VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
FEBRUARY 18, 2020 – 7:00 PM
COUNCIL CHAMBERS

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 February 18, 2020 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on February 4, 2020 be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 11, 2020 be adopted.

6. Petitions and Delegations

a) Kirsten Soder, Executive Director – Destination Campbell River

7. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

a) Chan Nowosad Boates Inc., Chartered Professional Accountants – Engagement Letter and Audit Planning Report

b) Kevena Hall, Executive Director, Child Care Capital, Community and ECE Registry Services – Update: Changes to the Childcare BC New Spaces Fund

c) Mayor Rob Vagramov, City of Port Moody – Universal Public National Pharmacare Program, request for support.

d) Wounded Warrior Run BC 2020 – invitation to Sayward Legion February 24th, and request for support.

e) Chief Nicole Rempel, K'omoks First Nation – Press Release regarding protest/blockade on Inland Island Highway Feb 10th, 2020.

f) Island Health - Dr. Charmaine Enns, Medical Health Officer for the North Island – Coronavirus update

8. Council Reports

9. Reports of Committees - Committee of the Whole meeting February 11, 2020

a) 2020 Salaries & Wages

Recommended Resolution:

THAT Council endorse recommendation IC20/16 made by the Committee of the Whole, and;

THAT Council approve the 2020 Salaries & Wages as presented in version 3 of the Financial Plan.

10. Mayor's Report - verbal

11. Unfinished Business

12. Staff Reports

a) **Staff Report: Public Works January 2020** **{pg 60}**

Recommended Resolution:
THAT Council receive the Public Works January 2020 report for information and discussion.

b) **Staff Report: Recreation Centre January 2020** **{pg 62}**

Recommended Resolution:
THAT Council receive the Recreation Centre January 2020 report for information and discussion.

c) **Staff Report: Fire Department January 2020** **{pg 65}**

Recommended Resolution:
THAT Council receive the Fire Department January 2020 report for information and discussion.

d) **Staff Report: Admin Office January 2020** **{pg 67}**

Recommended Resolution:
THAT Council receive the Admin Office January 2020 report for information and discussion.

e) **Staff Report: Website Project** **{pg 68}**

Recommended Resolution:
THAT Council receive the Website Project report for information and discussion.

f) **Staff Report: RCMP Lease** **{pg 70}**

THAT Council receive the RCMP Lease report for information and discussion, and;

THAT Council authorizes the Mayor & Corporate Officer to sign the Renewal Lease Agreement with the RCMP.

g) **Staff Report: Recreation Survey** {pg 73}

THAT Council receive the Recreation Survey report for information and discussion, and;

FURTHER, THAT Council authorizes Staff to open the survey for the period March 1, 2020 to April 30, 2020, and;

FINALLY, THAT Staff be directed to advertise the survey on the Village website, social media and in the Sayward News.

h) **Staff Report: Request for information from Cllr Ives** {pg 79}

THAT Council receive the Request for information from Councillor Ives report from the CAO/CFO, and;

FURTHER, THAT Council provide direction to Staff on the handling of Councillor information requests, and;

FINALLY, THAT Council provide direction to Staff on the handling of the request from Councillor Ives for information.

13. Bylaws

14. New Business

a) **K'omoks First Nation - Community to Community Event Invitation**

Recommended Resolution:

THAT Council receive the Community to Community Event invitation for information and discussion.

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)(i), 90 (1)(c) and 90 (2)(a) of the *Community Charter* to discuss labour relations or other employee relations, the receipt of advice that is subject to solicitor-client privilege, and a request under the *Freedom of Information and Protection of Privacy Act*.

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for February 18, 2020 be adjourned.

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 4, 2020
COUNCIL CHAMBERS

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Wes Cragg
Councillor Norm Kirschner

In Attendance: Lisa Clark, CAO/CFO
Mavis Alkenbrack, DAO/DFO

Regrets: Councillor Bill Ives

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input

Debbie Coates	Asked Cllr Cragg who is paying for the 3D design for the daycare project.	Cllr Cragg indicated that the 3D design is free.

3. Introduction of Late Items

4. Approval of Agenda

MOTION R20/26
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for February 4, 2020 be approved.

CARRIED

5. Minutes of Previous Meetings

MOTION R20/27
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 21, 2020 be adopted as amended.

THAT the minutes from the Committee of the Whole meeting held on January 28, 2020 be adopted.

CARRIED

6. Petitions and Delegations

7. **Correspondence**

MOTION R20/28
MOVED AND SECONDED

THAT the following correspondence be received:

a) WFP – Coastal BC Old Growth Forests
b) Marilyn Hutchinson, Greig Seafood – donations and sponsorships 2020 and forward
c) Island Health, Dr. Charmaine Enns, Medical Health Officer for the North Island – Coronavirus.
d) RCMP – Coastal Gaslink Pipeline Injunction Order Enforcement

CARRIED

Direction to Staff: Staff directed to post Coronavirus information on the Village website.

MOTION R20/29
MOVED AND SECONDED

THAT Western Forest Products be invited to speak to Council at a future meeting.

Opposed: Norm Kirschner **CARRIED**

8. **Council Reports – None**
9. **Reports of Committees – None**
10. **Mayor's Report – None**
11. **Unfinished Business – None**
12. **Staff Reports**

a) **Staff Report: Projects Update – January 2020**

MOTION R20/30
MOVED AND SECONDED

THAT Council receive the Projects Update – January 2020 report for information and discussion.

CARRIED

b) **Staff Report: 2020 Sayward ESS Grant**

MOTION R20/31
MOVED AND SECONDED

THAT Council receive the 2020 Sayward ESS Grant report for information and discussion, and;

THAT the Village of Sayward supports the submission of an application to the Community Emergency Preparedness Grant ESS funding stream and will provide overall grant management if the application is approved.

CARRIED

c) **Staff Report: Off Road Vehicle Trail Fund – 2020 Grant**

MOTION R20/32
MOVED AND SECONDED

THAT Council receive the Off Road Vehicle Trail Fund – 2020 Grant report for information and discussion, and;

THAT Council does not apply for the Off Road Vehicle Trail Fund grant for 2020.

CARRIED

d) **Staff Report: Kelsey Centre Survey**

MOTION R20/33
MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre Needs Assessment Survey report for information and discussion.

CARRIED

13. Bylaws

a) **Village of Sayward Revenue Anticipation Bylaw No. 462, 2020**

MOTION R20/34
MOVED AND SECONDED

THAT Village of Sayward Revenue Anticipation Bylaw No. 462, 2020 be given fourth and final reading.

CARRIED

14. New Business

15. Public Question Period

Tracey Payne	Commented about the LIFE recreation program (Leisure Involvement for Everyone) and indicated it would be a good program to have at the Kelsey Centre as there are several residents who cannot afford the user fees.	The Mayor indicated that a developer wanting to create a subdivision is responsible for the costs of the additional needed infrastructure and the DCC's will cover the costs. A public meeting will be held, if and when a project of this nature is started in the Village.
Debbie Coates	Asked Council about the recreation survey and whether it would be going out to both Village and Valley residents.	The Mayor stated that the survey is intended for Village residents only, however the survey will be public, and anyone can participate.

16. In-Camera

MOTION R20/35
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) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

17. Adjournment

MOTION R20/36
MOVED AND SECONDED

THAT the Regular Meeting of Council for February 4, 2020 be adjourned.

CARRIED

The meeting was adjourned 7:56 PM.

____
Mayor

____
Corporate Officer

VILLAGE OF SAYWARD
MINUTES
COMMITTEE OF THE WHOLE
FEBRUARY 11, 2020
COUNCIL CHAMBERS

Present: Deputy Mayor Joyce Ellis
Councillor Norm Kirschner
Councillor Bill Ives
Councillor Wes Cragg

In Attendance: Lisa Clark, CAO/CFO
Mavis Alkenbrack, DAO/DFO

Regrets: Mayor John MacDonald

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C20/8
MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting for February 11, 2020 be approved.

CARRIED

4. Correspondence

MOTION C20/9
MOVED AND SECONDED

THAT the following correspondence be received.

a) Mike Coulter, Campbell River ATV Club – Single ORV route designation name request

CARRIED

5. Unfinished Business - None

6. Staff Reports

a) **Staff Report: Website Project**

MOTION C20/10
MOVED AND SECONDED

THAT the Committee of the Whole receives the Website Project report for information and discussion.

CARRIED

MOTION C20/11
MOVED AND SECONDED

THAT the Committee of the Whole recommends Council choose Option 1 as presented in the Staff Report.

Opposed Cllr Ives, Opposed Cllr Kirschner **DEFEATED**

MOTION C20/12
MOVED AND SECONDED

THAT the Committee of the Whole recommends the Website Project report be brought the regular meeting of Council on February 18th, 2020.

CARRIED

b) **Staff Report: Financial Plan 2020-2024**

MOTION C20/13
MOVED AND SECONDED

THAT the Committee of the Whole receives the Financial Plan 2020-2024 Version 3 report for information and discussion and;

THAT the Committee of the Whole recommends the final version be brought to the regular meeting of Council on March 17th, 2020.

CARRIED

Direction to Staff: Staff directed to inquire on possible grant funding for the gazebo ramp and handrails through the Rick Hanson Foundation.

7. **New Business – None**
8. **In Camera**

MOTION C20/14
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) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

9. **Rise & Report**

MOTION IC20/16
MOVED AND SECONDED

THAT the Committee of the Whole receives the Salaries & Wages 2020 report for information and discussion, and;

THAT the Committee of the Whole recommends Council approve the 2020 Salaries & Wages as presented in version 3 of the Financial Plan.

CARRIED

10. Adjournment

MOTION C20/15

MOVED AND SECONDED

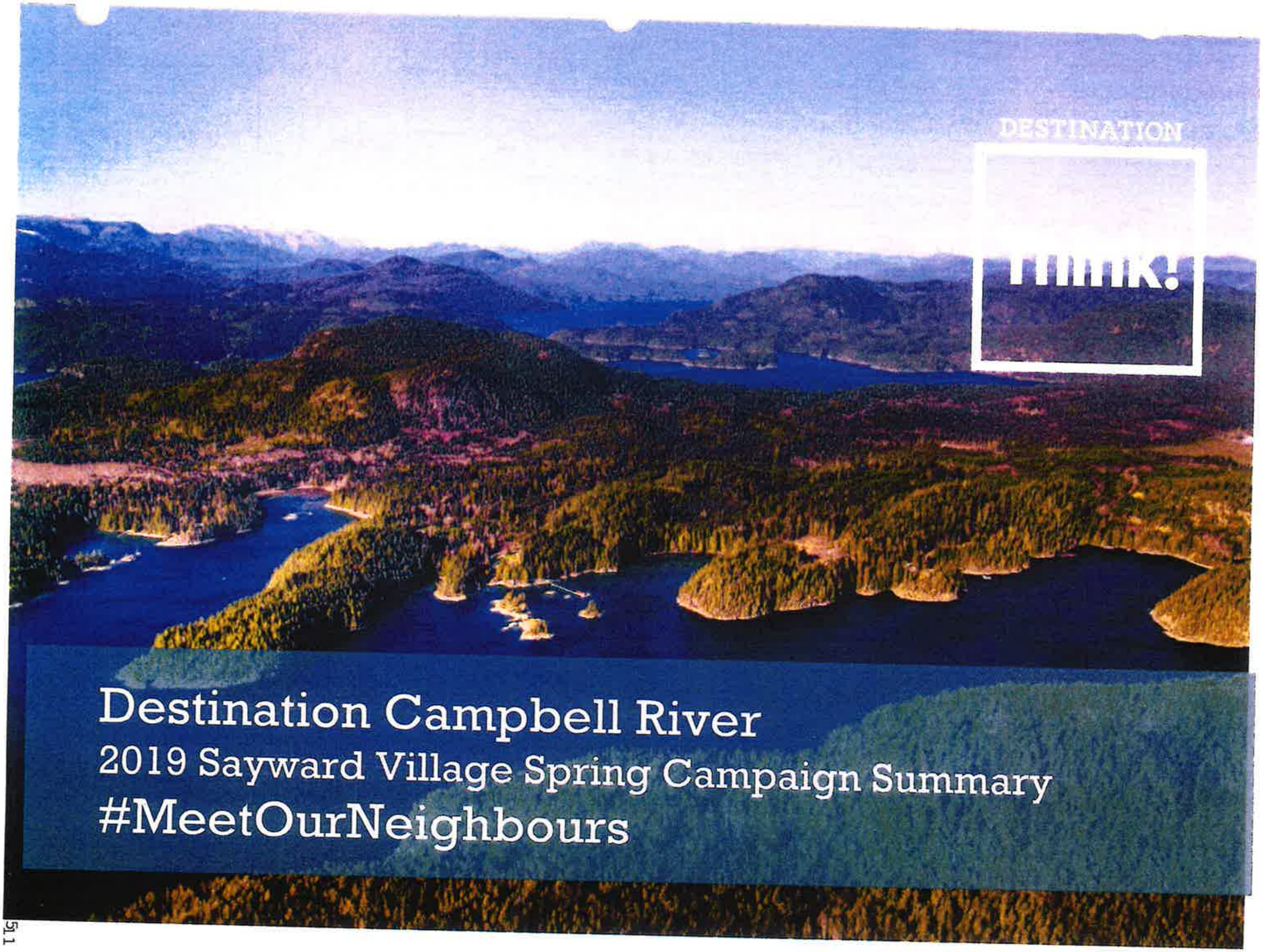
THAT the Committee of the Whole Meeting for February 11, 2020 be adjourned.

CARRIED

The meeting was adjourned at 7:48 PM.

Mayor

Corporate Officer


DESTINATION
Destination Campbell River
2019 Sayward Village Spring Campaign Summary
#MeetOurNeighbours

Executive Summary - Regional Overview

KPI	Total
Total ad clicks	28,324
Total impressions	7,282,751
Landing page click through rate	0.34%
Video views	44,590
Landing page visitors	18,023

Video
44,590 Video Views
29.02% Completed VTR

Facebook
8,927 Ad Clicks
0.53% CTR

Instagram
1,054 Ad Clicks
0.33% CTR

Native
12,001 Ad Clicks
0.23% CTR

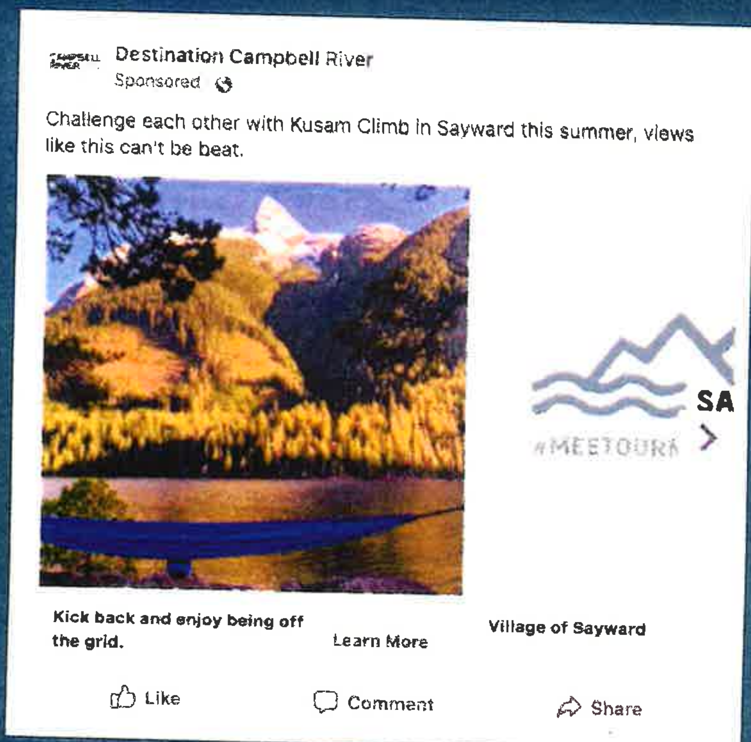
In total, **22,095 ad clicks** were generated, surpassing our goal of 12,848 ad clicks. **18,023 landing page visitors** were driven to the website.

We achieved **44,590 video views,** exceeding our goal of 10,000 video views.

We grew our YouTube channel to 102 subscribers which was above our goal of 100 subscribers.

Sayward - Spring Campaign

Channel and Audience	Flight dates	Ad Clicks	CTR	Impressions	Landing Page Visitors	Time on Site	Bounce Rate
Native - Couples	June 11 - 25	669	0.50%	133,464	663	4:09	92.60%
Facebook - Couples	June 12 - 18	199	0.62%	32,311	241	4:49	80.50%



Highlights

- 868 Ad clicks were generated and 165,775 impressions were attracted, beating the goal of 543 Ad clicks and 131,860 impressions.
- Native brought in more Ad clicks than Facebook at 669 vs 199, whereas Facebook had a higher CTR at .62%, slightly lower than the industry avg. of 0.9%.

Sayward - Always On

Blog Link	Pageviews	Unique Pageviews	Time on Blog	Bounce Rate
/2019/05/23/simply-sayward/	**1,157(3.45%)**	1,055(3.50%)	0:03:33	88.93%

SAYWARD

EXPLORING SAYWARD

SAYWARD

The friendly village of Sayward is cradled in the verdant Sayward Valley at the mouth of the Salmon River as it flows into picturesque [illegible]

Sayward welcomes visitors looking to catch a breath of clean, fresh air. The main road into the village meanders through the lush valley bottom, surrounded by a tranquil pastoral landscape which is met in dramatic fashion with the steep sides of the surrounding mountains, before it gives way to the open vistas of the coast, dominated by the Salmon River, Kelsey Bay and Mount H'Kusam.

Despite the village's small population base of 400 inhabitants, there is a lot to see and do. One of the most popular tourist attractions is the Cable Cookhouse, a steel-framed building wrapped with 8,200 feet (2,700 metres) of wire cable weighing 26 tons, located on the east side of the one-lane bridge on Sayward Road.

Highlights

Over 3 minutes spent on the blog is an excellent indicator the content was helpful and engaging

Learnings and Recommendations

- Budget was reallocated to the Girls Weekend audience from Native to Facebook because of its promising CTR. Instagram and Video Ads were paused 3 weeks in. After that optimization, we noticed that both Ad clicks and CTR increased week over week.
- Girls Weekend audience was the top performer for ad clicks at 8,824. However, Couples Weekend Audience yielded the highest CTR at 0.33% among all three audiences.
- Native contributed to the majority of Ad clicks and landing page visitors at 12,001 and 12,253 respectively, whereas Facebook achieved the highest CTR across all the channels at 0.53%. Therefore, we recommend orienting towards Native and Facebook as the primary channels for future campaigns focusing on Ad clicks.
- Demographically, elder age groups (45 - 64) had stronger performance than younger age groups (25 - 44) in terms of Ad clicks and CTR. Thus, we suggest optimizing towards elder demographics for future campaigns to further enhance Ad clicks and CTR.
- Content for couples and girls did exceptionally well. These are two audiences to continue to test and drive content towards.
- Continue testing targeted audiences for blog content. We saw the value in targeting based on the content and the audience that would resonate i.e. female vs. male.
- Sayward residents and businesses should continue to be encouraged to engage more on Social Media channels to grow awareness and feature businesses and services.
- #MeetOurNeighbours hashtag now being used by a community in Australia - we will monitor and evaluate if we need to add another tag in 2020/21


ANK YOU
ea Moreton
unt Lead
nation Marketing
nation Think!
a@destinationthink.com
Aman Grewal
Marketing Project Coordinator
Destination Marketing
Destination Think!
aman@destinationthink.com
DESTINATION
Think!

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

February 5, 2020

Ms. Lisa Clark
The Corporation of the Village of Sayward
PO Box 29
Sayward, BC
V0P 1R0

Dear Ms. Clark:

The Objective and Scope of the Audit

You have requested that we audit the financial statements of The Corporation of the Village of Sayward, which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The terms of this engagement will continue forward into future periods unless amended in writing by either party.

The objectives of our audits is 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 auditors' report that includes our opinion. 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 users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. 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:

a. 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.

b. 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 entity's internal control.

   However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

d. 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 entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, We are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.

e. 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.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

a. For the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards ("PSAS").

b. For the design and implementation of 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.

c. To provide us with timely:

   i. Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);

   ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non compliance with legislative or regulatory requirements;

   iii. Additional information that we may request from management for the purpose of the audit; and

   iv. Unrestricted access to persons within The Corporation of the Village of Sayward from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management and, where appropriate, those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.

b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the form contained in Appendix A to this letter.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of The Corporation of the Village of Sayward unless:

a. We have been specifically authorized with prior consent;

b. We have been ordered or expressly required by law or by the provincial Code of Professional Conduct/Code of Ethics; or

c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and

b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of The Corporation of the Village of Sayward and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than The Corporation of the Village of Sayward.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond The Corporation of the Village of Sayward) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditors' Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditors' report, we will request that management provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditors' report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the provincial Code of Professional Conduct/Code of Ethics, prepare your federal and provincial income tax returns as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of GST/HST/PST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports.

Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of name. The Province of name will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Indemnity

The Corporation of the Village of Sayward hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

a. The breach by The Corporation of the Village of Sayward, or its Council, agents or employees, of any of the covenants or obligations of The Corporation of the Village of Sayward herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.

b. A misrepresentation by a member of your management or board of directors.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in the audit planning report within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by The Corporation of the Village of Sayward of its obligations.

Fees

Our professional fees for the year ending December 31, 2019 will be $14,400. Our fees for the year ending December 31, 2020 would increase by a 3% inflationary amount to $14,850.

These fees are inclusive of all travel and travel related costs as well as attendance at your Council meeting if it required or requested. The above quoted fees are also inclusive of completing the audit of the Village's LGDE submission as required.

Our quoted fees above are considerd to be a fixed fee. We do not charge an administrative charge or fee.

Fees for any additional services beyond those noted above will be established separately.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2% per month or what amounts to 24% per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, The Corporation of the Village of Sayward shall be responsible for all time and expenses incurred up to the termination date. This includes all costs in terminating any agreement with any specialist or other third party retained by us in connection with this Engagement.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditors' report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to The Corporation of the Village of Sayward.

Yours truly,

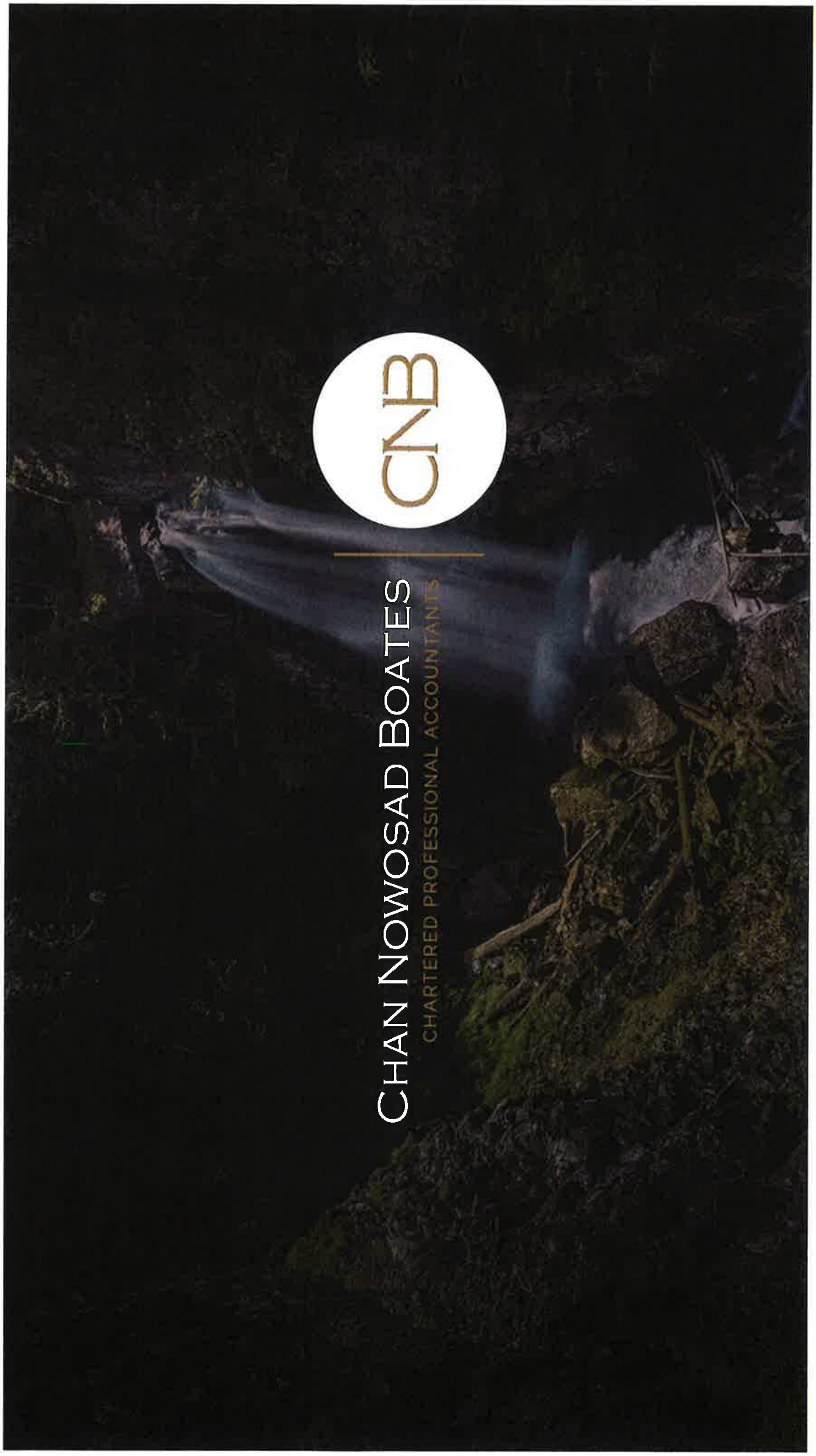
CHAN NOWOSAD BOATES INC.

Derek Lamb, CPA, CA

Acknowledged and agreed on behalf of The Corporation of the Village of Sayward by:

Ms. Lisa Clark
CAO

February 5, 2020
Date


CNB
CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

Village of Sayward

Audit Planning Report

For the year ending December 31, 2019

February 5, 2020
Chan Nowosad Boates Inc., Chartered Professional Accountants

Dear Mayor and Council,

In developing our audit plan, we have taken into consideration the issues and related financial reporting risks facing the Village of Sayward and have designed our audit to focus on those areas of risk.

As Mayor and Council, you continue to have a significant role to play in the oversight of the Village as well as the audit and we welcome any and all observations you may have regarding the decisions reflected in this audit plan.

Issues to focus on during the current year

In addition to staying on top of Public Accounting Standards (PSAS), which will refer throughout this report as the reporting framework, and Canadian Audit Standards (CAS), and the continuing operational and financial reporting requirements for the Village, we urge you to stay focused on what continues to be the top priority for those charged with oversight: financial reporting, internal control risk and assessment of risk.

Please consider whether the financial statements and disclosures are reflecting the results and operations for the year, and whether disclosures can be improved to better address resident expectations and use.

We encourage you to ask us questions with respect to recent and upcoming PSAS updates, as well as review in detail with management our audit report prior to its release.

Audit Quality

Audit quality is receiving an increased level of scrutiny, not just here in British Columbia, but throughout Canada. More and more is expected of audits, with that pressure and responsibility being placed both on the auditors and those charged with governance.

Audit Quality (continued)

We want to ensure you that audit quality is our primary concern and focus. Our audit staff assigned to the Village's audit is experienced in audits of organizations such as your own, as well as with PSAS. We have unmatched understanding of the municipal landscape and challenges that municipalities face on northern Vancouver Island as we are presently the appointed auditors of the Villages of Alert Bay, Tahsis, Port Alice, and the Town of Port McNeill, the Regional District of Mount Waddington and the Oceans Falls Improvement District.

Assisting Mayor and Council

We understand the responsibility that comes with acting in a position of oversight and governance for a Village such as your own. That is why we think it is important to state that we are here to assist you throughout the year, not just during the audit. Should you have any questions or concerns, we welcome them and hope that you do not hesitate to contact us.

We sincerely hope this Audit Planning Report is of assistance to you, and we look forward to discussing it in detail and answering any questions you may have.

Yours very truly,

CHAN NOWOSAD BOATES INC.

Derek Lamb, CPA, CA
Partner
(250) 286-0744
derek@cnbcpa.ca

CONTENTS

Audit Plan

We have prepared this audit plan to inform you of the planned scope and timing of the audit for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit of the financial statements.

What has Changed

We have set out below a summary of changes that have been taken into consideration in planning the audit for the current period:

Your Organization

- The previous CAO left in May 2019 and was officially terminated in August 2019. The former CFO acted as interim CAO until they were promoted to the position of full time CAO in October of 2019.
- Two new bookkeeping/admin staff were brought on in the year, while the previous receptionist resigned.
- The transition to the new accounting software, MAIS, occurred as of January 1, 2019.
- Approximately $2.2M in government grants that were previously deferred or received in the year for the Water Treatment Plant project were recognized as revenue.
- The Water Treatment Plant and Working Waterfront Project were completed in the year, and the Newcastle Dam project is ongoing with expected completion in Summer 2020.

Accounting Standards

- Please see the Appendices for the changes or upcoming changes in Public Sector Accounting Standards.

Annual Inquiries to the Those Charged with Governance

Professional standards require that we ask you the following questions:

- Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged fraud or non-compliance of laws and regulations, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets?

  If so, have the instances been appropriately addressed, and how have they been addressed?

- Are you aware of any significant fraud risks within the Village?
- Is there effective oversite of programs and controls to prevent, detect and deter fraud, including oversight of the internal controls management has established to mitigate fraud risks?
- Are you aware of the organization entering into any significant unusual transactions?

We ask that you consider the above inquiries and provide us your feedback. Should you have any questions or concerns about the above inquires, please do not hesitate to contact us directly to discuss them in further detail. If no responses is provided, we will assume there are no concerns with respect to the above.

Scope of the Audit

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, financial performance, and cash flows of the Village in accordance with PSAS.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

Objectives of the Audit, Our Responsibilities, Management's Responsibilities

- The objectives of the audit, our responsibilities in carrying out our audit, and management's responsibilities, are set out in the engagement letter dated February 5, 2020.

Scope of the Audit (continued)

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and the effects of any uncorrected misstatements on the financial statements.
- For the current period financial statements, a preliminary materiality of $75,000 (2018 - $41,000) has been determined, which is approximately 2% of projected gross revenues for 2019.
- We will reassess materiality at year-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial, being less than $3,750 (2018 - $2,050).

Significant Audit Matters

As part of our audit planning, we identify significant financial reporting matters that, by their nature, require special audit consideration. By focusing on these risks, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

The significant financial reporting risk identified during our audit planning is listed below:

Journal Entry Testing
Risk of Management Override in Financial Reporting
Canadian Auditing Standards require an auditor to perform procedures to test the risk of management override in financial reporting and the risk of fraud associated with that override.
Summary of Planned Audit Approach
• Review, update, and test processes and controls around financial reporting and journal entries. • Test a sample of journal entries from a population identified to have a higher risk of error or risk of management override. • Use computer assisted audit techniques / programs to identify unusual journal entries or trends in journal entries.

Significant Audit Matters (Continued)

Revenue Recognition

Inherent Risk of Material Misstatement

- Presumed risk of fraud surrounding overstatement of revenue is rebutted due to the nature of revenue in that amounts can easily be substantiated based on funding agreements and number of properties.

Summary of Planned Audit Approach

- Obtain an understanding of the design and implementation of controls around revenue.
- Review all significant funding contracts and verify that approval from the funder has been obtained if the funds are deferred for subsequent fiscal periods, or that the control allows for deferral.
- Complete analytical procedures to determine the reasonability of revenue balances.

Significant Audit Matters (Continued)

The areas listed below do not necessarily represent a significant financial reporting risk; however, they are significant areas of the audit, requiring detailed audit procedures to be performed.

Operating Expenses and Capital Additions
Summary of Planned Audit Approach
• Review and update processes and controls around the approval, input and payment of operating expenses. • Perform substantive testing over operating expenses reported for the fiscal year ending December 31, 2019 and major capital additions.

Control Environment
Summary of Planned Audit Approach
• Update our understanding of the controls and processes implemented and evaluate their design and implementation of all identified controls.

Fees and Assumptions

The fiscal 2019 fee is $14,400 + GST as quoted in our engagement letter dated January 16, 2019. This fee is based on the assumptions described in the engagement letter. Other changes that occur within the Village from the date of this plan to our audit report dates have not been considered.

Performance Improvement Observations

During the course of our audit, we may become aware of opportunities for improvements in financial or operational processes or controls.

We will discuss any such opportunities with management and provide our recommendations for performance improvement. We will also include a synopsis of these issues and our recommendations in our Audit Findings Report to be delivered to you at the completion of the audit.

AUDIT TIMING

We have discussed the key audit deliverables with management and the expected dates indicated below have been agreed upon:

Key deliverables and expected dates	
Deliverables	**Expected dates**
Conduct on-site year-end audit field work	February 10 - 12, 2020
Provide draft financial statements to management	March 9, 2020
Review of draft financial statements by Mayor and Council at council meeting	March 17, 2020
Financial statements to be approved by Mayor and Council	March 17, 2020

ENGAGEMENT TEAM

We value our relationship with the Village. We have strived to provide continuity and quality within our core service team, reflecting our commitment to ensure that professionals with the right experience remain focussed on your business.

Engagement Lead Partner	**Derek Lamb, CPA, CA**
Engagement Partner Quality Control Reviewer	**Shelly Boates, CPA, CA**
Audit Manager	**Nicole Lansdowne, CPA**

APPENDICES

1) Draft Independent Auditors' Report
2) PSAS Updates and Developments

INDEPENDENT AUDITORS' REPORT

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

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, 2019, 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, 2019, 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 Auditors' 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.

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.

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

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.

Chartered Professional Accountants
Campbell River, BC

March 17, 2020

PS 3450 Financial Instruments

Effective Date: Accounting periods beginning on or after April 1, 2021.

Recognition - Recognition occurs when a government becomes a party to a financial instrument or non-financial derivative contract. A government should recognize a financial asset or a financial liability on its statement of financial position when, and only when, a government becomes a party to the contractual provisions of the instrument.

Measurement – Financial instruments should be measured at fair value, or amortized cost. A government may designate a contract to be a financial instrument carried at fair value if it contains one or more embedded derivatives unless

- the embedded derivative(s) do not significantly modify the cash flows that otherwise would be required by the contract, or
- separation of the embedded derivative(s) is prohibited

Impact to the Village: None for the current year as no financial derivatives are held.

PS 2601 Foreign Currency Translation

Effective Date: Accounting periods beginning on or after April 1, 2021.

Definition - A foreign currency transaction is a transaction that is denominated in or requires settlement in a foreign currency, including transactions arising when a government either:

- borrows or lends funds when the amounts payable or receivable are denominated in a foreign currency; or
- becomes a party to a contract involving foreign currencies.

Disclosure - A government should disclose the exchange gains and losses recognized in the statement of operations and the statement of remeasurement gains and losses.

Impact to the Village: None for the current year. Transactions are in Canadian currency.

PS 3041 Portfolio Investments

Effective Date: Accounting periods beginning on or after April 1, 2021, when PS 2601 and PS 3450 are adopted.

Recognition and Measurement – This new section revises and replaces PS 3030, *Temporary Investments*, and PS 3040, *Portfolio Investments*. Portfolio investments are investments that do not form part of the government reporting entity, and normally include debt or equity instruments. Primary features of this new standard are:

- There is no longer a distinct between temporary and portfolio investments, and requirements of PS 3450 conform.
- Investments previously accounted for in PS 3030, which includes non-cash equivalents, are now within the scope of this standard.

Impact to the Village: None for the current year as the Village does not hold any debt or equity instruments.

PS 1201 Financial Statement Presentation

Effective Date: Accounting periods beginning on or after April 1, 2021, when PS 2601 and PS 3450 are adopted.

Overview – This new section revises and replaces PS 1200, *Financial Statement Presentation*. The significant components of the new standard include:

- A new statement: the statement of remeasurement gains and losses, will be included to report remeasurement gains and losses.
- When a government includes the results of a government business enterprise and government business partnerships, other comprehensive income that arises will be reported in the statement of remeasurement gains and losses.
- Accumulated surplus or deficit is presented as the total of accumulated remeasurement gains and losses and the accumulated operating surplus or deficit.

Impact to the Village: None for the current year as the Village currently has no financial derivatives or portfolio investments.

PS 3280 Asset Retirement Obligations

Effective Date: Accounting periods beginning on or after April 1, 2021, with early adoption permitted.

Recognition and Measurement – An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset controlled by public sector entity. Asset retirement obligations associated with tangible capital assets include post-retirement operation, maintenance and monitoring costs. A liability for an asset retirement obligation would be recognized when:

- There is a legal obligation to incur retirement costs in relation to the tangible capital asset;
- The past transaction or event giving rise to the liability has occurred'
- It is expected that the future economic benefits will be given up; and
- A reasonable estimate of this amount can be made.

There will be a separate proposal to include landfill related asset retirement obligations. Section PS 3270, Solid Waste Landfill Closure and Post-closure Liability would be withdrawn and would result with the asset retirement obligations associated with landfills being recognized earlier than they are under the current guidance.

Impact to the Village: None for the current year as there has not been any significant tangible capital assets that require retirement.

PS 3400 Revenue

Effective Date: Accounting periods beginning on or after April 1, 2022, with early adoption permitted.

The intended outcome of this new handbook section is to provide guidance on:

- exchange transactions (where goods and services are provided as consideration).
- unilateral (non-exchange) transactions.

Definitions – Revenue is earned in exchange for the transfer of goods and services, such as the sale of a recycling bin or sale of a park pass, includes one or more performance obligations. For the Village, a performance obligation arises from an enforceable promise to transfer goods or services to a payor in return for promised consideration.

Transactions with no performance obligations arise when the Village's economic resources increase without a direct transfer of goods or services to a payor. There is no transfer as the Village is acting under its authority, such as when it issues a speeding ticket.

Royalties may be received to the Village for the use of intangible assets or the ability to access public resources. The Village has a performance obligation to provide access to a public resource in exchange for consideration. The ability to access a public resource, by a specific payor in return for promised consideration, is a transaction with performance obligations.

Recognition – the general criteria in PS 1000 – Financial Statement Concepts must be met. The Village will only recognize those future economic benefits as it expects to obtain. Revenue is expected when:

a) A transaction or event has occurred; and

b) The public sector entity expects to obtain future economic benefit.

For example, when a parking summons is unenforceable because the information collected is incomplete, revenue would not be recognized, as it is inherently uncollectible.

Performance Obligations – When a payor exchanges consideration for specific benefits in the form of enforceable promises made by the Village. The Village's mandate or mission, nor does social policies or programs such as health care, does not create performance obligations on its own because it does not establish an enforceable promise to a specific payor.

Performance Obligations as Liabilities – An unfulfilled performance obligation for the Village has all three essential characteristics of a liability. It is a present obligation of the Village arising from past transactions or events, and the settlement of which is expected in the future sacrifice of economic benefits.

When the Village receives consideration prior to the provision of goods or services, unearned revenues would be recorded provided the definition of a liability is met. The Village still must satisfy the performance obligations identified in the exchange transaction. Although the Village is in possession of the economic resources associated with those performance obligations, it has not fulfilled its obligations and, therefore, the revenue has not yet been earned.

Evaluating Distinct Goods or Services - The Village should evaluate the good or services it has promised to provide. It should identify which goods or service (or which bundles of goods or services) are distinct and should be accounted for separately.

Impact to the Village: None in the current year.

THANK YOU

Derek Lamb, CPA, CA

980 Alder Street
Campbell River, BC
V9W 2P9

201-1532 Cliffe Avenue
Courtenay, BC
V9N 2K4

www.cnbcpa.ca

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

CAO

Subject: FW: Update: Changes to the Childcare BC New Spaces Fund

From: "MCF ChildcareBC Engagement MCF:EX" <ChildcareBC.Engagement@gov.bc.ca>
Date: February 10, 2020 at 3:25:33 PM PST
Subject: Update: Changes to the Childcare BC New Spaces Fund

Dear Child Care Partner,

Due to the success of the Childcare BC New Spaces Fund, the Province is updating the funding guidelines and sharing best practices with applicants to better support projects in communities with an acute need for new child care spaces.

Beginning **February 10, 2020**, the New Spaces Fund will be accepting applications through two application windows. The first of these will begin on February 10 and end on May 11, 2020. All applications submitted prior to February 10, 2020 will be assessed under the previous funding guidelines. A second application window is scheduled to open in July 2020 and will close in November 2020.
Additional updates to the 2020/21 funding guidelines include:

- Priority for projects with a provincially funded cost per space of under $40,000
- An increased focus on linkage between the proposed project and the need within their community
- Reference to a community child care plan or needs assessment, such as those created through UBCM's Community Child Care Planning Grant program
- That any necessary professional, administrative and consulting services total no more than 15% of the total provincially-funded project cost

More detailed information about these changes can be found on the Childcare BC website at: www.gov.bc.ca/childcare/newspacesfund

In addition, Ministry staff will be hosting two information sessions by teleconference for organizations who want to know more about how these changes will impact current or future space creation projects and create quality, affordable child care for families across the province.

Dial-in information is provided below:

Session	Time	Dial In Number	Passcode
Friday, February 14	2:00 PM-3:00 PM PST	604-681-0260 (Vancouver) 1-877-353-9184 (Toll-free in B.C.)	80255#
Wednesday, February 19	3:00 PM-4:00 PM PST	604-681-0260 (Vancouver) 1-877-353-9184 (Toll-free in B.C.)	80256#

If you have additional questions, please contact the Capital Funding program at MCF.CCCF@gov.bc.ca or 1-888-338-6622 (option 5)

Kind Regards,

Kevena Hall

Executive Director, Child Care Capital, Community and ECE Registry Services

Acknowledging my privilege to serve our community on the traditional territory of the Lekwungen people, including the Songhees and Esquimalt First Nations

CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

To All BC Municipalities,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

> *Moved, seconded, and CARRIED*
> **WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;**
>
> **AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;**
>
> **AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;**
>
> **AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;**
>
> **AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over $8 billion per year, providing Canadian companies competitive advantages in international trade;**
>
> **AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;**
>
> **AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;**
>
> **AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;**
>
> **AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;**
>
> **THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a**

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;

AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.

Attached is the letter that the City of Port Moody sent to the Honourable Patty Hajdu, Minister of Health requesting the Federal Government to start working with the provinces and territories to develop and implement a Universal Public National Pharmacare Program.

We hope that you will join the City of Port Moody and write to the Minister of Health to support the creation of a National Pharmacare Program for all Canadians.

Thank you for your consideration.

Sincerely,

Mayor Rob Vagramov
City of Port Moody

Attachments:

1. Letter dated February 4, 2020 to the Minister of Health regarding National Pharmacare Program
2. Report dated December 17, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare

CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020
Email: hcminister.ministresc@canada.ca

Honourable Patty Hajdu, Minister of Health Canada
Address Locator 0900C2
Ottawa, Ontario K1A 0K9

To Honourable Patty Hajdu,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

> Moved, seconded, and CARRIED
> **WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;**
>
> **AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;**
>
> **AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;**
>
> **AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;**
>
> **AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over $8 billion per year, providing Canadian companies competitive advantages in international trade;**
>
> **AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;**
>
> **AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;**

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;

AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;

THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;

AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.

With the costs of housing, food, and livability increasing daily, having the expense of medications adds another burden to peoples financial means. This can mean hard choices between medications and other needs and/or improper use of medications, especially for folks working in precarious employment sectors.

A recent study found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

The Pharmacare Program has been an initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three federal parties. Health and wealth inequalities are growing across Canada and impact Port Moody residents, including a growing elder population; British Columbians may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study.

Port Moody City Council is calling on the Canadian Minister of Health, for the second time, to create a Universal Public National Pharmacare program.

Regards,

Mayor Rob Vagramov
City of Port Moody

CC: British Columbia Municipalities

Attachment 2

Report to Council
From the Office of Councillor Amy Lubik

Date:	December 17, 2019
Subject:	Supporting Universal National Pharmacare

Purpose
To ask that the City of Port Moody Write to the Federal Government in support of the implementation of a national pharmacare strategy as a priority following the 2019 election.

Recommendation
WHEREAS, The City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged and economically vibrant community; and

WHEREAS, The over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them; and WHEREAS, Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program; and

WHEREAS, The risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working and seasonal workers; and

WHEREAS, The studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over $8 billion per year, providing Canadian companies competitive advantages in international trade; and WHEREAS, The recent research confirms that these gains can be achieved with little or no increase in public investment; and

WHEREAS, Municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program; and

WHEREAS, A national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors; and

WHEREAS, A National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic

studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace and lower costs for municipal government on taxpayers; therefore be it

BE IT RESOLVED, That the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election.

AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.

Background

In 2017, the City of Port Moody wrote to the federal government to support the development of a Nation Pharmacare program (**attachment 1**); this has been initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three major parties. Growing health and wealth inequalities impact Port Moody residents, including a growing elder population; BC residents may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study https://www.myprincegeorgenow.com/68282/bc-residents-struggling-afford-prescription-drugs/. Studies have shown that 88% of Canadians support universal medicare as a component of our universal health care system, as was summarized in a brief to the house of commons https://www.ourcommons.ca/Content/Committee/421/HESA/Brief/BR8352162/br-external/AngusReidInstitute-e.pdf.

As Port Moody moves into budget season, it makes sense to push for policies from other sphere of government that will take pressure off of our residents, and indeed off of our corporate coffers, as studies from the Columbia Institute and Canadian Doctors for Medicare have calculated that local governments across Canada would save millions if such a system was in place, which is why it has been endorsed by the Surrey Board of Trade and the BC Chamber of Commerce.

Now is an opportune time for local governments to remind the federal government that a national pharmacare strategy needs to be a priority.

Discussion

Writings from the Canadian Labour Congress demonstrate why national universal pharmacare would benefit our residents, our city as a corporation, and small businesses:

Finally, some good news for **the millions of Canadians** who have to choose between paying for groceries or their prescription medications.

Canada's Advisory Council on the Implementation of National Pharmacare has laid out a clear path for public, single-payer, universal pharmacare in its **final report**.

"The time for universal, single-payer, public pharmacare has come," writes Dr. Eric Hoskins, the Council's chair. "This is our generation's national project: better access to the medicines we need, improved health outcomes and a fairer and more sustainable prescription medicine system."

This is the unfinished business of medicare, as envisioned by the late Tommy Douglas. As Saskatchewan's seventh premier, Mr. Douglas pioneered North America's first universal, single-payer health care system. It would become a cornerstone of Canada's social safety net and a key pillar of our nation.

We know that a fair society must be one in which every person has the opportunity to succeed and to thrive… we believe that universal, public pharmacare is a necessary step towards greater fairness.

As **numerous studies** have shown, millions of Canadians are struggling to afford to pay for their prescription medications. One study found that nearly a million Canadians sacrificed basic needs such as food, and close to a quarter of a million people gave up heating their homes. This lack of affordability is hurting not only people's health and well-being, but the **economic strength of our communities**.

The new report demonstrates that every family will save, on average, $350 per year on medications. It also points out that the average business owner will save about $750 per employee. That will open up capacity for businesses to increase wages, or expand other types of coverage, including for dental and vision care. It also supports small businesses that find it difficult to compete for workers when they can't afford to offer drug coverage.

There will be an upfront cost, specifically at the outset, but as time goes on, the money our provincial health care systems will save will be significant. A **recent study** found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

Other Option(s)

THAT the report dated November 12, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare be received for information.

Financial Implications

There are no financial implications related to this report.

Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives required by the recommendations in this report.

Attachment(s)

1. Delegation Application regarding Pharmacare from May 15, 2018 City of Port Moody Committee of the Whole Meeting

Wounded Warrior Run BC
15 – 1500 Glentana Rd
Victoria, BC V9A 7A1

10 February 2020

Village of Sayward
652-A H'Kusam Way
Sayward, BC V0P 1R0

RE: Wounded Warrior Run BC – February 23rd to March 1st, 2020

Dear Mayor MacDonald & Council,

Wounded Warriors Canada is on a mission to honour Canada's ill and injured Canadian Armed Forces, Veterans, First Responders and their families. To accomplish this mission, Wounded Warriors Canada provides innovative, life changing programs that enable the organization to carry out the guiding ethos: Honour the Fallen, Help the Living.

The main run event is held from February 23rd to March 1st, 2020 starting in Port Hardy and ending in Victoria. This year we will be at the Sayward Legion Br #147 at 5:15pm on Monday, February 24th and would like to invite Mayor MacDonald and council to join us. In addition, this year we are running to the school to do a lap with the kids prior to heading over the Legion.

The run event last year raised an incredible $125,000 toward the core eight programs offered by Wounded Warriors Canada (WWC). The innovative and wide-ranging programming is changing the lives of ill and injured Veterans, First Responders and their families. These programs are fully funded and accessible to our service members right here on Vancouver Island, including the Trauma Resiliency Program (TRP), Couples Overcoming PTSD Everyday (COPE) and Before Operational Stress (BOS). This year, WWC also added the Warrior Kids Program; providing the opportunities and tools for success for youth to have the ability to overcome adversity.

Our team has set the ambitious goal of raising $250,000 toward the programs offered to our Veterans, First Responders and their families on Vancouver Island. In addition to raising funds, we are eager and excited to raise awareness for the WWC core programs as we visit each community during the February events. We have increased time in each location to provide more education and reach more people. Thank you for the support your communities have already shown the Wounded Warrior Run BC and for the continued support into 2020. Please consider a minimum $2,000 donation.

Much respect,

Jacqueline Zweng
Director Wounded Warrior Run BC
250-661-4333 / jacqueline@woundedwarriors.ca

K'ómoks First Nation
3330 Comox Rd., Courtenay BC, V9N 3P8 P: 250.339.4545 F: 250.339.7053 E: Reception@komoks.ca

PRESS RELEASE

February 11th, 2020

K'omoks First Nation Statement Regarding Protest/Blockade on the Inland Island Highway

The K'omoks First Nation would like to publicly state that the protest/blockade on the Inland Island Highway on February 10th, 2020 was not a K'omoks First Nation event. K'omoks First Nation was never contacted or advised of this event, and we are disappointed that our name was unknowingly used. This event was organized by non-indigenous Comox Valley residents who aren't connected to our territory in the same way as K'omoks, and in no way represent K'omoks or our values. It is saddening to see the racist comments in social media aimed at our community when K'omoks was not involved.

Repectfully,

Chief Nicole Rempel

CAO

From: Stigter, Jennifer <Jennifer.Stigter@viha.ca>
Sent: February 13, 2020 1:34 PM
To: Stigter, Jennifer
Subject: MHO update to external partners re: COVID-19

Emailing to: Municipal and Regional District CAOs, Regional District Emergency Coordinators, School Superintendents, Independent Schools, Post Secondary Institutions and First Nations Health Authority Community Engagement Coordinators & Health Leads

Please see message below from Dr. Charmaine Enns, Medical Health Officer for the North Island.

Kind regards,

Jennifer Stigter
NI/CI Administrative Coordinator & Assistant to:
Dr. Charmaine Enns - Medical Health Officer NI
355 11th Street | Courtenay BC V9N 1S4
250.331.8591 | Fax: 250.331.8513 | Jennifer.Stigter@viha.ca

island health C•A•R•E

Coronavirus (CoViD-19)
Medical Health Officer Update

February 12, 2020

I am writing to provide updated information on the novel coronavirus (now named CoViD-19).

The highest number of infections continue to be reported from Hubei Province, China. There have been a small number of cases of CoViD-19 in BC, which are being very closely managed. The risk to British Columbians remains low.

Our knowledge of this virus continues to grow and we are using new information to adjust our public health recommendations. We are now aware of early evidence that this virus can cause a range of mild to severe symptoms, and it is possible that people will not recognize symptoms that are mild.

Current recommendations are:

- People returning from **Hubei Province, China** stay home for 14 days after they leave Hubei.
- People who have been in other parts of China (outside Hubei Province) are not restricted from any activities, but should monitor themselves daily for symptoms like fever or cough for 14 days after leaving the country.
- People arriving in Canada from other locations, including other parts of Asia, have no restrictions.
- Public health will directly provide recommendations to contacts of persons with CoViD-19

General information

- Island Health, the BC Centre for Disease Control and provincial and federal authorities are closely monitoring the novel coronavirus from China.
- The risk of spread of this virus within British Columbia remains low at this time.
- Precautions are being taken to prevent the spread of infection.
- Travelers arriving in Canada from affected areas are being assessed at their point of entry.
- Island Health and BC are prepared to quickly and accurately detect and respond to serious infectious diseases.

Prevention

- It is not necessary for the general public to take special precautions beyond the usual measures recommended to prevent other common respiratory viruses: regular handwashing, coughing or sneezing into your elbow sleeve, and if one is ill stay home.

Discrimination

- We all play a role in dispelling rumours that may lead to inappropriate discrimination against people. Only people who are experiencing symptoms may transmit an illness, it is not related to race or ethnicity. It is important to check trusted sources for information on coronavirus.

Face masks

- Face masks are beneficial for people experiencing symptoms of respiratory illness, such as a cough, and help reduce the spread of disease. If someone chooses to use a face mask, it doesn't mean they are sick and it isn't a safety issue. Masks are not routinely recommended for people who are well.

More information

- BC Centre for Disease Control website: http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus
- National coronavirus information line: 1-833-784-4397
- Canadian travel recommendations http://www.travel.gc.ca/
- International information from WHO: https://www.who.int/emergencies/diseases/novel-coronavirus-2019

Additional messages for education institutions with international students

- There is no need to restrict any activities for any students who are well, or to cancel any mass school events or field trips to public spaces or events.
- School trips to China are not recommended at this time.

Additional messages for community groups and others

- There is no need to restrict any group activities or to cancel any group events or field trips to public spaces or events.

STAFF REPORT

For:	Lisa Clark, CAO/CFO, Mayor & Council
Prepared by:	Tony Leggat, Public Works Foreman
Subject:	Public Works Report January 2020
Meeting date:	February 18, 2020

This report summarizes the various activities of the Public Works department for January 2020.

Water

- Public Works spent considerable time at the Water Treatment Plant, ensuring all systems are working as necessary. Several calls were made to AWC to troubleshoot minor issues.
- Water samples collected and sent to Island Health as required.
- Ordered sample kits for water operating permit conditions
- Filled chemical barrels at Water Treatment Plant and performed regular maintenance on equipment.

Sewer

- Regular routine maintenance of sewer lift stations and lagoon.
- Replaced small components of the lift station on Kelsey Lane.
- Annual sewer report completed for submission to Province.
- Monthly cleaning of sewer lagoon aerator.

Parks

- Met with electrician to re: solar light completion.
- Trimmed branches in several locations.

Roads

- Multiple hours of snow plowing, sanding and salting on Village roads during the month of January.

Recreation Centre

- Changed injectors for Kelsey Centre pool and filled chlorine vats.
- Worked on small projects at Kelsey Centre (storage room) and continued work on hot tub.
- Cleared ice from drains on Kelsey Centre roof.

Other

- Completed several small maintenance jobs @ Firehall #1, RCMP building, and the Kelsey Centre.
- Transported new Council Chamber chairs from library to Village office.
- Cleaned and emptied all garbage cans around the Village and campground.
- Travelled to Campbell River to pick up supplies and materials for various municipal departments on Jan 14th and Jan 20th.
- Cleaned up recycling area.

- Meeting with Emergency Program Coordinator, CAO, and other Emergency personnel for quarterly meeting.
- Discussed dump truck failure with CAO, provided information for Council report. Contacted dealers for replacement truck options.
- Met with the CAO/CFO several times to discuss various other issues.
- Dealt with gravel issues at headwall and crash racks on MacMillan Dr.

STAFF REPORT

For:	Lisa Clark, CAO/CFO, Mayor & Council
Prepared by:	Darlene Zapp, Recreation Manager
Subject:	Recreation Centre Report January 2020
Meeting date:	February 18, 2020

This report summarizes the various activities of the Recreation Centre for January 2020.

- Closed January 1st, 2020.

Special Events:

- Music Fest January 12 & 19 Canceled
- Circus Training: January 26, 2020
- Sayward Community Kitchen luncheon: January 9 & 23
- Community Dinner: January 19

Age Friendly Van: By Donation

- Community Dinner January 19, 2020
- Senior Luncheon January 23, 2020.
- Seniors Shopping to Campbell River, January 8th & 31st.

Stats for January:

Recreation/Pool: No Hot Tub

- Village/Town: 119
- Valley: 111
- Other: 0

NEW Drop-in children: Total 52

- Village/Town: 34
- Valley: 18

Total:

- Village/Town: 153
- Valley: 129
- Other: 0

Phone Calls: 50 approximately

People Drop-in Q&A: 62 approximately

ATM: 23 approximately

Public Works: 35 approximately

Meetings:

- Meetings Every Monday Morning Village
- Recreation Staff/Safety meetings every First Tuesday Evening of the month. 2 hours each staff (4hours LG 10hours FD) 2 Lifeguards, 5 Front Desk

Multipurpose Room:

- January 8, 2020: Nuka De Jocas Committee/by phone
- January 20, 2020: Emergency Program

New Schedule: Attached

Special Events Coming in February 2020:

- Monday's, Wednesday's and Friday's DVD lead exercise class Children Friendly $5
- Folk Music Fest :Feb. 9 & 23
- Karate: Feb. 9 & 23
- Nutrition Workshop: Feb. 15 and 16
- Movie: Feb. 16
- Luncheon: Feb. 13 & 27
- Sleep Over: Feb. 21
- Standard First Aid: Feb. 24 &25
- Van Shopping to Campbell River: Feb. 12 & 26

KELSEY RECREATION CENTRE
2020 SCHEDULE

	SUNDAY	MONDAY	WEDNESDAY	FRIDAY
9:00 9:30 10:00 10:30 11:00 11:30 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 6:00 6:30 7:00 7:30 8.00	TOONIE SWIM PARENT & TOT 11:30-12:30 ADULT SWIM 12:30-1:30 PUBLIC SWIM 1:30-3:30PM	WEIGHT ROOM 1:00PM-8:00 PM NEW 1:00 – 2:00 DVD-LEAD WORK OUT MOM & TOT FRIENDLY NEW TIME: ADULT SWIM 1:00-3:00 CHILDREN'S DROP-IN 2:30-4:30 (POOL AVAILABLE 3-4:30) PARENT & TOT SWIM NEW TIME: 5:00-6:00 PUBLIC SWIM 6:00-8:00 GYM 4:30-6:00 OPEN 6:00-8:00 HOCKEY NITE IN SAYWARD (FLOOR)	WEIGHT ROOM 1:00PM-8:00 PM NEW 1:00 – 2:00 DVD-LEAD WORK OUT MOM & TOT FRIENDLY NEW TIME: ADULT SWIM 1:00-3:00 CHILDREN'S DROP-IN 2:30-4:30 (POOL AVAILABLE 3-4:30) PARENT & TOT SWIM NEW TIME: 5:00-6:00 PUBLIC SWIM 6:00-8:00 GYM 4:30-6:00 OPEN 6:00-8:00 BASKET BALL	WEIGHT ROOM 1:00PM-8:00 PM NEW 1:00 – 2:00 DVD-LEAD WORK OUT MOM & TOT FRIENDLY NEW TIME: ADULT SWIM 1:00-3:00 CHILDREN'S DROP-IN 2:30-4:30 (POOL AVAILABLE 3-4:30) PARENT & TOT SWIM NEW TIME: 5:00-6:00 PUBLIC SWIM 6:00-8:00 GYM 4:30-6:00 OPEN 6:00-8:00 ROLLER BLADES OR ROLLING SKATE (BRING YOUR OWN SKATES) WAIVERS ARE MANITORY

	SINGLE	10-PACK	MONTHLY
CHILD/YOUTH	3.00	27.00	36.00
ADULT	5.00	45.00	60.00
SENIOR	4.00	36.00	48.00
FAMILY (Immediate)	15.00	135.00	180.00

REMINDER: All children less than 7 years of age must be accompanied by a responsible person 16 years or older in the POOL within arms reach at ALL TIMES. Maximum of 2 or 3 children. (Discretion of Life Guard) No exceptions.

NEW: Mom & Tot Friendly DVD Lead Work Out. Monday, Wednesday & Friday 1:00 – 2:00

REMINDER: The Kelsey Centre will be closed for all Statutory Holidays.

The facility schedule is subject to change. For daily schedule please call 250-282-5500

NO AFTERSCHOOL PROGRAM: THE AFTERSCHOOL PROGRAM IS CANCELED UNTIL FURTHER NOTICE

STAFF REPORT

For:	Lisa Clark, CAO/CFO, Mayor & Council
Prepared by:	Paul Hibbert, Deputy Fire Chief
Subject:	Fire Department Report January 2020
Meeting date:	February 18, 2020

This report summarizes the various activities of the Fire Department for January 2020.

Report starts on next page.

Active Members: 13

Monthly Operations:

SCBA Checks: One sets of batteries replaced — No defects reported.

Equipment Checks: No problems or defects reported.

Vehicle Inspections: No problems or defects reported.

Training:

Week 1: No Meeting - Christmas/New Year break

Week 2: 5 Members and 3 Officers attended. Topic: Equipment Checks

Week 3: 5 Members and 3 Officers attended. Topic: SCBA

Week 4: 4 Members and 3 Officers attended. Topic: Radio Procedures/Communications

Week 5 6 Members and 2 Officers attended. Topic: First Responder CPR/AED

Calls This Month:

Fire: 0

Medical: 1 (Locations: Village: 1, Valley: 0)

MVI: 2

Duty Officer: 0

Rescue: 0

Maintenance:

Fire Hall #1. None Required

Fire Hall #2. None Required

Office:

None other than training preparation

Contacts/Emails/Phone Calls etc.:

None

Notes:

The Fire Dept. will be making plans and arrangements for our 50th Anniversary celebration to be held sometime in September 2020.

STAFF REPORT

For: Lisa Clark, CAO/CFO, Mayor & Council
Prepared by: Mavis Alkenbrack, Deputy Finance/Admin Officer
Subject: Admin Office Report January 2020
Meeting date: February 18, 2020

This report summarizes the various activities of the Admin Office for January 2020.

- 86 walk ins, counter service, 94 phone calls, 4 tax certificates (9 days missed on tally sheet due to year-end preparations).
- A/R and A/P daily processing, prepared 15 customer invoices, issued 22 electronic payments, and 53 cheques.
- Prepared and printed 365 copies of the February Sayward News.
- December year-end reconciliations, preparation for audit.
- Packed up 2019 files (Payroll, A/P, A/R, bank deposits, bank reconciliations, JV's, and PO's) and created new files for 2020.
- Processed 55 cash receipts, prepared 3 bank deposits.
- Processed 2 Payrolls, submitted CRA source deductions, MPP and Manulife benefits.
- Processed two ROE's and added one new employee
- Completed GST Return for Oct – Dec 2019, and WorkSafeBC return for Oct – Dec 2019.
- Reconciled December 2019 bank statement.
- Photocopied agenda packages and meeting minutes for 4 Council meetings, posted on website and public notices on notice boards and Facebook
- Maintained office supplies and ordered when necessary. Ordered business cards and stamps.
- Submitted annual MPP payroll report.
- Updated Payroll system (MaisPay) with 2020 tax tables, updated MPP & WorkSafeBC rates, and downloaded and installed Payroll system updates.
- Pulled all invoices for all projects for 2019 for audit purposes.

STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Website Project
Meeting date: February 18, 2020

BACKGROUND

In August 2019 Council met with both Sayward Futures Society (SFS) and the Tourism Committee at a Committee of the Whole meeting. As part of the agenda, discussions were held regarding a collaborative effort on a website project for all 3 groups. At the meeting Staff indicated the Village was in receipt of a $10,000 planning grant from BC Rural Dividends (BCRD), which could potentially be used towards this initiative, upon approval from BCRD. A detailed budget for the project was not discussed, however a staff report indicated that as the full extent of work on the SFS and Tourism websites was unknown at that time, additional funding (for the SFS and Tourism website component) may be needed.

DISCUSSION

In August Staff contacted Vancouver Island Designs (VID) and they provided a possible project outline as follows:

- Included development work to test out all links within the websites.
- Three meetings to identify issues, propose improvements, develop a plan and review the results. Complete programming to implement the plan.
- Provide training to support staff (VOS and SFS) in making changes to the website content.

The total cost of the proposal provided by VID was just under $10,000. Staff reviewed the proposal in November, and it was determined that the proposal from VID did not include a new Tourism website, only updates to both the Village and SFS websites. Staff obtained a second informal quote from The Update Company (on recommendation from the SRD) which includes the additional scope. It is anticipated that the cost for the entire project will be $15,000.

Council is asked to provide Staff with direction on this project going forward. Staff have provided a few options, there may be others.

Option 1:

Continue to work with SFS and the Tourism Committee on this project as a group, with the aim of creating a new Tourism website, updating both the SFS and Village websites, and linking all 3 sites together. Additional funding of $5,000 would be needed if this option is chosen. As presented to Council in a prior meeting this cost could be split three ways by the 3 organizations, however official confirmation of this is needed from all groups.

Option 2:
Update a.) only the Village and SFS websites or b.) only the Village website and cap the project at $10,000 - the total amount of funds received from BCRD.

Option 3:
Return the funding to BCRD.

If Council chooses either Option 1 or 2, Staff will obtain 2 formal quotes for the project per policy, and report back to Council at a later meeting. Council will note that it is the group designated to work on the project who will decide on the changes to the project within the proposed budget.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Website Project report for information and discussion.

Respectfully submitted,

____

Lisa Clark, CAO/CFO

STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: RCMP Lease
Meeting date: February 18, 2020

BACKGROUND

The building located at 601 Kelsey Way is owned by the Village of Sayward and leased to the RCMP for local police services. The major points of the lease are as follows:

- Period of lease is for 10 years, 1 March 2010 to 28 February 2020, plus two further extensions of 5 years by mutual agreement.
- The lease is for the building and licence area (parking, sidewalks, lands around building).
- RCMP is responsible for all taxes, user fees, (water, sewer, garbage), M&R to the building and common areas, landscaping and gardening, snow and ice removal, and property and liability insurance.
- Village is responsible for building envelope and major systems.

ATTACHMENTS

- RCMP Renewal Agreement

DISCUSSION

Staff have received the first option to renew document and note there are no substantial changes to the original lease, apart from the annual rent which will increase from $22,800 to $24,000 annually.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the RCMP Lease report for information and discussion, and;

THAT Council authorizes the Mayor & Corporate Officer to sign the Renewal Lease Agreement with the RCMP.

Respectfully submitted,

Lisa Clark, CAO/CFO

E2234 BU 574

THIS FIRST RENEWAL AGREEMENT dated for reference the 21st day of January, 2020.

BETWEEN

The Village of Sayward
PO Box 29
601 Kelsey Way
Sayward, BC V0P 1R0

(Hereinafter referred to as the "Landlord")

AND

HER MAJESTY THE QUEEN in Right of Canada,
As represented by the Minister responsible for
The Royal Canadian Mounted Police
Property & Project Management Section - Mailstop #909
14200 Green Timbers Way
Surrey, BC V3T 6P3

(Hereinafter referred to as the "Tenant")
(Hereinafter referred to jointly as the "Parties")

WITNESSETH

WHEREAS:

A. The Parties entered into a lease dated August 25th 2010 for certain real property located at District Lot 2, Plan 21662, Block N, D.L. 305, Township 4, Section 36 inclusive of a concrete block building and having a civic address of 610 Kelsey Way, Sayward, BC, for a term of ten (10) years commencing Feb 15 2010 and terminating Feb 14 2020, having two (2) additional option to renew for five (5) years each;

B.

(Hereinafter referred to as the "Original Lease")

C. The Tenant gave notice of Her intention to exercise the first renewal option, and the Landlord had agreed;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. That said Original Lease, extended, shall be further renewed and extended for a term of five (5) years commencing Feb 15 2020 and terminating Feb 14 2025 at an annual rent of Twenty-Four Thousand Dollars ($24,000) payable in advance in equal monthly instalments of Two Thousand Dollars ($2,000).

2. That this renewal of lease shall be subject to all of the covenants, agreements, and conditions in the aforesaid Original Lease, as extended, except as hereinabove stated to the contrary, and in particular, that there shall be one further option to renew.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement;

For the Tenant,

Tammy Rathgeber, Regional Director
Property & Project Management Section,
For the Minister responsible for the Royal Canadian Mounted Police

Witness

WONG, SUMMER
Witness Name & Title

Jan 23 2020
Date

For the Landlord,

Authorized Signatory

Name & Title

Witness

Witness Name & Title

Date

STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Kelsey Recreation Centre Needs Assessment Survey
Meeting date: February 18, 2020

BACKGROUND

In an effort to engage residents in the Village of Sayward on recreation programming, activities and potential funding sources for the Kelsey Centre going forward (possible SRD agreement), Council directed Staff to prepare a survey for Village residents. At the February 4th regular meeting, Council provided their input on the survey and directed Staff to bring a final version to the February 18th meeting for approval.

ATTACHMENTS

- Village of Sayward Recreation Needs Assessment Survey questions

DISCUSSION

Attached is the final version of the survey. Once approved, the survey will be available for 60 days; links to the survey will be posted on both the Village website and social media. An alternative option to complete the survey (paper copy) will be available through the Admin office.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Recreation Survey report for information and discussion, and;

FURTHER, THAT Council authorizes Staff to open the survey for the period March 1, 2020 to April 30, 2020, and;

FINALLY, THAT Staff be directed to advertise the survey on the Village website, social media and in the Sayward News.

Respectfully submitted,

____

Lisa Clark, CAO/CFO

1.) How important are recreation activities to.....

	Very important	Somewhat important	Not important
...your household's quality of life			
...the overall community and region			
...the appeal of the area for potential new residents and visitors			

2.) From the list below, please select those indoor activities that members of your household participate in:

Arts and crafts	Martial Arts	Dance	Performing arts (e.g. drama, music)	Indoor walking
Fitness classes (yoga, spin)	Social events (events at a community centre	Fitness training in a gym	Swimming	Gymnasium (basketball, volleyball)

3.) From the list below, please select those outdoor activities that members of your household participate in:

ATV/Dirt Biking	Baseball/softball	Hiking/Walking	Tennis	Farmers markets
Fishing	Cycling/mountain biking	Paddling (canoeing or kayaking)	Gardening	Community events (Canada Day)
Field sports (soccer, football)	Running	Swimming (lake, ocean or river)	Skiing/snowboarding	Boating

4.) Are there any other recreational activities (not listed in the previous two questions) that your household likes to participate in? If yes please identify those activities in the space below:

5.) What are the main reasons you and/or members of your household participate in recreation and related activities? Please select all that apply.

Physical health/exercise	Improve skills or knowledge	Relaxation/to unwind
Experiencing a challenge	Meet new people	Competition
Fun/entertainment	Help the community	Other (please specify)

6.) How do you currently find out about recreation opportunities?

Word of mouth	Social media	Other (please specify)
Village newsletter	Signage	
Local radio	Posters in community facilities and spaces	

7.) Please indicate your household's overall level of satisfaction with...

	Very satisfied	Somewhat satisfied	Not satisfied	N/A
...your household's abillity to access the recreation facilities and spaces you want to use.				
...your household's ability to access the recreation programming and activities you want to participate in.				
...the overall state of recreation in the area.				
...the cost to you as a taxpayer to ensure local recreation facilities remain available				
...the cost of recreation user fees				

8.) From the list below, please select the top 2 things (assets/attributes) that you like best about recreation in the area:

Recreation opportunities (programs, evetns and facilities) provided by volunteers and community organizations	Campgrounds and day-use areas	Affordability in participating in recreation
Natural beauty and easy access to outdoor spaces (rivers, ocean, lakes, wilderness)	Variety of recreation opportunities	Local community recreation centre (Kelsey Centre)

9.) What, if anything, limits you and/or members of your household from taking part in recreation opportunities? Please select all that apply.

Age/health issues	Cost of participating	Inconvenient times	Lack of interest	Nothing
Lack of time	Transportation barriers	Lack of facilities	Unaware of what is available	Other (please specify)

10.) Please estimate how often in the previous 12 months members of your household have used or visited the following recreation facilities and spaces.

	1-9 uses	10-20 uses	21 + uses	Did not use
Kelsey Recreation Centre				
Kelsey Recreation Centre swimming pool				
Kelsey Recreation Centre multipurpose room				
Kelsey Recreation Centre outdoor tennis courts				
H'Kusam Park baseball diamonds				
H'Kusam Park outdoor fitness equipment				
H'Kusam Park walking paths				
H'Kusam Park playground				
Sayward Village campground				
Sayward Village gazebo				
Estuary Nature trail				
Kelly's Bridge nature trail				

11.) Is there a need for new and/or enhanced recreation facilities to be developed in Sayward?

Yes	No	Not sure

12.) What days and/or specific hours would you like to see the Kelsey Recreation Centre to be open? Please use comment box below:

13.) Please select up to five (5) INDOOR recreation facilities or spaces that you feel should be a priority for future investment, enhancement, and/or new development

Aquatics facilities	Fitness facilities	Seniors Centre	Arts and Crafts spaces	Gymnasium spaces
Climbing walls	Indoor children's play spaces	Youth Centre	Daycare	Other (please specify)

14.) Please select up to five (5) OUTDOOR recreation facilities or spaces that you feel should be a priority for future investment, enhancement, and/or new development

Community park spaces	Skateboard/BMX facilities	Sports fields	Community trails	Other (please specify)
Outdoor aquatics spaces (pools or splash parks)	Campgrounds	Day Use Areas	Boat launches/water	

15.) Using the chart below, please identify the types of recreational programming that you think need to be more readily available in Sayward for each age group:

	Children (0-5 years)	Youth (ages 6-12 years)	Teens (ages 13-18 years)	Adults (ages 19-59 years)	Older Adults (ages 60+ years)
Arts and crafts (e.g. drawing, painting, woodcarving, sewing)					
Fitness and wellness (e.g. organized fitness classes)					
Casual recreation (e.g. drop-in, spontaneous use)					
Sports (e.g. teams, leagues, organized programs)					
Nature education (e.g. identifying local plants, animals, geology)					
Outdoor courses (e.g. canoe and kayak courses, wilderness camping)					
Cooking					
Mindfullness and meditation classes					

16.) One option to fund the Kelsey Centre operating costs is to make the Centre a regional service. Ownership of the programming, staff and a portion of the operating costs would transfer to the Regional District.

Is this something you would agree to if....

	Yes	No	Not sure
...the available programming and facilities stayed the same			
...the available programming and facilities were modified			
...the hours of the Centre increased			
...the hours of the Centre decreased			
...your municipal taxes were reduced			
... the cost of drop in user fees increased			

17.) Do you agree with the statement "The Regional District, Area A (the Valley) should contribute to the operating costs of all recreational facilities in the Sayward area, including the Kelsey Recreation Centre"?

Yes No Not sure

18.) Where is your primary residence?

Village of Sayward / Sayward Valley (Area A) / Other (please specify)

19.) How long have you lived in the area?

Less than 1 year
1-5 years
6-10 years
10+ years

20.) Do you expect to be residing in Sayward for the next five years?

Yes No Not sure

21.) Please describe your household by recording the number of members in each of the following age groups Don't forget to include yourself!

	Please indicate # of household members in each category
Age 0-4 years	
Age 5-9 years	
Age 10-19 years	
Age 20-29 years	
Age 30-39 years	
Age 40-49 years	
Age 50-59 years	
Age 60-69 years	
Age 70-79 years	
Age 80+ years	

22.) Please use the comment box below for additional comments you wish to provide:

Recreation Needs Assessment Survey

1.) How important are recreation activities to.....

	Very important	Somewhat important	Not important
...your household's quality of life			
...the overall community and region			
...the appeal of the area for potential new residents and visitors			

2.) From the list below, please select those indoor activities that members of your household participate in:

Arts and crafts	Martial Arts	Dance	Performing arts (e.g. drama, music)	Indoor walking
Fitness classes (yoga, spin)	Social events (events at a community centre	Fitness training in a gym	Swimming	Gymnasium (basketball, volleyball)

3.) From the list below, please select those outdoor activities that members of your household participate in:

ATV/Dirt Biking	Baseball/softball	Hiking/Walking	Tennis	Farmers markets
Fishing	Cycling/mountain biking	Paddling (canoeing or kayaking)	Gardening	Community events (Canada Day)
Field sports (soccer, football)	Running	Swimming (lake, ocean or river)	Skiing/snowboarding	Boating

4.) Are there any other recreational activities (not listed in the previous two questions) that your household likes to participate in? If yes please identify those activities in the space below:

5.) What are the main reasons you and/or members of your household participate in recreation and related activities? Please select all that apply.

Physical health/exercise	Improve skills or knowledge	Relaxation/to unwind
Experiencing a challenge	Meet new people	Competition
Fun/entertainment	Help the community	Other (please specify)

6.) How do you currently find out about recreation opportunities?

Word of mouth	Social media	Other (please specify)
Village newsletter	Signage	
Local radio	Posters in community facilities and spaces	

STAFF REPORT

For:	Mayor and Council
Prepared by:	Lisa Clark, CAO/CFO
Subject:	Request for information from Councillor Ives
Meeting date:	February 18, 2020

BACKGROUND

Staff is in receipt of a request from Councillor Ives, please see the attached. Council has previously discussed a process by which Council members can request information from Staff. Staff's understanding of this process is, that for minor items on policy or the status of Council issues/projects, Councillors may direct their inquiries to the CAO. The interpretation of minor means a short discussion or the provision of a document if it is readily available. The reason for this process is to ensure staff remain focussed on Council approved issues, projects, and the day-to-day operational activities. Substantive requests for information should be directed through Council.

ATTACHMENTS

- E-mail from Cllr Ives
- Resolution 20/23
- Public Works Snow/Sanding Truck Staff Report

DISCUSSION

This report will deal with two items, the process for Councillor inquiries and Councillor Ives's request.

Item 1

The process was put in place to aid staff in performing their tasks. Council has essentially only one administrative staff member to work on all the projects at a senior administrative level. With the current workload, and resources available to complete that workload, it is essential that Staff remain focused on priority items. This does not mean that Councillor requests are not responded to, rather that they are handled appropriately and in a timely manner. Furthermore, as a matter of policy, all substantive requests made by a Councillor should be shared with the entire Council as it is important that all of Council share the same information on major issues.

Staff requests that Council provide direction on the process as outlined above.

Item 2

Councillor Ives' request is attached, as well as the resolution passed by Council to acquire a new snow/sanding truck. Staff have also attached the report sent to Council at the January 21st meeting.

Council approved an expedited purchase process, because of the emergency nature of the need for a plow truck. This means that acquiring competitive quotes was not part of the process. Staff have been working diligently to acquire a truck and have identified several options, as of the writing of this report a truck has been procured and is being picked up on Friday February 14th. Staff would be happy to share what we have done to facilitate Council's direction. If this is not sufficient to satisfy Councillor Ives's request, staff certainly can provide the requested information at a future date.

Staff points out that we are currently in budget preparation and year end and have several other pressing issues to deal with (4 FOI requests, the Newcastle Dam project, the Water Treatment Plant project, subdivision and rezoning requests and several other large issues). We simply do not have the administrative capacity to respond to this issue currently.

Staff respectfully requests that Council consider the workload and that they set priorities for the workload. The purpose of the projects/issues report is exactly to set workload priorities as well as to provide projects and issues updates.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Request for information from Councillor Ives report from the CAO/CFO, and;

FURTHER, THAT Council provide direction to Staff on the handling of Councillor information requests, and;

FINALLY, THAT Council provide direction to Staff on the handling of the request from Councillor Ives for information.

Respectfully submitted,

Lisa Clark, CAO/CFO

CAO

From: CAO
Sent: February 12, 2020 1:12 PM
To: Bill Ives
Cc: John MacDonald; Joyce Ellis; Norm Kirschner; Wes Cragg
Subject: RE: Information request

Thank you for the clarification, I will add your request to the agenda.

Council has discussed the issue of information requests to staff. My understanding is that simple clarifications on policy or minutes, can be directed to the CAO. However, more complex time consuming requests should go through Council. This issue (requests) may also be revisited by Council.

Thanks,

Lisa Clark, CPA, CGA
CAO/CFO
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)
778-348-0300 (cell)

From: Bill Ives <bill.ives@saywardvalley.ca>
Sent: February 12, 2020 12:35 PM
To: CAO <cao@saywardvalley.ca>
Subject: Re: Information request

Yes please add it to the agenda

As a tax payer not a councillor I would like to see all documentation relating to the purchase of a replacement snow plow and the estimates on the repairs to our existing plow. I would like all official documents (quotes, emails etc).

We had discussions in Council previously that directed us to make a request for information to you and it would be provided.

There are alternative methods to secure this information but I feel that shouldn't be necessary.

Thank you

Bill Ives
Councillor

Sent from my iPhone

On Feb 12, 2020, at 11:12 AM, CAO <cao@saywardvalley.ca> wrote:

Good morning Cllr Ives,

I have received your information request. It appears the information requested is substantive, and I am also unclear as to what exact information you are requiring.

Would you please provide me with a written list of the information you are seeking.

As per previous discussions, requests of this nature should go through Council for discussion and decision. Do you wish to add this to the agenda?

Thanks,

Lisa Clark, CPA, CGA
CAO/CFO
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)
778-348-0300 (cell)
<image003.jpg>

MOTION R20/23
MOVED AND SECONDED

THAT Council receives the Public Works Snow/Sanding Truck report for information and discussion, and;

THAT Council approves the replacement of the Snow/Sanding truck, and;

THAT Council of the Village of Sayward authorizes up to $65,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing a Snow/Sanding truck, and;

THAT the loan be repaid within 5 years, with no rights of renewal, and;

THAT the costs of a Snow/Sanding truck by a five-year lease with the MFA be included in the Financial Plan for 2020, and;

THAT Staff be authorized to complete the purchase by procuring three quotes;

AND FINALLY, THAT The Mayor and CAO/CFO be authorized to make the purchase and sign the necessary documentation.

CARRIED

STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Public Works Snow/Sanding Truck
Meeting date: January 21, 2020

BACKGROUND

The Village uses an International 4200 dump truck (Truck) to accomplish snow removal, salting, sanding and materials movement. This vehicle is a 2006 model, 14 years old and is included in the Vehicle Asset Management Plan for replacement in 2031 at an estimated cost of $100,000. Staff note the age of the vehicle is misquoted in the plan as 2012, actual is 2006 (the vehicle was purchased used in 2012).

There are no major repairs included in the Financial Plan for the Truck. Staff do note that repairs especially on brakes and electrical systems have occurred several times. Furthermore, the Truck is not a good fit for our operations due to its heavy operating weight and low power. The International truck dealer in Campbell River has indicated that their experience with this model is not favorable as increased maintenance is needed as they age. Staff also wish to point out the age of the salt/sand spreader is 15 plus years and is in constant need of repair. A replacement sand/salt spreader should be considered.

This report is required because the Truck has had a major failure as described below. The Village also uses the Kubota tractor for snow removal, but this is insufficient to do the main snow removal and salting tasks as it would require considerably more time and wages to complete all snow/sand tasks.

DISCUSSION

The Truck has a blown engine cylinder which is estimated to cost $28,000 (provided by Carmac Diesel, International Dealer) to repair. Generally, the Truck is in reasonable shape except as noted above. The need for a truck is critical to Village operations and especially for winter road clearing and sanding – the safety of Village residents is at risk without this asset. The ten-day weather forecast is calling for rain. A solution is urgently needed and time sensitive.

Short Term

Staff have looked at options for short term services:

- Staff have spoken with Highways maintenance – they have no surplus assets available and the equipment they use is fully utilized during snow events.
- Staff have considered other local private options; none could be found to meet Village needs.

Long Term
The costs to replace or repair is a major consideration. Staff will deal with this option first, followed by repair and contracting options.

1. Replacement: The replacement of the Truck provides an opportunity to acquire a multi-use vehicle to meet not only snow, salting and sanding tasks, but also various materials movement. A replacement truck could also be used for Parks work, including accommodating the portable water tank. In the future, the Ford Ranger would then become surplus and could be sold.

The time needed to acquire a replacement truck is 2-3 weeks and Staff suggest if a used one could be found, alterations may be needed, such as adding a plow and sander. Furthermore, should Council approve this option, a limit of $65,000 be put on the acquisition. This amount is in line with searches done so far, however, there have also been few good fits which include: four-wheel drive diesel, low mileage, a plow and a sander. Secondhand plow trucks tend to be heavily used with high mileage. This decision is untimely; however, it does give the Village an opportunity to procure equipment that has multiple uses which would benefit operations.

Staff also suggest if this option is chosen, Council consider relaxing the purchasing policy to allow for three quotes based on our specifications, rather than a formal advertised tender. Again, time of is of the essence, this truck is a critical operational need.

2. Repair: The cost of repair is estimated at $28,000 (before taxes) and will take an estimated 2-3 weeks to complete. There are insufficient funds within the operating budget to complete this repair, Staff will include this item in the finance/budget discussion below. Again, discussions with Carmac Diesel have indicated their experience with repairing these truck models have not been favourable, and the cost to continually repair is high.

Information on finance options is addressed below.

3. Contract Service: Snow removal and sanding/salting is a major safety issue in the Village. Snow and ice events are fairly frequent, and Staff are required to work long hours to meet the high safety standards demanded by Village residents. Staff do not believe a contracted service would be viable given our location and the inventory of roads to be serviced. Staff doing the work is viable because we have other work to do as well as road services whereas a contractor would only have snow removal, sanding and salting. Staff also believe contracted costs would be high compared to current costs.

Financing

Option 1 Replacement (recommended)	The details on a $65,000 five-year lease are outlined below, annually the cost would be $13,870. Staff have identified funding using part of the Roads Reserve (for 2020) which Council was building to do future road works. In addition, future lease payments could come from the Community Works Fund

	reserve (gas tax) or other sources as deemed appropriate by Council. Staff appreciate this is not optimal, however this issue is critical to public safety and a solution is urgently needed.
Option 2 Repairs	Total repair cost $28,000 (before taxes) - Staff suggest using the Roads Reserve to fund the repairs.

Either option will require financial plan modifications, Staff will include the chosen option in the Financial Plan for Council approval.

Information on financing from the Municipal Finance Authority (MFA) is included at the end of the report. The MFA would be the best financing option – low interest rates and flexible payment terms. Also included is an example of financing a purchase cost of $65,000 over five years.

One final point, Staff did consider other grant funding options, simply, there is not sufficient time to make this a viable option. Similarly, going to a public referendum on longer term debt is not viable due to the urgency of this issue.

RECOMMENDATIONS

THAT Council receives the Public Works Snow/Sanding Truck report for information and discussion, and;

THAT Council approves the replacement of the Snow/Sanding truck, and;

THAT Council of the Village of Sayward authorizes up to $65,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing a Snow/Sanding truck, and;

THAT the loan be repaid within 5 years, with no rights of renewal, and;

THAT the costs of a Snow/Sanding truck by a five-year lease with the MFA be included in the Financial Plan for 2020, and;

THAT Staff be authorized to complete the purchase by procuring three quotes;

AND FINALLY, THAT The Mayor and CAO/CFO be authorized to make the purchase and sign the necessary documentation.

Respectfully prepared,

____

Lisa Clark, CAO/CFO

MUNICIPAL FINANCE AUTHOURITY

EQUIPMENT FINANCING PROGRAM

The MFA has an Equipment Financing program that replaced the former Leasing program. Loans under this program are available to both regional districts and municipalities under section 175 of the *Community Charter*. These loans are direct obligations of the entity requesting the funding. In the case of a municipality, it does not have to seek consent of its regional district to obtain an Equipment Financing loan. Equipment Financing loans are also available to school districts under the *School Act* and to colleges and universities under the *College and Institute Act*, the *University Act*, or, if appropriate, under separate legislation for the institution.

PROGRAM BENEFITS:

- Low interest rates based on the CDOR rate
- No fees or taxes
- Local government retains ownership of asset
- Fixed monthly payment schedule

LOAN TERMS:

- Maximum length of an Equipment Financing loan agreement is five years. Clients may apply for loans with longer amortization terms (to a maximum of twenty-five years), if you have elector approval (local government clients only); however, the loan agreement will be subject to renewal every five years. **If a loan is not renewed, the outstanding balance is due and payable on the date of the last scheduled payment, as specified in the loan schedule.**
- 1 – 5 years: no public approval required
- 5 – 25 years: public approval required for local government clients

Example of an MFA five-year equipment lease at (current) 2.58% on $65,000

Year	Principal	Interest	Payment
2020	11,297.63	1,420.76	12,718.39
2021	12,634.78	1,234.82	13,869.60
2022	12,964.50	905.10	13,869.60
2023	13,302.78	566.82	13,869.60
2024	13,647.66	221.94	13,869.60
2025	1,152.65	2.48	1,155.13
Totals	$65,000.00	$4,351.92	$69,351.92

Note: MFA rates are variable, and principal may be repaid at any time.

CAO

Subject: FW: Community to Community Event - Potential Dates

From: Emily Shopland <emily.shopland@komoks.ca>
Date: February 12, 2020 at 9:50:21 AM PST
To: "westie@saywardvalley.net" <westie@saywardvalley.net>
Cc: Ash Wright Consulting <ashwrightconsulting@gmail.com>
Subject: Community to Community Event - Potential Dates

Hello Mayor John Macdonald,

I'm writing you to see what dates may work for your staff for the annual community to community all day event this year that K'omoks First Nation is hosting. This invitation would be put forth to Council, Chair and senior staff.

Our proposed dates are....

March 25th
March 26th
March 27th

Please let me know if any or all of these three dates work for your staff. Thank you!

Warm regards,

K'ómoks First Nation

Emily Shopland
Administrative Assistant
K'òmoks First Nation
Courtenay, BC
P: 250.339.4545 ext. 128