



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING AGENDA
June 26, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM**

1. Call to Order

2. Public Input (maximum 30 minutes)

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

3. Approval of Agenda.

Recommended Resolution:

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

4. Minutes of Previous Meetings - None

5. Petitions and Delegations - None

6. Correspondence

7. Council Reports - None

8. Mayor's Report - None

9. Staff Reports

a) Staff Report: Annual Report

Recommended Resolution:

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

b) Staff Report: Statement of Financial Information SOFI

Recommended Resolution:

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

10. Old Business

UBCM Conference 2019 – Council to provide direction:

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

11. Bylaws - None

12. Financial – None

13. New Business - None

14. 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.”

15. 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)(e) of the *Community Charter* to discuss the acquisition, disposition, or expropriation of land or improvements.

16. Adjournment

Recommended Resolution:

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

Village of Sayward



2018 Annual Report



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

Contents of the Annual Report

Page 3:	Message from the Mayor
Page 5:	Village of Sayward Elected Officials
Page 6:	Statement of Property Tax Exemptions
Page 8:	Statement of Municipal Services and Operations
Page 9:	Declaration of Disqualification of Council Members
Page 10:	2019 Strategic Objectives

Appendix A: Audited Financial Statements



Message from Mayor John MacDonald:

On behalf of Council, I am pleased to present the 2018 Annual Report for the Village of Sayward for the reporting period of January 1, 2018 to December 31, 2018. The Annual Report includes the 2018 audited financial statements and highlights of major Village initiatives and accomplishments. Through the commitment of Council and staff the Village continues to strive to meet and exceed the expectations of the residents of Sayward in the delivery of public services. It is my belief that we have continued to make good progress over the last year but, as always, there is much more work to be done.

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

- Minister of Citizen Services Jinny Sims to discuss cell service on highway 19. Also discussed, the negative impact of having no cell service in the valley and along the highway has on tourism and economic development for the Village and the community. Furthermore, emergency service response is made difficult by having no or poor cell coverage. Encouraged setting incentives for private industry to provide the service.
- Minister of Transportation and Infrastructure Claire Trevena to thank the Ministry for the widening (bicycle lane) of Sayward Road and the highway. Also thanked the Minister for helping the Village obtain grant funding for the Trail project. We made a request for another passing lane on Menzies, talked about studies that have already been done and was advised that they will put another passing lane near the water fountain. In addition, we need several culverts on Sayward Road to accommodate high flows at the Newcastle Creek crossing.
- Minister of Municipal Affairs and Housing Selina Robinson to discuss the importance of grants for small communities and the injustice of competing with larger municipalities for the same grant (staff capacity limited to write applications). Discussed the water Treatment Plant project – although grateful for the funding, timing between the grant award and the start of project usually means the budget is well below bid price. With limited financial means to apply to over runs and no additional grant funding available, important projects are placed in jeopardy. Also discussed the significant increase in downloading from the federal and provincial governments onto municipalities. This is especially troublesome for smaller local governments that don't have the capacity or resources to effectively accommodate these added demands. We are a small municipality with limited resources (financial and staff). We find it difficult to have projects shelf ready when funding sources become available. We asked that small communities be provided with the means and resources to effectively deal with the added responsibilities being placed upon them by the federal and provincial governments.

Council and staff continue to work to find a store operator for our community. In addition, the Village continues to work with its partners to attract prospective investors who may be interested in opening a new business in the Village. We have emphasized on numerous occasions that the Village will offer as much assistance as possible, while working within the parameters of the Community Charter.

The Village was successful in securing grant funding from Island Coastal Economic Trust and the Rural Dividends for the Working Waterfront Trail Project and completion is expected in the spring of 2019. The new Water Treatment Plant is nearing completion and is expected to be online in early 2019. We were also successful in securing grant funding through the Clean Water and Wastewater Fund to decommission the Newcastle Creek dam, work will be completed in the fall of 2019. We will of course continue to look for other grants to help improve Village infrastructure and services.

The Village continues to explore opportunities in economic development. Our Tourism Committee is working hard and is always looking for interested participants to help advance the cause of promoting tourism industry in our region.

Council wishes to recognize and thank the many volunteers who have done great work for the Village over the past year.

Infrastructure improvements, service delivery, economic development and the livability of our community were high priorities for Council in 2018 and will remain so as we move through 2019 and beyond.

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

Village of Sayward Elected Officials



Back Row, left to right - Councillor Diane Mason, Councillor Norm Kirschner
Front Row, left to right - Councillor Janett Hoare, Mayor John MacDonald,
Councillor Joyce Ellis

Statement of Property Tax Exemptions

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2014, for 2015 to 2019:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$1,158.84
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$5,345.87

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

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 31878, District Lot 305, Land District 51.	601 Kelsey Way.	Sayward Community Health Society	\$1,315.54

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2013, for 2014 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Salmon River Main	Nature Trust of BC	\$311.48
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	806 Sayward Road	Nature Trust of BC	\$903.45

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140	Salmon River Main	Nature Trust of BC	\$888.69
Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125	Salmon River Main	Nature Trust of BC	\$735.16
Total Permissive Tax Exemptions			\$10,659.03

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was \$14,670.25.



Photo credit: Joan Magee

Statement of Municipal Services and Operations

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

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

Declaration of Disqualification of Council Members

NIL

2019 Strategic Objectives

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

Strategic Goals	Comments
1. Community Relations	Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley): e) Involve Area Director in service delivery issues for all valley residents. f) Update and enhance the village website. g) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. h) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward. i) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. j) Liaise with Canada Post to ensure Sayward addresses are updated to online database. Timing: All 2019
2. Economic Development	- a.) Assist and support prospective businesses interested in locating to the Sayward area. - b.) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. Timing: Ongoing 2019
3. Infrastructure upgrades & Asset Replacement	Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.
a) Roads, Sewer, Water	Reapply for road (Kelsey Way & K'Husam) grant. Timing: Fall 2019 Apply for grant for generators for Sewer lift stations, reapply if necessary. Timing: January 2019 Design, construct and complete dam decommissioning project. Grant funding has been secured for the project. Timing: 2019
b) Equipment, Vehicles	Identify issues from AMP reports. Timing: Spring 2019
c) Recreation Centre/other buildings	Identify short and long-term projects for Kelsey Centre and include in budget discussions. Apply for grants. Timing: All of 2019
d) Approve reserve policy and update bylaw and integrate into financial plan	Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan. Timing: Summer 2019

4. Living Green	- a.) Continue to pursue the goal of becoming a carbon neutral community. Council has authorized a \$10,000 transfer from the CARIP reserve in the 2019-2023 Financial Plan. - b.) Continue to work with the Provincial Government and K'omoks First Nation to secure a community forest. - c.) Continue to develop the Village trail system. - d.) Continue to expand the Community Garden and flower gardens throughout the Village. Timing: All of 2019
5. Staff Professional Development	- a.) Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place. - b.) Continue staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended. - c.) Institute a new employee performance evaluation system. Timing: All of 2019
6. Tourism Development	- a.) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens. - b.) Work with local organizations and the Regional District to enhance signage and way finding in Sayward. - c.) Support and work with the Tourism Committee. - d.) Explore possibility of Christmas lights for the large tree at MacMillan and Kusam Way. - e.) Research funding sources to dredge, aerate and rehabilitate the Village pond. Timing: All of 2019
7. Village Operations	- a.) Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis), Reserves. - b.) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees and charges. New fees & charges bylaw to be brought forward to Council. Timing: All of 2019

Appendix A:

Audited Financial Statements 2018



June 26, 2019

STAFF REPORT

MAYOR AND COUNCIL

Village of Sayward

FROM: Lisa Clark, Acting CAO/CFO

RE: 2018 Statement of Financial Information (SOFI)

Discussion

The purpose of the Statement of Financial Information is to report to the Public and the Ministry of Municipal Affairs and Housing on the Village's financial activities for 2018 as required under section 168 of the Community Charter and Chapter 140 of the Financial Information Act. This legislation requires the reporting of specific financial information as outlined below and Council's approval of these statements and schedules. Council has approved the 2018 Audited Financial Statements at a previous Council meeting and as such they have not been included as an attachment to this report.

- Management Report
- Schedule of Remuneration and Expenses for Council and Employees
- Schedule of Payments made to Suppliers
- Statement of Severance, Guarantees and Indemnity Agreements
- 2018 Audited Financial Statements

The information contained in the SOFI meets the requirements of section 168 of the Community Charter and Chapter 140 of the Financial Information Act.

Staff Recommendation

That the 2018 Statement of Financial Information (SOFI) be received and approved for distribution.

Respectfully Submitted,

Lisa Clark Acting/CAO/CFO



Village of Sayward

STATEMENT OF FINANCIAL INFORMATION PREPARED UNDER THE FINANCIAL INFORMATION ACT FOR THE YEAR ENDING DECEMBER 31, 2018

MANAGEMENT REPORT

Prepared under the Financial Information Regulation, Schedule 1, Section 9

The financial statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with Canadian public-sector accounting standards. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. Management maintains a system of internal controls to provide reasonable assurance that the assets are safeguarded, and the transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through Council. Council reviews internal financial statements and external Audited Financial Statements.

Our external auditors, Chan Nowosad Boates Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial management of the Corporation of the Village of Sayward and meet when required.

On behalf of the Village of Sayward,

Lisa Clark

Acting/Chief Administrative Officer and Chief Financial Officer

Village of Sayward

Schedule of Remuneration and Expenses for Council and Employees for 2018

1) Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

	Remuneration	Expenses
Mayor John MacDonald	8,060	8,143
Councillor Norm Kirschner	6,200	464
Councillor Diane Mason	5,000	1,583
Councillor Joyce Ellis	6,200	249
Councillor Wesley Cragg	1,200	24
Councillor William Ives	1,200	325
Councillor Janett Hoare	5,000	971
Totals	32,860	11,760

2) Other Employees (excluding those listed in Part 1 above)

	Remuneration	Expenses
Totals for wages and expenses for employees earning over \$75,000, including taxable benefits		
Consolidated Total for each Employee paid less than \$75,000, including taxable benefits	391,601	16,059
Total Other Employees	391,601	16,059

3) Reconciliation

Total remuneration - Elected Officials	32,860
Total remuneration - Other Employees	391,601
Subtotal	424,461
*Reconciliation items: see note below	7,521
Total per Statement of Operations	431,982
Variance	0

**Note: The Village prepares the Schedule of Remuneration and Expenses for Council and Employees based on T4's, which is on a cash/payment date basis. Therefore, this figure will differ from the expenses reported on an accrual basis in the consolidated financial statements.*

Village of Sayward

Schedule of Payments made for the Provision of Goods or Services for 2018

1) List of suppliers who received aggregate payments exceeding \$25,000

Supplier name	Aggregate
BC Hydro	58,648
M.I.A.B.C.	29,037
Municipal Pension Plan	41,531
Receiver General for Canada	119,509
Waste Management	26,094
Strathcona Regional District	36,391
Royal Bank Visa	42,904
Wacor Holdings Ltd	303,370
Onsite Engineering Ltd	40,932
Koers & Associates Engineers	60,520
Superior Propane	42,311
Northwest Hydraulic Consultants	78,777
Manulife Insurance Company	28,707
Campbell River Toyota	45,953
Global Water Partners GWP	381,852
Total Suppliers Equal & Over \$25,000	1,336,535

2) Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	418,009
--	----------------

3) Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	0
Consolidated total of contributions exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000	0

4) Reconciliation

Total of aggregate payment exceeding \$25,000 paid to suppliers	1,336,535
Consolidated total of payments of \$25,000 or less paid to suppliers	418,009
Consolidated total of all grants and contributions exceeding \$25,000	0
*Reconciliation items: see note below	1,143,355
Payroll	424,461
Amortization	108,738
Sub Total	1,144,388
Total per Statement of Operations	1,144,388
Variance	0

**Note: The Village prepares the Schedule of Payments made to Suppliers based on actual disbursements through the accounts payable system, which is on a cash basis. Therefore, this figure will differ significantly from the expenses reported on an accrual basis in the consolidated financial statements. There are also a number of disbursements that are not considered expenses, including payments for the acquisition of tangible capital assets.*

Village of Sayward
Statement of Severances, Guarantees and Indemnity Agreements

Severance Agreements

There were **no** severance agreements made between the Village of Sayward and its employees during the fiscal year 2018.

Guarantees & Indemnities

The Village of Sayward has not given any guarantees or indemnities under the Guarantees & indemnities Regulation during the fiscal year 2018.

Village of Sayward
Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules in this Statement of Financial Information, produced under the *Financial Information Act*.

Lisa Clark
Chief Financial Officer
June 26, 2019

John MacDonald
Mayor
June 26, 2019