% over stage 1 restrictions. These restrictions coincide with the work period for the dam project. Staff suggest a strong reduction in water use is a good idea during this period.

Staff will bring a water restrictions policy back to Council at a later date.

RECOMMENDATION

That Council receives the report on Water Restrictions Stage 2,
And Further That Council approves the wording for the Water Restrictions Stage 2.

Respectfully,

Lisa Clark
Acting CAO/CFO



2019 Watering Restrictions Stage 2

The Village of Sayward is implementing watering restrictions Stage 2. Authority to restrict water usage is set out in Water Regulation Bylaw No. 391.

The following water restrictions are effective from July 31, 2019 to September 30, 2019;

1. Watering is only permitted between the following hours on your designated day:
 - 8 AM to 10 AM; and
 - 6 PM to 8 PM
2. Even Numbered Homes, Apartment and Condo Buildings, Mobile Homes, etc.
Residences with address numbers ending in an even number (e.g. 110 Dyer Dr.), watering is allowed on Tuesday and Saturday.
3. Odd Numbered Homes, Apartment and Condo Buildings, Mobile Homes, etc.
Residences with address numbers ending in an odd number (e.g. 111 Dyer Dr.), watering is allowed on Wednesday and Sunday.

These restrictions are intended to ensure that ALL residents receive an adequate supply of water throughout the summer months and that sufficient reserve supplies are available should they be required for emergency fire fighting purposes.

PLEASE NOTE: Parking lot, driveway, and car/boat washing is not permitted.

Your cooperation is appreciated. Should you have any questions please call:

Lisa Clark
A/Chief Administrative Officer
(250) 282-5512



STAFF REPORT

For: Mayor and Council
Prepared by: John France
Subject: Campground Rental for Nurse Practitioner
Meeting date: July 11, 2019

BACKGROUND

Council passed the following resolution on March 20, 2018.

That Nurse Practitioner Tracey Payne be provided a serviced space at the Village Campground closest to the clinic for the period up to June 30th, 2018 at the Kelsey Bay RV off season rate of \$350/month.

Staff believe it was Council's intent to review the rental fee for the summer period.

DISCUSSION

The Nurse practitioner uses the campground site closest to the clinic. The Campground rates per Fees and Charges Bylaw No. 445, 2019 are as follows:

CAMPGROUND FEES	
DESCRIPTION	FEE AMOUNT
In-Season Unserviced sites Daily	\$18.00
In-Season Serviced sites Daily Weekly Monthly	\$25.00 \$140.00 \$525.00
Off-Season Serviced sites Daily Weekly Monthly	\$20.00 \$100.00 \$350.00
Off-Season is deemed October 1 st to April 30 th	

Council may set different rates by resolution. Staff have no recommendation; however, consideration should be given to both the loss of revenue (if a lower rate is set) and the benefit of having a full-time campground renter. Village rates were set lower than the average in the north island for similar sites.

RECOMMENDATION

That Council receives the report on the Campground Rental for the Nurse Practitioner,
And Further That Council provides direction to staff.

Respectfully,

John France Consultant



STAFF REPORT

For: Mayor and Council
Prepared by: John France Consultant
Subject: Sayward Harbour Authority (SHA) – Request for Water/Sewer Fee Exemption
Meeting date: July 11, 2019

BACKGROUND

Council passed the following resolution at the November 21, 2107 meeting:

- a) **Sayward Harbor Authority – Request for Sewer Hook-up, free Sewer Usage Report
MOTION R17/222**

MOVED AND SECONDED

That the Sayward Harbor Authority – Request for Sewer Hook-up, free Sewer Usage Report be received for information and discussion,

And That Council Approve a grant in aid for the cost of connecting the washroom to a maximum of \$3,500 to the SSCHA on receipt of invoices, works to be carried out by the SSCHA with oversight (of the works only) by Village Staff.

And That the SSCHA provide a letter outlining how and when the washrooms will be available for general public use.

And Finally, That Staff undertake a review of water and sewer charges in first half of 2018

CARRIED

Please see the attached letter from the SHA, requesting an exemption for water and sewer fees.

DISCUSSION

The cost of connecting the SHA washroom to the Village system was zero, apparently the connection line was very close to their property line.

Staff recall that two steps were identified in the Working Waterfront Strategy report to provide washroom facilities:

Marina Improvements Dredge and add a navigational aid to the marina entrance; lengthen the rock rubble breakwater; expand the existing commercial moorage (west side) and create dedicated recreational moorage (east side); and work with adjacent landowners to develop marine services (e.g., fuel, ice, laundry, showers, supplies).	Rest Area & Washrooms Create a small rest/seating area with temporary public washrooms (until B or E are constructed).
--	--

The addition of a washroom facility was an important part of the strategy which would serve to encourage visitors to stay and use the amenities in the area. The washrooms are open to the public 8 AM to 8 PM summer and 8 AM to 5 PM winter. Staff suggest by offering an exemption for water and sewer, the important objective of having public washrooms available at the waterfront is accomplished.

Payment History

In past, the harbour was billed for water through the federal “Payment in Lieu of Taxes” (PILT) program, however this changed in 2018 with the property being deemed ineligible by the Federal Government/BCAA. Therefore, no funds were received for water in 2018. Sewer services came online in 2018 and were never billed through the PILT system. For 2019, an invoice was issued for one service for both water and sewer.

In looking at the Fees and Charge Bylaw, the amount billed should have been for two services each, for a total of \$1,172.88 which would be the total of the exemption if granted.

Footnote: Staff are looking into the change of status for PILTs for harbours in BC. This change came out of a Property Assessment Review Panel and in essence changed the Harbour status to a non PILT tax code.

RECOMMENDATION

That Council receives the report on Sayward Harbour Authority – Request for Water/Sewer Fee Exemption,

And Further That Council provide direction to staff.

Respectfully,

John France Consultant

Sayward Harbour Authority
#30 Sayward Road
Sayward B.C.
V0P-1R0
250-282-0178

July 2nd 2019

Regarding user fees for Sayward Harbour:

In reference to the Village of Sayward Council meeting minutes of November 2017.

Item 11 b the request for sewer hook-up grant was passed by the council to a maximum of \$3500.00. The actual connection of the sewer was completed at no cost to the village. Ted Ellis completed the connection.

The facility is a benefit to the community, tourist, village residents, and fishermen. The facility has been in operation since May of 2018 and very well received by users.

The Harbour operates these facilities open to the public in the winter hours from approximately 8AM. To 5PM 7days a week. The summer hours open to the public approximately 8AM to 8PM 7 days a week.

Maintenance of these facilities is completed on a daily basis by a harbour contactor. The cost associated with maintenance of hand towel ,toilet paper,soap,general cleaning supplies and labour has been looked after by the harbour.

It is a request from this board of Directors for the Sayward Harbour Authority that we be exempted from the user fees for the water and sewer for this facility.

Thank you for you time and attention in this matter.

Sayward Harbour Authority

Executive Director

Tom Lavoie

Office ph 250-282-0178

Home ph 250-282-3379



VILLAGE OF SAYWARD

BYLAW NO. 446

A BYLAW TO REGULATE THE OPERATION OF OFF-ROAD VEHICLES IN THE VILLAGE OF SAYWARD

WHEREAS the Council for the Village of Sayward deems it necessary to regulate the use of off-road vehicles in the Village of Sayward.

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

1. CITATION

This bylaw may be cited as “**Off-Road Vehicle Regulation Bylaw No. 446, 2019**”.

2. DEFINITIONS

BYLAW means this Bylaw.

BYLAW ENFORCEMENT OFFICER means the Bylaw Enforcement Officer for the Village or their appointed designate.

COUNCIL means the Council of the Village of Sayward.

DESIGNATED ROUTE means those routes in a public place designated by Council for use by Off-Road Vehicles.

DRIVERS LICENCE means a licence to operate a motor vehicle by a governmental body with the authority to regulate and administer vehicle licensing within its jurisdiction.

HIGHWAY has the same meaning as in the Motor Vehicle Act and includes all public streets, road, ways, lanes, bridges and any other public way designated for and regularly used by motorized vehicles licensed by the Province.

MOTOR VEHICLE ACT means the Motor Vehicle Act for the Province of British Columbia.

OFF-ROAD VEHICLE means an Off-Road Vehicle as defined in the Off-Road Vehicle Act for the Province of British Columbia.

OWNER means the registered Owner of an Off-Road Vehicle.

PEACE OFFICER means a police officer, police constable or RCMP member.

PROVINCE means the Province of British Columbia.

PUBLIC PLACE means property owned or occupied by the Village and includes all Designated Trails but does not include Highways and property owned by the Village but occupied by another person.

VILLAGE means the Village of Sayward.

3. OPERATION OF OFF-ROAD VEHICLES WITH THE VILLAGE

- a) No person shall operate an Off-Road Vehicle in the Village except as authorized by the Bylaw.
- b) No person shall operate an Off-Road vehicle in a Public Place other than on a Designated Route.
- c) A person operating an Off-Road Vehicle in the Village is permitted access between a Designated Route and a sanctioned Bed & Breakfast within the Village boundaries.
- d) The Owner of an Off-Road Vehicle operating on a Designated Route within the Village must:
 - i. carry proof of third-party liability insurance in the minimum amount of \$2 million per occurrence for the operation of the Off-Road Vehicle;
 - ii. carry proof of registration of the Off-Road Vehicle with the Insurance Corporation of British Columbia (ICBC), obtain a licence for its operation under this section and obtain for it an owner's certificate under the Insurance Vehicle Act of British Columbia; and
 - iii. display an ICBC number plate or sticker in a clearly visible location on the back of the Off-Road Vehicle.
- e) Every person operating an Off-Road Vehicle within the Village must:
 - i. only ride on a Designated Route as shown on the map attached to this Bylaw as **Schedule "A"**.
 - ii. provide proof of valid insurance and documentation required under this Bylaw when requested by a Bylaw Enforcement Officer;
 - iii. not operate an Off-Road Vehicle on any part of the Highway except in compliance with the requirements of the Motor Vehicle Act;
 - iv. exercise caution when crossing a Highway;
 - v. not ride on a Designated Route between the hours of 10:00 PM and 7:00 AM.
 - vi. except in the circumstances referred to in section 21(3) of the Off-Road Vehicle Regulation and except for off-road side-by-side vehicles, wear a safety helmet, and ensure that each passenger wears a safety helmet that meets the requirements of the Off-Road Vehicle Regulation, BC (Reg. 193/2015);
 - vii. not exceed a speed of 20 kilometers per hour;
 - viii. operate it on the right-hand side of a Designated Route;
 - ix. not to operate an Off-Road Vehicle in a careless, reckless, or negligent manner as to endanger or cause injury to a person, property or become a nuisance;
 - x. not operate an Off-Road vehicle in a manner as to harass, chase, injure or kill any domestic or wild animal;
 - xi. Not tamper with by removing or replacing any posted Designated Route signs or barricades;
 - xii. obey all traffic regulation signage; and

xiii. to cross only at designated Off-Road Vehicle locations.

4. EXEMPTIONS

- a) Sections 3 a) and 3 b) of this Bylaw do not apply to:
 - (i) police, fire, ambulance, search and rescue or other vehicles operated by emergency response personnel engaged in the execution of their emergency response duties;
 - (ii) persons acting at the request of emergency response personnel during an actual or apparent emergency event; and
 - (ii) Off-Road Vehicles owned and operated by local, provincial or federal governments if use is within the scope of their duties.

5. ENFORCEMENT

A Peace Officer or Bylaw Enforcement Officer is empowered to enforce any and all provisions of this Bylaw.

6. OFFENCES AND PENALTIES

- a) If any Person contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:
 - (i) a fine in accordance with the Village of Sayward "Ticketing Offence Bylaw", if the information respecting the infraction is laid by means of a ticket; or
 - (ii) upon summary conviction, a fine not exceeding \$2,000.00 and the costs of prosecution.

7. SEVERABILITY

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 16th day of April 2019.

Read a second time on the 16th day of April 2019.

Public Hearing held on the 26th day of May 2019.

Amended at second reading on the 26th day of June 2019.

Read a third time on the 26th day of June 2019.

Adopted on the ____ day of _____ 2019.

Village of Sayward Off-Road Vehicle Regulation Bylaw No. 446, 2019

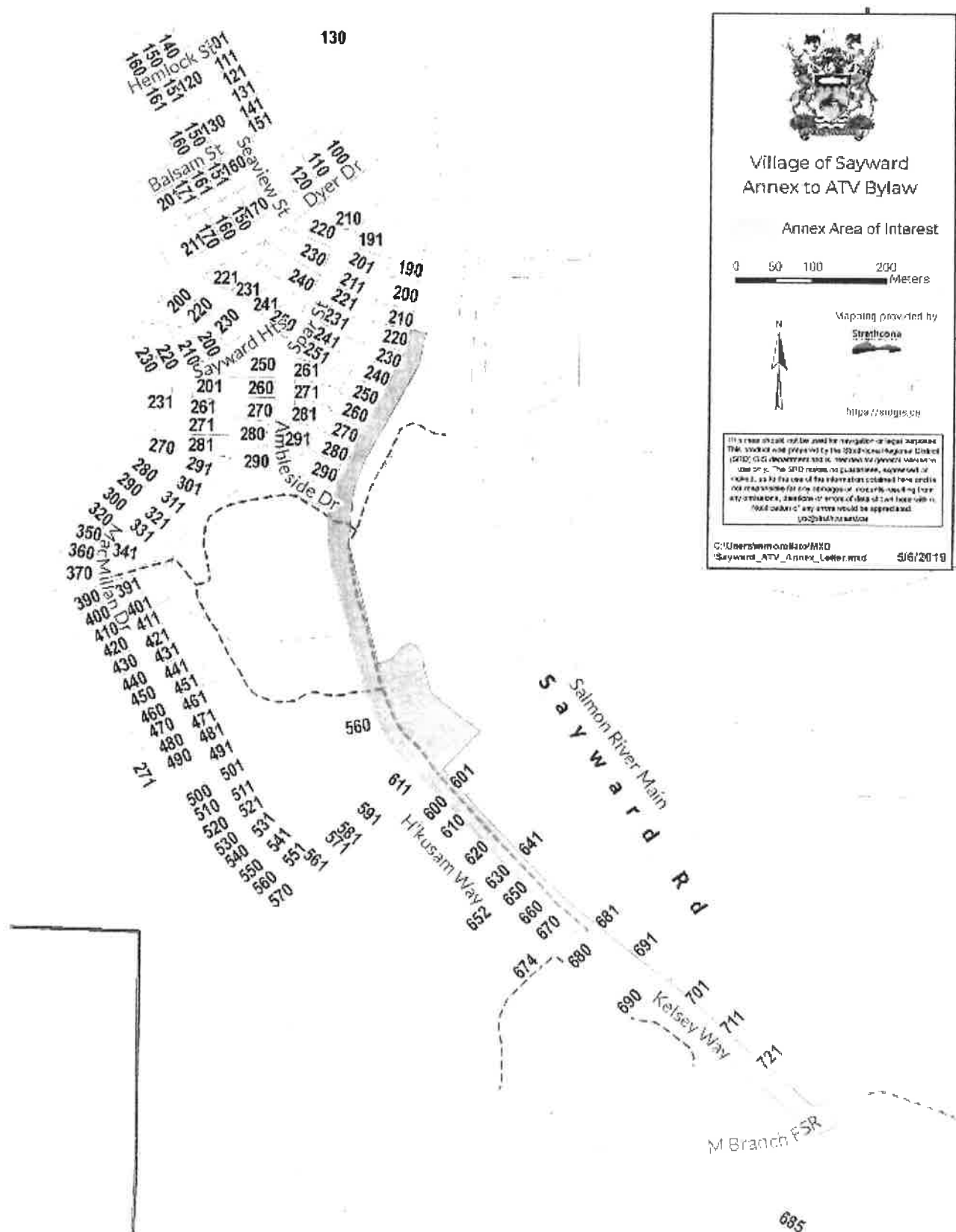
Certified a true copy of Bylaw No. 446
this ____ day of _____, 2109

Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer

Schedule "A"





VILLAGE OF SAYWARD
BYLAW NO. 455

**A BYLAW TO REGULATE THE SALE OF CANNABIS WITHIN
THE VILLAGE OF SAYWARD**

WHEREAS the Council for the Village of Sayward deems it necessary and expedient to provide for the regulation of retail cannabis sales in the municipality.

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

1. CITATION

This bylaw may be cited as “**Cannabis Control Bylaw No. 455, 2019**”.

2. DEFINITIONS

BYLAW means this bylaw.

COUNCIL means the Council of the Village of Sayward.

VILLAGE means the Village of Sayward.

3. REGULATION

It is the decision of Council that the sale of cannabis for recreational purposes is prohibited within the municipal limits of the Village.

4. OFFENCES AND PENALTIES

(a) If any Person contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:

- (i) a fine in accordance with the Village of Sayward “Ticketing Offence Bylaw”, if the information respecting the infraction is laid by means of a ticket; or
- (ii) upon summary conviction, a fine not exceeding \$2,000.00 and the costs of prosecution.

5. SEVERABILITY

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 16th day of April 2019.

Read a second time on the 16th day of April 2019.

Public Hearing held on the 26th day of May 2019.

Read a third time on the 26th day of June 2019.

Adopted on the ____ day of _____ 2019.

Certified a true copy of Bylaw No. 455
this ____ day of _____, 2109

Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer