



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
NOVEMBER 16, 2021 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

1. Call to Order

2. Introduction of Late Items

3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for November 16, 2021 be approved.

4. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on November 2, 2021 be adopted.

THAT the minutes from the Committee of the Whole meeting held on November 10, 2021 be adopted.

5. Petitions and Delegations

a) Area A Director Gerald Whalley and SRD CAO Dave Leitch, Shared Fire Service Presentation/ Discussion

b) M. Adama and McElhanney re: Development at 18 Sayward Rd.

6. Correspondence

a) Association of Vancouver Island Coastal Communities Workshop Topic Suggestions

b) Association of Vancouver Island Coastal Communities Hotel Reservations April 1 -3, 2022.

c) UBCM Emergency Operations Centre & Training final report letter

d) November 5, 2021 Correspondence from Executive Branch #147 R.C. Legion

Note: this item is included in Staff Report 11 (d)

Recommended Resolution:

THAT correspondence (a) to (d) be received.

7. Council Reports - None

8. Reports of Committees – None

9. Mayor's Report

a) Staff Appreciation Dinner – Verbal Report

10. Unfinished Business – None

11. Staff Reports

a) Regional Grant Opportunity – Emergency Support Services

Recommended Resolutions:

THAT Council approve application to the UBCM 2021 Community Emergency Preparedness Program grant in collaboration with the Strathcona Regional District; and,

THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the Village of Sayward if the application is successful.

b) 2022 Regular Council Meeting Schedule

Recommended Resolution:

THAT Council approves the attached 2022 Regular Council Meeting Schedule as presented noting that June, July, August, and December meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month.

c) Request for Financial Support from R.C. Legion Branch #147

Recommended Resolution:

THAT Council direct staff on any contributions it wishes to provide to R.C. Legion Branch #147.

12. Bylaws

a) 2021-2025 Five Year Financial Plan Amendment Bylaw

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 478, 2021 be given first, second and third readings in order that the initiatives referenced in the November 16, 2021 staff report be included in the 2021-2025 financial plan.

13. New Business – None

14. Public Question Period (maximum 15 minutes)

Mayor: “The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address.”

15. In-Camera – None

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for November 16, 2021 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
NOVEMBER 2, 2021
HYBRID TEAMS & OPEN MEETING
KELSEY CENTRE**

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley
Councillor Norm Kirschner

Regrets: Councillor Wes Cragg

In Attendance: Ann MacDonald, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Introduction of Late Items

MOTION R21/262

MOVED AND SECONDED

THAT the following late items be added to the agenda:

- a) Staff Report – Salmon and White River Flood Hazard Study and Recommendations (Add to agenda under Item 11)
- b) Staff Report – CAO Updates (Add to agenda under Item 11)

CARRIED

3. Approval of Agenda

MOTION R21/263

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for November 2, 2021 be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R21/264

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 19, 2021 be adopted.

CARRIED

5. Petitions and Delegations

- a) Darryl Lyons: request that Council reconsider restoring Question Period at the beginning of meetings.

6. Correspondence

- a) Vancouver Island Regional Library Appointments due December 10, 2021
- b) David Eby, AG re: BC Housing opportunities in Sayward
- c) Tara Faganello, ADM re: Amendments to the Community Charter

MOTION R21/265

MOVED AND SECONDED

THAT correspondence (a) to (c) be received.

CARRIED

MOTION R21/266

MOVED AND SECONDED

THAT Council appoints Councillor Kirschner as Trustee and Mayor Baker as Alternate on the Vancouver Island Regional Library Board of Trustees for 2022.

CARRIED

7. Council Reports

- a) Councillor Kirschner – Reconsidering a Motion

MOTION R21/267

MOVED AND SECONDED

THAT Council receive Councillor Kirschner's report for information and discussion.

CARRIED

MOTION R21/268

MOVED AND SECONDED

THAT Council rescind motion R21/258.

CARRIED

MOTION R21/269

MOVED AND SECONDED

THAT Council rescind motion R21/233.

Opposed Cllr Poulsen

CARRIED

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports

a) Salmon and White River Flood Hazard Study and Recommendations

MOTION R21/270

MOVED AND SECONDED

THAT the draft Salmon and White River Flood Mapping Study be received; and,

THAT Council endorse the next and final public engagement of the report to seek public input on November 18th at the Kelsey Centre from 1:00 – 4:00pm for drop in map viewing; and 5:30 – 7:00pm for a presentation by planning consultants from McElhanney; and,

FINALLY, THAT Staff be directed to align the findings of this report with the draft OCP and to update the floodplain bylaws to include the most updated Flood Construction Levels for new development.

CARRIED

b) CAO Updates

MOTION R21/271

MOVED AND SECONDED

THAT the CAO Updates report be received for information and discussion.

CARRIED

c) Shared Fire Service – (Referred from October 19, 2021 Regular Council meeting)

MOTION R21/272

MOVED AND SECONDED

THAT the Shared Fire Service staff report be received for information and discussion; and,

THAT staff invite CAO Dave Leitch, SRD and Area A Director Gerald Whalley to an upcoming meeting to make a presentation on an SRD led fire service at their earliest convenience.

CARRIED

d) Making the Administrative Building Safe and Accessible to Citizens

MOTION R21/273

MOVED AND SECONDED

THAT the Making the Administrative Building Safe and Accessible to Citizens staff report be received for information and discussion; and,

THAT staff be directed to seek to obtain the \$5,500 grant from MIABC and use the funds along with \$5,845.99 from the COVID-19 Reserve fund to procure key fobs and the upgraded alarm system as described in this report and the attached quote for the sum of \$11,345.99; and,

FURTHER THAT staff be directed to include the additional \$12,161.17 in the 2022-2026 Financial Plan to install the upgraded camera security system; and,

FINALLY THAT staff return to Council with a quote to upgrade the Admin offices to provide a safe working environment for staff, including three quotes for air improvement, exchange and cooling in the administrative building and Kelsey Centre.

CARRIED

a) Ticketing Bylaw No. 422, 2021

MOTION R21/274

MOVED AND SECONDED

THAT Ticketing Bylaw No. 422, 2021 be given fourth and final reading.

CARRIED

13. New Business - None

12. Public Question Period (maximum 15 minutes)

13. In-Camera – None

14. Adjournment

MOTION R21/275

MOVED AND SECONDED

THAT the Regular Meeting of Council for November 2, 2021 be adjourned.

CARRIED

The meeting was adjourned at 7:55 PM.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
NOVEMBER 10, 2021 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

1. Call to Order

Meeting was called to order at 7:10 PM.

2. Approval of Agenda

MOTION C21/28

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for November 10, 2021 be approved.

CARRIED

3. Petitions and Delegations

a) Presentation and training session by guest speaker Eli Mina, M.Sc., P.R.P.

4. Adjournment

The meeting was adjourned at 8:50 PM.

Mayor

Corporate Officer

From: AVICC <avicc@ubcm.ca>
Sent: Wednesday, November 3, 2021 2:33 PM
To: AVICC
Subject: AVICC Workshop Suggestions, Hotels for 2022 Convention
Attachments: AVICC Submission Form 2022.docx

Please forward to elected officials, the CAO and Corporate Officer:

Suggest a Workshop or Speaker

The 2022 AGM and Convention is being planned as an in-person event for April 1st to 3rd at the Victoria Conference Centre. Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? Send in your suggestions through the attached form. The AVICC Executive will review all the suggestions at our December 6th meeting, so please send in your forms by November 25th. Thanks for your input!

Hotels for 2022 Convention

AVICC has set up room blocks with three hotels located close to the conference centre for the convenience of our members, and details on how to book rooms through these blocks is available on the website at [2022 Accommodation](#)

When planning your stay, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 1st, usually starting at 8:30 am. The official convention opening is at 2 pm on Friday, April 1st and finishes at noon on Sunday, April 3rd. The AVICC banquet will be held on Saturday night in the Crystal Ballroom of the Fairmont Empress. Please review the hotel cancellation policy for your hotel, generally each reservation requires a one-night non-refundable deposit. The deposit would be waived in the event that the convention has to be cancelled due to COVID restrictions.

There is more information on other accommodation options and activities in Victoria available at [Tourism Victoria](#).



AVICC 2022 Convention
April 1-3, 2022
Victoria Conference Centre
CALL FOR SUBMISSIONS

Thank you for your interest in participating in the 2020 AVICC Convention. It will be held Friday through Sunday, April 1-3, 2022 at the Victoria Conference Centre in Victoria.

To submit a proposal fill in the information requested below and email this document back as a **word document** to avicc@ubcm.ca

The deadline for submissions is Thursday, November 25, 2021.

There are limited spots on the program including 45 to 60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	

Any other information or requirements:	
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Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 11 for inclusion in the program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 21st.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____

November 8, 2021

Mayor Mark Baker and Council
Village of Sayward
652 H'Kusam Way
Sayward, BC, V0P 1R0

**RE: 2019 CEPF: Emergency Operations Centres & Training – Evacuation Training
and Radio Communications Enhancement**

Dear Mayor Baker and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$24,066.89. Based on this, a payment in the amount of \$24,066.89 will follow by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Village of Sayward for undertaking this project and responding to the opportunity to develop EOC capacity to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: *Ann MacDonald, CAO*
Lisa Clark, CFO

The Community Emergency Preparedness Fund is funded by the Province of BC



THE ROYAL CANADIAN LEGION

SAYWARD VALLEY NO. 147

P.O. BOX 119, SAYWARD, B.C. V0P 1R0

Nov. 5th. 2021

TO THE VILLAGE OF SAYWARD

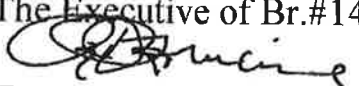
Mayor and Counsellors:

As you know, our building is in need of major repairs. We hope the village could help us out financially. We are a non-profit organization. Being closed for the last twenty months we have not been able to generate any money. We have found it very difficult to pay the bills.

As the Legion was established in 1954, being one of the oldest it has contributed to the community in many facets over the years. From the bursary, luncheons, bingo, darts, memorials, birthday, anniversaries, dances, etc. Especially Remembrance Day. We Have not been able to hold Remembrance Day because covid. We are deeply sorry about this, but the shape of our building is in and covid it is not possible again this year.

We would appreciate any financial help you could give the Legion.

The Executive of Br.#147 R.C. Legion


Rosemary Romaine


Lisa Ruffell


Margaret Kawano



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Regional Grant Opportunity – Emergency Support Services**
Meeting date: November 16, 2021

BACKGROUND

To consider a regional application to the Community Emergency Preparedness Fund (CEPF) Emergency Support Services grant program from the Union of BC Municipalities (UBCM) to procure additional Group Lodging supplies in partnership with the Strathcona Regional District and First Nations.

DISCUSSION

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000 per applicant. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. In order to be considered as a partner applicant the Village of Sayward is required under the CEPF Application Guidelines to submit a resolution that clearly states that they authorize the Strathcona Regional District to provide overall grant management. The deadline for the current intake is January 28, 2022.

This proposed project would build on the Village's foundation emergency plan and evacuation plan by procuring \$7,000 worth of additional cots and blankets to be stored in the Emergency Support Services shipping container (seacan) behind the Kelsey Centre. Group Lodging facilities are facilities that are not normally used for living purposes; however, they have been adapted to provide shelter style accommodations for large numbers of people who have been displaced from their homes as a result of an emergency or disaster. At a Group Lodging facility, individuals

will normally be provided with a sleeping space, meals, as well as information about the situation.

RECOMMENDATIONS

THAT the Regional Grant Opportunity – Emergency Support Services staff report be received for information and discussion, and;

THAT as part of the Village’s ongoing initiative in relation to providing Emergency Support Services for people displaced due to an emergency or disaster, that the 2021 Community Emergency Preparedness Program grant application be authorized for submission to the Union of BC Municipalities in collaboration with the Strathcona Regional District, and;

THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the Village of Sayward if the application is successful.

Respectfully submitted,

Ann MacDonald, CAO

Prepared by: Shaun Koopman, Protective Services Coordinator, SRD



STAFF REPORT

For: Mayor and Council
From: Ann MacDonald, CAO
Subject: 2022 Regular Council Meeting Schedule
Meeting date: November 16, 2021

BACKGROUND

Pursuant to Section 127 (1) of the *Community Charter* a Council must:

- a) make available to the public a schedule of the date, time and place of regular council meetings, and,
- b) give notice of the availability of the schedule in accordance with section 94 [*public notice*] at least once a year.

DISCUSSION

Staff have prepared a 2022 Regular Council Meeting Schedule for Council's review and approval. Staff note that Council usually varies the schedule for the summer, one meeting each month for June, July, and August all on the third Tuesday, and one meeting in December.

STAFF RECOMMENDATIONS

THAT Council approves the attached 2022 Regular Council Meeting Schedule as presented noting that June, July, August, and December meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month.

Respectfully submitted,

Ann MacDonald, CAO

Attachments:

- 2022 Regular Council Meeting Schedule



Notice of Regular Council Meetings

The Village of Sayward Regular Council Meetings for the year 2022 will held in Council Chambers located at 652 H'Kusam Way at 7:00 PM on the following dates:

January	Tuesday	4
January	Tuesday	18
February	Tuesday	1
February	Tuesday	15
March	Tuesday	1
March	Tuesday	15
April	Tuesday	5
April	Tuesday	19
May	Tuesday	3
May	Tuesday	17
June	Tuesday	14
July	Tuesday	19
August	Tuesday	16
September	Tuesday	6
September	Tuesday	20
October	Tuesday	4
October	Tuesday	18
November	Tuesday	1
November	Tuesday	15
December	Tuesday	6

Notes:

1. AVICC 2022 April 1-3 in Victoria
2. UBCM 2021 September 12-16 in Whistler
3. Dec 6th – Inaugural Council meeting
4. COVID restrictions will apply to meeting capacity and spacing. Pursuant to Provincial Health directives, other restrictions may apply.



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Request for Financial Support from R.C. Legion Branch #147**
Meeting date: November 16, 2021

BACKGROUND

The attached November 5, 2021 correspondence from the Sayward Legion Executive cites that the legion building is needing major repairs, though no details have been provided. The letter also cites the financial damage that COVID-19 has had on this non-profit organization due to being unable to host revenue generating events. The Executive requests any financial help Mayor and Council can give to the Legion.

DISCUSSION

- The Legion currently benefits from a Permissive Tax Exemption from the Village as follows (2021):

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	\$3,453.81

* This amount does 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 is \$4,260.79

- Staff have not received any details of any required building repairs or other sources of funding they plan to pursue.
- The Village has not required any building repairs. To staff's knowledge, the Building Official has not ordered such repairs either.
- Following a visual site inspection by the Building Official the Legion was advised to obtain a structural assessment to determine if the building was safe to host public events. Staff have not received any further information as to the outcome of such an assessment and therefore it isn't possible to advise on the value of any cash contribution towards this end without knowing what

is required, what the costs will be and the timing and opportunity to repair. Without some more information it isn't clear that any cash contribution would be helpful.

- Staff recommend that any financial contribution be considered in light of the costs and plans to repair the building and other planned funding sources.

Having said that, there are funds in several budgets and some in-kind support that Council can offer as follows:

Cash contributions:

- \$2,200 in the Tourism general ledger. This is funding normally provided to Sayward Futures Society for the Tourism Committee for Sayward brochures, but the Tourism Committee hasn't met for some time, and it does not appear the brochures are being produced for 2021.
- \$2,000 in the Council Economic Development general ledger. These are discretionary funds that can be used for anything Council sees fit.
- \$2,500 in the Admin Economic Development general ledger. These funds are also discretionary and are usually used by staff for minor projects that promote ED, such as website costs etc.

In-Kind Support:

While the Executive has asked for financial support, there are other supports Council can consider. The events hosted by the Legion could be held in Village owned properties with reduced user fees.

The sound system purchased by the Village using the COVID-19 Safe Restart Grant could be made available in the council chambers to groups wishing to host events and meetings virtually where this equipment would be helpful to them.

RECOMMENDATIONS

THAT Council direct staff on any contributions it wishes to provide to R.C. Legion Branch #147.

Respectfully submitted,

Ann MacDonald
CAO

Attachments:

- **November 5, 2021 correspondence from R.C. Legion Branch #147**



THE ROYAL CANADIAN LEGION

SAYWARD VALLEY NO. 147

P.O. BOX 119, SAYWARD, B.C. V0P 1R0

Nov. 5th. 2021

TO THE VILLAGE OF SAYWARD

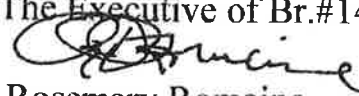
Mayor and Counsellors:

As you know, our building is in need of major repairs. We hope the village could help us out financially. We are a non-profit organization. Being closed for the last twenty months we have not been able to generate any money. We have found it very difficult to pay the bills.

As the Legion was established in 1954, being one of the oldest it has contributed to the community in many facets over the years. From the bursary, luncheons, bingo, darts, memorials, birthday, anniversaries, dances, etc. Especially Remembrance Day. We Have not been able to hold Remembrance Day because covid. We are deeply sorry about this, but the shape of our building is in and covid it is not possible again this year.

We would appreciate any financial help you could give the Legion.

The Executive of Br.#147 R.C. Legion


Rosemary Romaine

Lisa Ruffell 

Margaret Kawano 



STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **2021-2025 Five Year Financial Plan Amendment Bylaw**
Meeting date: November 16, 2021

BACKGROUND

On April 6, 2021 Council adopted Five Year Financial Plan (2021-2025) Bylaw No. 472, 2021. Since the plan's adoption, several expenditures have been approved that require an amendment to the five-year financial plan. These expenditures are discussed below. Section 165(2) of the *Community Charter* allows Council to amend the financial plan by bylaw at any time. The purpose of this report is for Council to consider Five Year Financial Plan Amendment Bylaw No. 478, 2021.

Bylaw No. 472 Schedule "A" is to be deleted and replaced with Schedule "A" attached to and forming part of Bylaw No. 478.

DISCUSSION

1. The following resolution was made at the May 18th, 2021 Regular Council meeting:

MOTION R21/159

MOVED AND SECONDED

THAT Council receives the Active Transportation Grant Opportunity staff report for information and discussion; and;

THAT Council supports providing overall grant management and the goal of incorporating active transportation policies and recommendation in the Village of Sayward Official Community Plan currently under review.

CARRIED

The grant was subsequently approved (\$18,617) and will be spent as part of the Official Community Plan (OCP) update in 2021. This grant was not included in the original 2021-2025 Financial Plan Bylaw and an amended is required.

2. The following resolution was made at the August 17th Regular Council meeting:

MOTION R21/198

MOVED AND SECONDED

THAT Council receives the final 2021 Drainage Plan for information and discussion; and,

THAT Council approves the expenditure of \$8,000 to cover the initial work as identified as Item 5.1.4 for work this Fall including \$5,000 from the Drainage Fund and \$3,000 from operating surplus provided that all permitting can be in place in time; and,

THAT staff be directed to apply for the Community Emergency Preparedness Fund (CEPF) Disaster Mitigation Fund to cover the Short-Term costs of \$713,000.

CARRIED

The \$8,000 expenditure was not included in the original 2021-2025 Financial Plan Bylaw and an amendment is required.

3. At the August 17th Regular Council meeting, Council was advised of the awarding of a grant from the Plan H Healthy Communities grant program - Community Connectedness stream. The Kindling Community Kindness project will receive \$5,000 for 2021 and an amendment to the 2021-205 Financial Plan Bylaw is required.
4. Also at the August 17th Regular Council meeting, Council was advised of the one-time extra Community Works Fund (gas tax) revenue payment for 2021. The amount of the one-time payment is \$68,221.83. This has been added to revenues and transferred to reserves in the amended Financial Plan.
5. The following resolution was made at the September 21st Regular Council meeting:

MOTION R21/221

MOVED AND SECONDED

THAT the Use of COVID-19 Reserve Funds staff report be received for information and discussion; and,

THAT Staff be authorized to transfer \$2,500 from the COVID-19 Reserve for duct cleaning costs; and,

FINALLY THAT the 2021-2025 Financial Plan be adjusted accordingly.

CARRIED

This \$2,500 expenditure was not included in the original 2021-2025 Financial Plan Bylaw and an amendment is required.

6. The Master Drainage Plan expenditure of \$16,690 was originally to be funded from operating surplus however Staff have confirmed with the Province that this expenditure can be funded from the Community Works Fund Reserve (gas tax) since the plan is a capacity building project. Reallocating funds in this manner is recommended, and an amendment to the 2021-2025 Financial Plan Bylaw is required.
7. The following resolution was made at the November 2nd Regular Council meeting:

MOTION R21/273

MOVED AND SECONDED

THAT the Making the Administrative Building Safe and Accessible to Citizens staff report be received for information and discussion; and,

THAT staff be directed to seek to obtain the \$5,500 grant from MIABC and use the funds along with \$5,845.99 from the COVID-19 Reserve fund to procure key fobs and the

upgraded alarm system as described in this report and the attached quote for the sum of \$11,345.99; and,

FURTHER THAT staff be directed to include the additional \$12,161.17 in the 2022-2026 Financial Plan to install the upgraded camera security system; and,

FINALLY THAT staff return to Council with a quote to upgrade the Admin offices to provide a safe working environment for staff, including three quotes for air improvement, exchange and cooling in the administrative building and Kelsey Centre.

CARRIED

The \$11,345.99 expenditure was not included in the original 2021-2025 Financial Plan Bylaw and an amendment is required.

RECOMMENDATIONS

THAT Five Year Financial Plan Amendment Bylaw No. 478, 2021 be given first, second and third reading.

Respectfully submitted,

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments:

- **Five Year Financial Plan Bylaw No. 472, 2021**
- **Five Year Financial Plan Amendment Bylaw No. 478, 2021**



VILLAGE OF SAYWARD

BYLAW NO. 472

A BYLAW TO CONFIRM AND ADOPT THE 2021 – 2025 FINANCIAL PLAN

WHEREAS under section 165 of the Community Charter the Council for the Village of Sayward is required to adopt a financial plan before the annual property tax bylaw is adopted.

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

1. This bylaw may be cited as **"Five Year Financial Plan Bylaw No. 472, 2021"**.
2. Schedule "A" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2021-Jan-01 to 2025-Dec-31.
3. The expenditures set forth in Schedule "A" are hereby authorized.
4. Schedule "B" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.
5. Bylaw No. 463 cited as "Five Year Financial Plan Bylaw No. 463, 2020" is hereby repealed.

Read a first time on the 16th day of March 2021.

Read a second time on the 16th day of March 2021.

Read a third time on the 16th day of March 2021.

Adopted on the 6th day of April 2021.

Certified a true copy of Bylaw
No. 472 this ____ day of _____,
2021

Chief Administrative Officer
Village of Sayward

Original signed by "M. Baker"

Mayor

Original signed by "A. MacDonald"

Corporate Officer

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule A

	2021	2022	2023	2024	2025
REVENUES					
Taxation					
Property Value Taxes	345,834	354,480	363,342	372,425	381,736
Parcel Taxes	8,108	8,108	8,108	8,108	8,108
Utilities/Payments in Lieu of Taxes	10,783	10,999	11,219	11,444	11,672
Total Taxation	364,725	373,587	382,669	391,976	401,516
Fees and Charges					
Recreation	14,800	14,870	14,941	15,014	15,089
Licences/Permits	6,000	6,000	6,000	6,000	6,000
Sewer Utility	69,383	71,811	74,325	76,926	79,618
Water Utility	131,279	140,468	150,301	160,822	172,080
Solid Waste Fees	37,982	39,881	41,875	43,968	46,167
Other Revenue	77,596	72,905	73,223	73,551	73,888
Total Fees and Charges	337,039	345,935	360,665	376,282	392,842
Other Revenue					
Federal Government Grants	71,562	71,562	75,143	75,143	75,143
Provincial Government Grants	393,370	401,237	409,262	417,447	425,796
Capital Asset Grants	100,228	366,000	1,081,000	539,500	0
Other Grants	436,100	404,500	123,500	115,000	4,500
Total Other Revenue	1,001,260	1,243,299	1,688,905	1,147,090	505,439
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	737,806	123,050	14,000	14,000	0
TOTAL REVENUE	2,440,830	2,085,870	2,446,238	1,929,348	1,299,797
EXPENSES					
Municipal Purposes					
General Government Services	568,134	415,211	415,389	421,301	427,378
Fire, Emergency & Protective Services	223,395	53,503	53,412	54,805	54,805
Public Works, Roads, Drainage	135,607	111,489	113,639	115,873	118,196
Parks & Recreation	290,265	274,636	280,743	287,105	293,737
Sewer Utility	82,896	71,264	72,682	74,152	75,678
Water Utility	129,055	131,648	134,342	137,144	140,062
Solid Waste Operations	43,000	43,000	43,000	43,770	44,555
Interest Payment on Municipal Debt	2,337	2,337	2,337	2,337	1,480
Amortization	195,803	195,803	195,803	195,803	195,803
Annual Surplus/(Deficit)	770,338	786,980	1,134,891	597,060	-51,896

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule A, cont.

Capital Expenditures					
General Capital Expenditures	79,000	289,000	1,214,000	664,000	0
Sewer Capital Expenditures	120,000	200,000	0	0	0
Water Capital Expenditures	677,594	395,000	0	0	0
Principal Payment on Municipal Debt	17,400	17,400	17,400	17,400	6,628
Adjustment for Non-Cash Items (Amortization)	-195,803	-195,803	-195,803	-195,803	-195,803
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	72,148	81,383	99,295	111,464	137,280
FINANCIAL PLAN BALANCE	0	0	0	0	0

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule B

Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes

A. Funding Sources

Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2021.

Table 1: Funding Sources, Fiscal 2021

Taxation	\$	364,725	14.94%
Fees, Charges & Other Revenue	\$	337,039	13.81%
Federal & Provincial Grants	\$	1,001,260	41.02%
Appropriation from Surplus/Reserves	\$	737,806	30.23%
	\$	2,440,830	100.00%

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependency on taxation.
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the plan municipal property taxes are distributed across eight property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2021.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2021

Class 1 - Residential	205,155	59.322%
Class 2 - Utilities	1,477	0.427%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	109,062	31.536%
Class 6 - Business & Other	21,788	6.300%
Class 7 - Managed Forest	4,880	1.411%
Class 8 - Recreation/Non-Profit	3,476	1.005%
Class 9 - Farm	-	0.000%
	<hr/>	
	\$ 345,834	100.00%

Objectives and Policies:

- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identified by the BC Assessment Authority.
- Attract and sustain commercial and industrial development to/in the Village.
- Maintain property tax rates at a level that attracts families to the Village.
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.

C. Permissive Tax Exemptions

The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.

Objectives and Policies:

- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.



VILLAGE OF SAYWARD

BYLAW NO. 478

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2021-2025)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 472, 2021" was adopted on April 6, 2021;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "**Five Year Financial Plan Amendment Bylaw No. 478, 2021**"
2. "Five Year Financial Plan Bylaw No. 472, 2021" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the ___ day of _____ 2021.

Read a second time on the ___ day of _____ 2021.

Read a third time on the ___ day of _____ 2021.

Adopted on the ___ day of _____ 2021.

Certified a true copy of Bylaw
No. 478 this ___ day of _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2021 - 2025 Financial Plan Bylaw No. 472, 2021
Schedule A

	2021	2022	2023	2024	2025
REVENUES					
Taxation					
Property Value Taxes	345,834	354,480	363,342	372,425	381,736
Parcel Taxes	8,108	8,108	8,108	8,108	8,108
Utilities/Payments in Lieu of Taxes	10,783	10,999	11,219	11,444	11,672
Total Taxation	364,725	373,587	382,669	391,976	401,516
Fees and Charges					
Recreation	14,800	14,870	14,941	15,014	15,089
Licences/Permits	6,000	6,000	6,000	6,000	6,000
Sewer Utility	69,383	71,811	74,325	76,926	79,618
Water Utility	131,279	140,468	150,301	160,822	172,080
Solid Waste Fees	37,982	39,881	41,875	43,968	46,167
Other Revenue	77,596	72,905	73,223	73,551	73,888
Total Fees and Charges	337,039	345,935	360,665	376,282	392,842
Other Revenue					
Federal Government Grants	139,783	71,562	75,143	75,143	75,143
Provincial Government Grants	393,370	401,237	409,262	417,447	425,796
Capital Asset Grants	100,228	366,000	1,081,000	539,500	0
Other Grants	465,217	404,500	123,500	115,000	4,500
Total Other Revenue	1,098,598	1,243,299	1,688,905	1,147,090	505,439
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	749,152	123,050	14,000	14,000	0
TOTAL REVENUE	2,549,514	2,085,870	2,446,238	1,929,348	1,299,797
EXPENSES					
Municipal Purposes					
General Government Services	605,598	415,211	415,389	421,301	427,378
Fire, Emergency & Protective Services	223,394	53,503	53,412	54,804	54,804
Public Works, Roads, Drainage	138,606	111,489	113,639	115,873	118,195
Parks & Recreation	290,266	274,636	280,744	287,105	293,738
Sewer Utility	82,897	71,265	72,682	74,152	75,678
Water Utility	129,055	131,648	134,342	137,144	140,062
Solid Waste Operations	43,000	43,000	43,000	43,770	44,555
Interest Payment on Municipal Debt	2,337	2,337	2,337	2,337	1,480
Amortization	195,803	195,803	195,803	195,803	195,803
Annual Surplus/(Deficit)	838,559	786,978	1,134,890	597,059	-51,897

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule A, cont.

Capital Expenditures					
General Capital Expenditures	79,000	289,000	1,214,000	664,000	0
Sewer Capital Expenditures	120,000	200,000	0	0	0
Water Capital Expenditures	677,594	395,000	0	0	0
Principal Payment on Municipal Debt	17,400	17,400	17,400	17,400	6,628
Adjustment for Non-Cash Items (Amortization)	-195,803	-195,803	-195,803	-195,803	-195,803
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	140,368	81,382	99,293	111,462	137,278
FINANCIAL PLAN BALANCE	0	0	0	0	0