



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
March 18, 2025 - 7:00 PM
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 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. Each speaker may not speak for 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 **March 18, 2025**, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the Committee of the Whole meeting held on **January 14, 2025**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the Regular Council meeting held on **February 4, 2025**, be adopted [as presented **or** as amended].
- c) THAT the minutes from the Committee of the Whole meeting held on **February 11, 2025**, be adopted [as presented **or** as amended].
- d) THAT the minutes from the Re meeting held on **March 11, 2025**, be adopted [as presented **or** as amended].
- e) THAT the minutes from the Regular Council meeting held on **December 5, 2023**, be adopted [as presented **or** as amended].

- f) THAT the minutes from the Special Council meeting held on **February 13, 2025**, be adopted [as presented **or** as amended].

6. Petitions and Delegations

a) **Ozcar Daze Slo-Pitch Society – Barb Hubbard**

Note: The purpose of the delegation is to request a grant in kind from Village to use facilities for the vent and to provide Council with information on the event for 2025.

b) **BCEHS Community Paramedics – Gregory Litschke, Agnes Pringle, and Nathaniel Pottage**

Note: The purpose of the delegation is to provide a brief overview of community paramedicine with BCEHS. Scope of practice, four pillars of community paramedicine, focus on keeping people living at home longer and healthier. What's new Staffing model update – full time position - Consistent shift pattern for greater availability. Updated scope of practice and increased training and education for the role.

c) **Sayward Community Health Society Accommodation Project – Angie Hibbert**

Note: The purpose of the delegation is to request endorsement from Council on a potential project to add modest accommodations to the property housing the Clinic to aid in recruitment and retention of staff.

7. Correspondence

a) **City of Abbotsford – Mayor Ross Siemens**

Recommendation:

THAT Council receives this correspondence for information. **[AND/OR]**

THAT Council supports the following resolution as approved by the City of Abbotsford's Council:

"WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple "specified" municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges."

b) **UBCM President re: Renewal of Membership – Trish Mandewo**

Recommendation:

THAT Council receives this correspondence for information. AND
THAT Council directs staff to renew the Village's UBCM membership.

c) Sayward Futures Society

Recommendation:

THAT Council receives this correspondence for information. **AND**

THAT Council endorses and supports Sayward Futures Society as the designated organization responsible for providing Visitor Services in the community; **AND**

THAT this endorsement remains in effect until the Village decides otherwise.

d) Sayward Futures Society

Recommendation:

THAT Council receives this correspondence for information.

e) BC Salmon Farmers Association's Annual General Meeting

Recommendation:

THAT Council receives this correspondence for information.

8. Council Reports

a) Cllr Coates – Vancouver Island Regional Library Board

9. Reports of Committees

a) Resolutions from COTW – February 11, 2025

Note: Staff Report attached with resolutions.

b) Resolutions from COTW – March 11, 2025

Note: Staff Report attached with resolutions.

c) SRD's Kelsey Centre Review Committee Minutes

Note: Minutes attached with requests for information. Draft responses will come before Council on March 19, 2025.

10. Mayor's Report

11. Unfinished Business

a) Draft – Infrastructure Risk Assessment Criteria and Framework (AMP)

Note: this is a draft document and is subject to change. This project was initiated some time ago and Council is now being presented with the draft to review, study, ask questions, with the goal of finalizing in the future.

Recommendation:

THAT Council receives this report for information and discussion.

12. Staff Reports

a) Grant Opportunity – FireSmart Community and Funding Supports

Recommendation:

THAT the report from the A/Chief Administrative Officer be received.

THAT as part of the Village of Sayward's ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2025-2026 FireSmart Community and Funding Supports grant be authorized for submission to the Union of BC Municipalities; and THAT the Village of Sayward commits its willingness to provide overall grant management if the application is successful.

b) Water System Inspection Report – March 10, 2025

Note: Members of Council are charged with governance for the Village are responsible for ensuring steps are taken (funding primarily) to ensure deficiencies identified in inspection reports are remedied in a timely manner.

Recommendation:

THAT Council receives this inspection report for information; AND

That the A/CAO take all necessary steps to achieve compliance, including presenting cost estimates for the completion of an emergency response plan and facilitating the required staff training.

13. Emergency Services/Public Works/Recreation Department Reports

a) Recreation Department Statistics – January 2025

Recommendation:

THAT Council receives this report for information.

14. Bylaws - none

15. New Business - None

16. 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.”

17. In Camera

Recommended Resolution:

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 the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
January 14, 2025
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker (via Teams)
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson (meeting chair)
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Michelle Davis, Recreation Manager

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input - none

3. Introduction of Late Items

4. Approval of Agenda

MOTION C25/1

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for January 14, 2025, be approved as presented.

CARRIED

5. Petitions and Delegation - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report- None

10. Unfinished Business – None

11. Staff Reports

a) **Financial Plan Process - 2025-2029**

MOTION C25/2

MOVED AND SECONDED

THAT Council receives the Financial Plan Process 2025-2029.

CARRIED

12. New Business

13. Public Question Period (maximum 15 minutes)

14. In Camera - None

15. Adjournment

MOTION C25/3

MOVED AND SECONDED

THAT the Committee of the Whole Meeting of Council on January 14, 2025, be adjourned.

CARRIED

The meeting was adjourned at 8:42pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
February 4, 2025
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett – via Teams
Councillor Debbie Coates – via Teams
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Jennifer Redshaw, Office Administrator

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input - None

3. Introduction of Late Items

- a) Correspondence from the Comox Valley Regional District - Introduction of the Property Tax Requisition Impact to Residential Properties be added to the agenda as Correspondence 7.j).
- b) Cllr Johnson requested a discussion of the establishment of a staff appreciation budget line be added to the agenda as New Business 15.a).

MOTION R25/40

Moved AND SECONDED

THAT Late Items a) and b) be added to the agenda

Opposed Cllr Burchett

CARRIED

4. Approval of Agenda

MOTION R25/41

Moved AND SECONDED

THAT the agenda for the Regular Meeting of Council for February 4, 2025, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/42

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 21, 2025, be adopted as presented.

CARRIED

MOTION R25/43

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 3, 2023, be adopted as presented.

CARRIED

MOTION R25/44

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on October 24, 2023, be adopted as presented.

CARRIED

6. Petitions and Delegations

- a) **BC Salmon Farmers Association** – Brian Kingzett Executive Director & Michelle Franze, Manager of Communications, Partnership, and Community- via TEAMS.

MOTION R25/45

MOVED AND SECONDED

THAT Council receive the BC Salmon Farmers Association delegation.

Opposed Cllr Burchett

CARRIED

7. Correspondence

- a) **Strathcona Regional District – Draft 2025-2029 Financial Plan**
- b) **BC Salmon Farmers Association**
- c) **Young Salmon Farmers of BC**
- d) **Kelsey Centre Committee ToR – SRD**
- e) **CUPW – Industrial Inquiry Commission Reviewing Canada Post**
- f) **Heritage BC**
- g) **ICBA – Protecting Taxpayers from Overspending on Local Government Construction**
- h) **BC Nature Federation of BC Naturalists – Municipal Protected Areas Project**
- i) **National Model Codes Public Review**
- j) **Comox Valley Regional District - Introduction of the Property Tax Requisition Impact to Residential Properties**

MOTION R25/46

MOVED AND SECONDED

THAT Council receives correspondence a), b) c), d), g), h), i), j) for information.

CARRIED

MOTION R25/47
Moved and Seconded

THAT Council directs staff to do a brief submission of the importance of the postal service in Sayward.

CARRIED

MOTION R25/48
Moved and Seconded

THAT the Village of Sayward pays the \$100.00 fee for government membership to Heritage BC.

CARRIED

MOTION R25/49
Moved and Seconded

THAT Council receives correspondence e) and f).

CARRIED

MOTION R25/50
Moved and Seconded

THAT Council directs the A/CAO to attend and support the work of the Committee and report back to Council.

NO VOTE WAS CALLED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report – Verbal Report RE: Comox Valley Regional District - Introduction of the Property Tax Requisition Impact to Residential Properties

MOTION R25/51
Moved and Seconded

THAT Council receive the Mayor's Report.

CARRIED

11. Unfinished Business

a) Municipal Services Agreement

MOTION R25/52
Moved and Seconded

WHEREAS the Village and the Strathcona Regional District (SRD) had an existing Municipal Services Agreement for the provision of services which expired;

AND WHEREAS Council previously directed staff to engage SRD with the intention of renewing the agreement for a further period;

THEREFORE, BE IT RESOLVED THAT Council approves the renewal of the Municipal Services Agreement with the Strathcona Regional District;

AND THAT the Mayor and A/Chief Administrative Officer be authorized to execute the agreement on behalf of the Village.

CARRIED

12. Staff Reports

a) Regional Grant Opportunity – UBCM Emergency Operations Centre

MOTION R25/53

MOVED AND SECONDED

THAT the report from the A/Chief Administrative Officer be received.

CARRIED

MOTION R25/54

MOVED AND SECONDED

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

b) Grant Application – Disc Golf Project

MOTION R25/55

MOVED AND SECONDED

WHEREAS the Outdoor Recreation Council of BC offers grant funding to support community recreation initiatives;

THEREFORE, BE IT RESOLVED THAT Council directs staff to proceed with submitting a grant application to the Outdoor Recreation Council of BC for the development of a Disc Golf Course within the Village;

AND THAT the Village commits to providing a matching contribution of 50%, totaling \$4,000, to support the project in budget 2025.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

c) Kelsey Centre Boiler Replacement Project

MOTION R25/56

MOVED AND SECONDED

WHEREAS the failure of both boilers at the Kelsey Centre has created an urgent need for replacement to maintain building operations and occupant safety;

AND WHEREAS the estimated cost of replacing both boilers is \$123,000, with potential partial insurance coverage pending;

AND WHEREAS funding is available through the Growing Communities Fund and Gas Tax Fund, with staff recommending an equal split between both sources;

THEREFORE, BE IT RESOLVED THAT Council approves the boiler replacement project for the Kelsey Centre in its 2025 budget, with funding split 50/50 between the Growing Communities Fund and Gas Tax Fund;

AND THAT the Chief Administrative Officer be authorized to direct-award the contract to expedite completion of the project as soon as possible.

Opposed Cllr Coates, Cllr Johnson

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) Recreation Department Statistics – December 2024

MOTION R25/57

Moved AND SECONDED

THAT Council receives this report for information.

CARRIED

b) Finance Department Update

MOTION R25/58

Moved AND SECONDED

THAT Council receives this report for information.

CARRIED

14. Bylaws - None

15. New Business

a) Establishment of a staff appreciation line for the 2025 budget.

MOTION R25/59

Moved AND SECONDED

THAT \$6000.00/annum is designated for a new line item in the 2025 Budget and Financial Plan for Staff Appreciation.

Opposed Cllr Burchett, Cllr Coates, Cllr Poulsen

DEFEATED

16. Public Question Period

- a)** Sandy Ostertay of 120 Dyer Drive: Raised concerns for Village of Sayward's water supply security due to logging in the watershed as well as a proposed windfarm licence in the Newcastle Ridge area.

17. In Camera

MOTION R25/60

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 the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

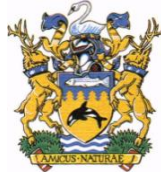
CARRIED

18. Adjournment

The meeting was adjourned at 9:20PM.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
February 11, 2025
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett (via Teams)
Councillor Debbie Coates (via Teams)
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Michelle Davis, Recreation Manager

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input

- a) Sarah Levin of 441 MacMillan Drive – Requests she facilitate a community mural project in the Village and be provided information on the approval process.

Mayor Baker requested that a formal proposal including costs and ideas for content be presented at the next regular meeting of Council.

3. Introduction of Late Items - None

4. Approval of Agenda

- a) The In Camera portion of the Committee of the Whole Meeting of Council for Tuesday February 11, 2025 was removed from the agenda.
- b) The re-scheduling of the In Camera portion of the Committee of the Whole Meeting of Council for Tuesday February 11, 2025 was added to the agenda as New Business 12.a).

MOTION C25/4

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for Tuesday, February 11, 2025, be approved as amended.

CARRIED

5. Petitions and Delegation - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report- None

10. Unfinished Business - None

11. Staff Reports

a) **Financial Plan Operating and Capital Program - 2025-2029**

Direction to Staff to bring the Fees and Charges Bylaw for review at a future COW Meeting.

MOTION C25/5

MOVED AND SECONDED

THAT Staff apply for the \$25,000 LGMA Responsible Conduct Resource Administration Fund.

CARRIED

Direction to Staff to bring information about vacancy tax and shifting the tax burden from residential to industrial to review at a future COW Meeting.

A recess was called at 8:11pm. The meeting resumed at 8:16pm with no change in council present or staff in attendance.

MOTION C25/6

MOVED AND SECONDED

THAT the purchase of a new lawnmower be funded from the Growing Communities Fund.

CARRIED

MOTION C25/7

MOVED AND SECONDED

THAT the Local Government Climate Action Reserve funds be used for the Drainage Improvement Project.

CARRIED

MOTION C25/8

MOVED AND SECONDED

THAT \$265,000 of the Growing Communities Reserve fund be used for the Drainage Improvement Project.

CARRIED

MOTION C25/9
MOVED AND SECONDED

THAT Staff return grant funds received for the Kelsey Centre Air Conditioning project or request permission to reallocate funds for an alternate project.

CARRIED

MOTION C25/10
MOVED AND SECONDED

THAT the Kelsey Centre Pool remains closed until the results from the Strathcona Regional District Kelsey Centre Committee are received for review and discussion by council.

Opposed Cllr Burchett CARRIED

A recess was called at 10:35pm and resumed at 10:39pm with the same members of Council present and staff in attendance.

Direction to Staff bring back to Council a report on recommendations for streetlighting keeping in mind community safety and cost savings.

MOTION C25/11
MOVED AND SECONDED

THAT the meeting be extended to 11:30pm.

Opposed Cllr Burchett CARRIED

MOTION C25/12
MOVED AND SECONDED

THAT staff or a third party look into grant funding for turning the water and sani-dump at the campground into "pay and play".

Opposed Cllr Burchett CARRIED

MOTION C25/13
MOVED AND SECONDED

THAT staff investigate service request fees and create new G/L line for public works revenue.

CARRIED

Councillor Burchett left the meeting at 11:00pm.

MOTION C25/14
MOVED AND SECONDED

THAT \$5,000 be allocated for a contingency fund.

CARRIED

Direction to Staff to look at 10% and 15% increases in taxes with shifts of burden between property classes.

Direction to Staff to investigate separating utility fees from the property taxes to a quarterly payment model.

Direction to Staff to investigate to a water meter program.

MOTION C25/15
MOVED AND SECONDED

THAT Council receives the Financial Plan Operating and Capital Program 2025-2029 Staff Report.

CARRIED

12. New Business

- a) Re-scheduling of the In Camera portion of the Committee of the Whole Meeting of Council for Tuesday February 11, 2025.

MOTION C25/16
MOVED AND SECONDED

THAT the In Camera portion of the Committee of the Whole Meeting of Council for Tuesday February 11, 2025 be rescheduled to a Special Council Meeting on Thursday February 13, 2025 at 7:00pm.

CARRIED

13. Public Question Period - None

14. In Camera - None

15. Adjournment

MOTION C25/17
MOVED AND SECONDED

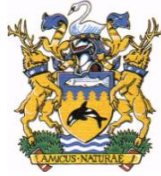
THAT the Committee of the Whole Meeting of Council for Tuesday February 11, 2025 be adjourned.

CARRIED

The meeting was adjourned at 11:22pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
March 11, 2025
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker (via Teams)
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson (meeting chair)
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Chief Financial Officer
Jennifer Redshaw, Office Administrator

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input

- a) Sophia Spence of 1730 Smit Rd explained that she is an employee of the Kelsey Centre and explained that the reason pool expenses were overbudget was not only because of the increased cost of chemicals, but also that the pool temperature was not able to be turned down during the summer months due to the CAO being off work. Ms. Spence suggested public works employees obtain dangerous goods certification to transport pool chemicals from Campbell River since freight charges are approx. \$500.00/order. She also explained that since the pool has been closed there has been a significant reduction in various program attendance and revenues. Ms. Spence is looking for more information about the status of the pool and thought Council would benefit from hearing from the perspective of a Kelsey Centre employee.

Cllr Johnson said he appreciated the comments.

- b) Jan Bakker of 200 Kelsey Way observed that the revised budget appears to just be increased 4-5% from last year. Mr. Bakker suggested starting with a \$0.00 based budget, reviewing all suppliers, determining if each expenditure is required.

Cllr Johnson reminded the gallery to be respectful of staff and that the budget process is complicated.

CAO Thomas explained that the CFO, CAO, Department heads, and Mayor & Council have spent dozens of hours during the last four months on creating the three versions of the budget presented so far. Numbers were not increased by 4% across the board.

- c) Cassie Schmidt of 437 Community Rd explained that she is also a Kelsey Centre employee and has two young children who use the pool. Ms. Schmidt watched the SRD Kelsey Centre Committee meeting and believes that it may take a long time, even years, to be able to provide the SRD with the documents they require before they will vote on contributing financially to the Kelsey Centre. Ms. Schmidt inquired how much funding is required to keep the Kelsey Centre operational annually because she is interested in soliciting donations door to door or a GoFundMe platform.

Cllr Johnson responded that they are in the process of gathering data.

CAO Thomas responded that it will not take years to get the Kelsey Centre Committee the information they require. Some information is already publicly available. Some assessment reports do need to go before Council first. There is some information needed that will require some services to be procured to get the information. CAO Thomas advised that the Kelsey Centre deficit is expected to be \$251,344 in 2025.

3. Introduction of Late Items

- a) Cllr Johnson requested a Sayward Futures request for a Letter of Support for maintaining their Tourist Information Centre designation through Destination BC be added to the agenda as 12.a).

MOTION C25/18

MOVED AND SECONDED

THAT the Sayward Futures Society request for a Letter of Support for maintaining their Information Centre designation be added to the agenda as 12.a)

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

4. Approval of Agenda

MOTION C25/19

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for Tuesday March 11, 2025, be approved as amended.

CARRIED

5. Petitions and Delegation - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report- None

10. Unfinished Business - None

11. Staff Reports

a.) Village of Sayward Audit Planning Report

**MOTION C25/20
MOVED AND SECONDED**

THAT Council receives this report for information.

CARRIED

b.) Financial Plan 2025-2029

**MOTION C25/21
MOVED AND SECONDED**

THAT Council hold a Special Meeting of Council in March to discuss the priorities and the Kelsey Centre.

CARRIED

**MOTION C25/22
MOVED AND SECONDED**

THAT the Kelsey Centre pool re-open as soon as repairs to the boilers are complete.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

**MOTION C25/23
MOVED AND SECONDED**

THAT the Special Meeting of Council to discuss priorities and the Kelsey Centre be held on Wednesday March 19, 2025, at 7:00pm.

CARRIED

**MOTION C25/24
MOVED AND SECONDED**

THAT \$3,000 be added to the Administration budget for First Nations Relations Expenses.

Opposed Cllr Burchett, Cllr Coates, Cllr Poulsen

DEFEATED

**MOTION C25/25
MOVED AND SECONDED**

THAT the Contingency budget line item be increased from \$5,000 to \$20,000.

Opposed Cllr Burchett, Cllr Coates, Cllr Poulsen

DEFEATED

**MOTION C25/26
MOVED AND SECONDED**

THAT staff invite the non-profit society that oversees the Sayward Health Clinic to do a presentation to Council regarding their budget and funding.

CARRIED

**MOTION C25/27
MOVED AND SECONDED**

THAT the Parks budget for Diesel & Oil- Kubota Mower be increased from \$1,100 to \$2,500.

Opposed Mayor Baker

CARRIED

MOTION C25/28
MOVED AND SECONDED

THAT a new gazebo ramp be funded from the Growing Communities Fund.

Opposed Mayor Baker, Cllr Johnson **CARRIED**

MOTION C25/29
MOVED AND SECONDED

THAT the Property Tax Rate for Class 1 – Residential increase by 6.61% for 2025.

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

MOTION C25/30
MOVED AND SECONDED

THAT Council approves the Capital Budget as written.

Opposed Cllr Burchett **CARRIED**

12. New Business

- a) Sayward Futures Society requests a Letter of Support for maintaining their Tourist Information Centre designation through Destination BC.

Cllr Johnson recused himself from the meeting at 9:35pm, passing meeting chair duties to Cllr Poulsen.

MOTION C25/31
MOVED AND SECONDED

THAT Council provides Sayward Futures Society with a letter indicating that the Village of Sayward recognizes Sayward Futures Society as the organization providing visitors services in our community.

Opposed Cllr Burchett, Cllr Poulsen **DEFEATED**

MOTION C25/32
MOVED AND SECONDED

THAT the topic of a Letter of Support for Sayward Futures Society to maintain their Tourist Information Centre designation through Destination BC be included on the agenda of the next meeting of Council.

Opposed Cllr Burchett **CARRIED**

Cllr Johnson returned to the meeting at 9:49pm, resuming his role as meeting chair.

13. Public Question Period

- a) Milena Gradisar of 261 Ambleside Drive inquired if the Special Council Meeting held next Wednesday will be open to the public. She also inquired how many houses in the village have an income under \$40,000. Ms. Gradisar also suggested turning off every second streetlight in the village to reduce light pollution and save half of the cost of street lighting.

Mayor Baker said there would be an in-camera portion of the next meeting due to labour.

CAO Thomas agreed that staffing is discussed in-camera, and service levels are discussed in public.

Cllr Coates advised that 55 houses have income under \$40,000 and that information can also be found in the Strathcona Regional District's Financial Plan.

- b) Maureen Haslehurst of 520 MacMillan Drive stated she believes an exorbitant amount of money has been spent on legal fees, and now her taxes are going up, she will have limited access to the Kelsey Centre, and Council wants to turn off the lights. Ms. Haslehurst inquired how much of the legal expenses were for the betterment of the village and how much was spent on personnel matters, and in the spirit of accountability, who should she vote for based on how tax dollars were spent. Ms. Haslehurst also inquired about the \$44,000 Housing Needs Report for which a public meeting with the engineers was supposed to be held in January.

CAO Thomas responded that there can be no compromise of solicitor/client privilege under any circumstances. He said voting is a personal decision so we cannot advise. CAO Thomas also explained that the initial Housing Needs Report was due December 31, 2024, the full report is due this year and that a public engagement session will happen this year.

- c) Jan Bakker of 200 Kelsey Way stated he understands that the infrastructure is decrepit, and the water system requires a lot of money, however the Kelsey Centre is the heart of the Village and with it open you will get more residents moving in, more children and a larger tax base.
- d) Maureen Haslehurst of 520 MacMillan Drive stated that she attended a Sayward Futures Annual General Meeting in the fall which showed an exponential increase of visitors to the wharf due to their affiliation with Destination BC.

14. In Camera – None

15. Adjournment

MOTION C25/33

MOVED AND SECONDED

THAT the Committee of the Whole Meeting of Council on Tuesday March 11, 2025 be adjourned.

CARRIED

The meeting was adjourned at 9:57pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
DECEMBER 5, 2023
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett (via Teams)
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley (via Teams)

In Attendance: Keir Gervais, CAO/CO
Melissa Holmes, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Public Input

- a) Lorna Agnew of 754 Sayward Road: informed Council that she is making progress with her wish to have the speed limit reduced on Sayward Rd. *Mayor Baker thanked Mrs. Agnew for the update.*

3. Introduction of Late Items

- a) Councillor Burchett requested that Council discuss the Village's printing policy.

MOTION R23/270

MOVED AND SECONDED

THAT the Village's printing policy be added to the agenda.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

- b) Councillor Burchett requested that Council discuss the RCMP heat pump plan.

MOTION R23/271

MOVED AND SECONDED

THAT the RCMP Heat Pump plan be added to the agenda.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

4. Approval of Agenda

CAO Gervais presented an amendment to the title of agenda item Council Reports 8.b) to be "Verbal Report: SRD Written Reports- Councillor Burchett"

MOTION R23/272

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 5, 2023, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R23/273

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on October 24, 2023, be deferred to the December 19, 2023 Regular Council meeting.

CARRIED

MOTION R23/274

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the December 19, 2023 Regular Council meeting.

CARRIED

MOTION R23/275

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on November 7, 2023, be deferred to the December 19, 2023 Regular Council meeting.

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a)** Letter from Alex Turner – Proposal for Evening Workshop to discuss governance/service delivery options
- b)** Michele Babchuk, MLA RE Happy Halloween - October Update
- c)** UBCM, Approval Letter RE Village of Sayward 2023/24 Community to Community Program Application
- d)** AVICC, 2024 Resolutions Notice Request for Submissions
- e)** AVICC, 2024 Call for Nominations for AVICC Executive
- f)** AVICC, Call for Session Submissions
- g)** AVICC, Student Participation Program
- h)** AVICC, Climate & Health Community Gathering

MOTION R23/276

MOVED AND SECONDED

THAT correspondence b), d), e), f), g) and h) be received.

CARRIED

MOTION R23/277

MOVED AND SECONDED

THAT the topic of the correspondence (dissolution) from Mr. Alex Turner be discussed by Council during a Committee of the Whole meeting during the first half of 2024.

CARRIED

MOTION R23/278

MOVED AND SECONDED

THAT correspondence a) and c) be received.

CARRIED

8. Council Reports

a) Verbal Report: Strathcona Gardens Expansion – Councillor Burchett

MOTION R23/279

MOVED AND SECONDED

THAT Mayor Baker provides a written report regarding the Strathcona Gardens expansion following the December 13, 2023 SRD Board meeting.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

b) Verbal Report: SRD Written Reports- Councillor Burchett

9. Reports of Committees – None

10. Mayor's Report

a) Request for support from Ministry of Municipal Affairs

MOTION R23/280

MOVED AND SECONDED

THAT the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Verbal - Dec 15, 2023 Truck Parade

MOTION R23/281

MOVED AND SECONDED

THAT the Village of Sayward Council allocate \$1,000 towards Christmas decorations for the 2023 truck parade, and that staff report back to Council with source of funds at a later date.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R23/282
MOVED AND SECONDED

THAT fifty percent of the \$1,000 Christmas decorating budget is spent on items from local artisans.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

Mayor Baker called a recess of the Regular Council meeting at 8:13 p.m.

The Regular Council meeting reconvened at 8:23 p.m.

The attendance of Council and Staff was the same as at the time the recess was called.

11. Unfinished Business - None

12. Staff Reports

a) Fire Protections Services Agreement – Keir Gervais, CAO

MOTION R23/283
MOVED AND SECONDED

THAT Council receives and discusses Fire Protection Services Agreement Staff Report; and,
THAT Council direct staff to further investigate the concept of a sub-regional service model for fire protection through the SRD for the Village of Sayward and Sayward Valley Area A; and,

THAT a further report be prepared for the Council's consideration on December 19, 2023.

CARRIED

b) Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation – Keir Gervais, CAO

MOTION R23/284
MOVED AND SECONDED

THAT Council receives the Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation report for discussion; and,

THAT Council inform staff which of the proposed *forum* event dates it will attend; and,

THAT Council direct staff to schedule the *forum* events with We Wai Kai First Nation and Wei Wai Kum First Nation.

CARRIED

c) Regular Council Meeting Schedule – Keir Gervais, CAO

MOTION R23/285
MOVED AND SECONDED

THAT Council approves the attached 2024 Regular Council Meeting Schedule as presented noting that the July, August and September meetings are varied from Council Procedure Bylaw No. 416, 2015.

CARRIED

MOTION R23/286

MOVED AND SECONDED

THAT the resolution be amended to remove the December 17, 2024 Regular Council meeting from the schedule.

Opposed Cllr Burchett

CARRIED

a) CAO Update - Verbal - Keir Gervais, CAO

MOTION R23/287

MOVED AND SECONDED

THAT Council receive the CAO Update – Verbal report for information and discussion; and,

THAT staff continue to record the in-camera Council meetings until the end of Council's term; and,

THAT staff bring back to Council an in-camera meeting recording policy by June 30, 2024.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R23/288

MOVED AND SECONDED

THAT the Village of Sayward not have single-person oversight over meeting videos and files.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

13. Emergency Services/Public Works/Recreation Department Reports

a) Kelsey Recreation Centre Report October 2023 - Michelle Davis, Recreation Manager

MOTION R23/289

MOVED AND SECONDED

THAT Council receive the Kelsey Recreation Centre October 2023 staff report for information and discussion.

CARRIED

14. Bylaws - None

15. New Business – None

16. Public Question Period

- a)** Milena Gradisar of 261 Ambleside Drive: asked for clarification that there is currently one staff person with access to the video recordings of the in-camera Council meetings, and what would happen if the staff person died. *Mayor Baker explained that the Village would contact the contracted IT firm for help*
- b)** Alex Turner of 1727 Sayward Rd.: asked why Council wouldn't move together in a prompt way toward a solution (re: dissolution of the municipality of the Village of Sayward)?

Councillor Poulsen commented that Council earlier resolved a decision on the matter as presented and suggested that Mr. Turner consider returning as delegation before Council.

- c) Lee Ettinger of 220 Sayward Heights: informed Council that information about Strathcona Gardens re-development initiative can be found on the SRD website.
- d) Jackie Lyons of 291 Ambleside Drive: Pointed out that Mayor Baker mistakenly read out "Council Procedure Bylaw No. 416, 2025" earlier where it should be "Council Procedure Bylaw No. 416, 2015". *Mayor Baker acknowledged the error and indicated the correction would be made.* Mrs. Lyons asked if she could comment about an earlier comment made by Councillor Poulsen. Mayor Baker suggested that any complaint about an elected official should be submitted in writing to the Village.

17. In Camera

MOTION R23/290

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 the following sections of the *Community Charter*:

- Section 90(1)(c) labor relations or other employee relations,
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

18. Adjournment

MOTION R23/291

MOVED AND SECONDED

THAT the Regular Meeting of Council for December 5, 2023 be adjourned.

CARRIED

The meeting was adjourned at 10:59 pm.

Mayor

CAO/Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
February 13, 2025
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input - None

3. Introduction of Late Items

4. Approval of Agenda

MOTION S25/1

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for February 13, 2025, be approved.

CARRIED

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

12. Staff Reports - None

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION S25/2

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 the following sections of the *Community Charter*:

- Section 90(1)(c) labour relations or other employee relations; and
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

18. Adjournment

The meeting was adjourned at 8:11PM

Mayor

Corporate Officer

Barb Hubbard
President
Sayward Oscar Daze Slo-Pitch Society
250-202-0063
March 7 / 2025

Village of Sayward Council
Village of Sayward

Subject: Request for Permission to Utilize and Maintain Ball Fields for Sayward Oscar Daze
Tournament

Dear CAO, Mayor and Council,

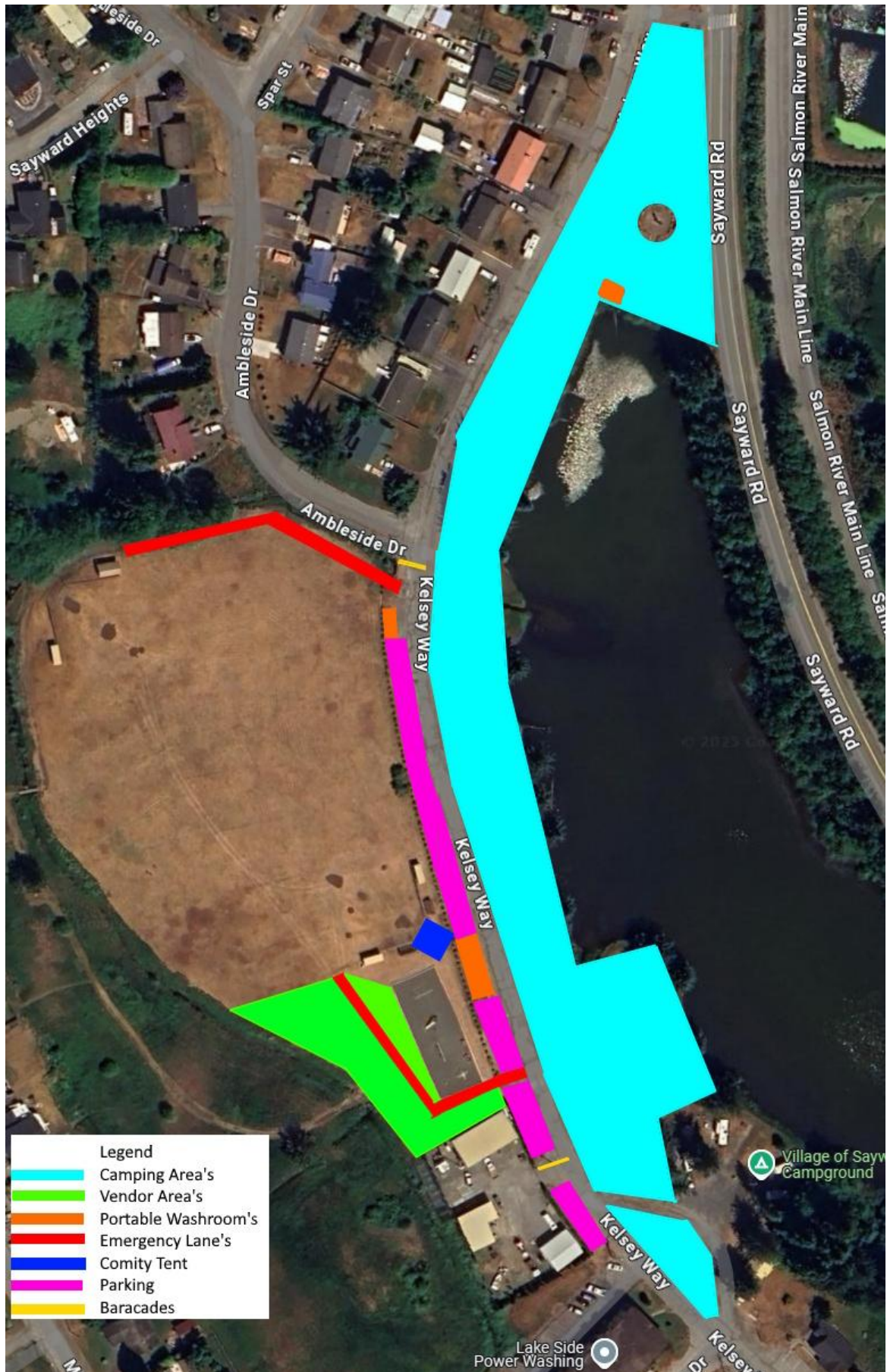
On behalf of the Sayward Oscar Daze Slo-Pitch Society, I would like to formally request permission to use the ball fields for this year's tournament. Our organization is committed to fostering community engagement through sport, and we deeply appreciate the Village's ongoing support in making this event possible each year.

1. **Asking for standing approval to use the ball fields for Oscar Daze.**
2. **\$60.00 per team for the weekend use of the Campground for the duration of the ball games.**
3. **The use of the Showers at the Kelsey Center**
4. **Quiet time by 1:00am**
5. **Oscar Daze will hold liability insurance during the tournament.**

We greatly appreciate the Village of Sayward's continued support in helping us provide a successful and enjoyable tournament for our community. Please let us know if any further information or discussion is required regarding our request.

Thank you for your time and consideration. We look forward to your response and hope to continue working together to make this year's event a success.

Sincerely,
Barb Hubbard
president
Sayward Oscar Daze Slo-Pitch Society





REQUEST TO APPEAR AS DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Requests and ALL supporting documentation & written background material must be submitted no later than 12:00 p.m. on the Wednesday prior to the meeting at which Council will hear the delegation.

PowerPoint presentations, if applicable, must be submitted to Corporate Officer by 12:00 p.m. on the day of the meeting.

Confirmation: Delegations are not confirmed until you are contacted by Village staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting.

Each delegation to a Regular Council meeting is permitted ten (10) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Gregory Litschke, Community Paramedic, Sayward --- Agnes Pringle, Unit Chief, Sayward ---
Nathaniel Pottage, Manager – Clinical Operations, North Island District

Organization Name, if applicable:

British Columbia Emergency Health Services

Meeting date requested:

See <https://www.sayward.ca/government-bylaws/council-meetings> for schedule of upcoming meetings

Tuesday, March 18th, 2025

Suggested title of presentation:

Roles and Responsibilities of a BCEHS Community Paramedic

Topic of discussion:

Please be specific and provide details. Additional information can be emailed to village@saywardvalley.ca with the DELEGATION INFORMATION and DELEGATION DATE in the subject line.

Brief overview of community paramedicine with BCEHS. Scope of practice, four pillars of community paramedicine, focus on keeping people living at home longer and healthier. What's new Staffing model update – full time position - Consistent shift pattern for greater availability. Updated scope of practice and increased training and education for the role.

Purpose of presentation:

- ☒ Provide information only
- ☐ Make a specific request of Council

Details of Council request, if applicable:

Click or tap here to enter text.

Do you wish to make a PowerPoint presentation?

See “deadlines” section on page 1 of this form.

Yes	No
☐	☒

Do you wish to provide written background material to Council in advance?

See “deadlines” section on page 1 of this form.

Yes

☐

No

☒

Contact Person:

Gregory Litschke

Phone Number:

(250)201-7539

Email:

CP.Sayward@BCEHS.ca

Personal information on this form is collected under the authority of the Community Charter and Local Government Act for the purposes of administering delegations to Village of Sayward Council meetings. Names and other personal information may only be used and disclosed as provided in the Freedom of Information and Protection of Privacy Act. Questions about the collection and release of your personal information can be directed to the Corporate Officer.



P.O. Box 33
Sayward, BC
V0P 1R0

Tel: 1 (250) 282-3815
Fax: 1 (250) 282-0040
Email: schs.clinic@gmail.com
<http://www.saywardclinic.co>

CAO & Council
Sayward BC
V0P1R0
7th February 2025

Dear CAO & Council,

As you are all aware, being a remote and rural location, we face difficulties in attracting and retaining qualified professionals, and particularly so when it comes to medical personnel.

This is in part due to the location, but also the lack of suitable accommodation on a regular, but not necessarily permanent basis.

SCHS are mindful that for example, as and when we need another NP, that may be difficult. Gold River have been almost 5 years with no applicants. We also have a constant stream of students, trainees, practicums, and locums sent up here by Island Health, sometimes at very short notice. We were lucky that Tracey was willing to bring her accommodation with her, and we appreciate the Council allowing her to keep it on the camp site.

We are not in a position to rent anywhere long term, as our only guaranteed income is the service payments from Island Health, which is all taken up in going towards paying the bills. However, we do have some capital we can access, which would not deplete our investment income stream too much, so have a possible solution which we would like Council to consider.

We are thinking about the possibility of purchasing a small home, such as a tiny (but not too tiny) home or a cabin and would like to site it on the grassed area behind the Clinic, which we are currently responsible for maintaining. A proper home is far preferable and much more likely to help the situation than an RV, and having it attached to proper power, water and sewer would be the intention if possible.

SCHS would be wholly responsible for the purchase, maintenance and insurance of any such structure, and it would remain the property of the Society.

Obviously there are a lot of things to be looked into, but in the first instance, we are asking that this request simply be considered, so we would know if it would be feasible, and likely meet with preliminary approval, so we can have more in depth discussions about how this could work, and what we would need to do to make this happen.

The Board of Directors are all agreed that something of this nature would be a massive benefit, and would be a great help in keeping much needed medical care here in our community.

Yours sincerely,

A.M. Hibbert.

Angie Hibbert Director/Treasurer
On behalf of SCHS

February 28, 2025

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,



Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager

March 1, 2025

TO: Local Government Chief Financial Officers

FROM: Hervinder Bains, Chief Financial Officer

RE: **UBCM 2025 MEMBERSHIP DUES**

UBCM President Trish Mandewo has written to all local councils and regional boards requesting them to consider renewing their membership for 2025 (enclosed).

UBCM membership dues are based on Executive Policies 2.1–2.3.
Rates for 2025 are:

<u>Population</u>	<u>Rate</u>
First 5,000	0.7636
Next 10,000	0.5546
Next 15,000	0.3490
Balance	0.0714

Membership dues are calculated on your population, and the population estimates used are those prepared by BC STATS, Ministry of Jobs, Trade & Technology, Province of BC (December 2024).

We also enclose for your attention our 2025 dues invoice.

UBCM is transitioning to only accepting direct deposit for payment of invoices; enclosed is the information required to pay your annual dues through direct deposit. Please feel free to contact our office (aferguson@ubcm.ca) if you have any questions.

Encls.

March 1, 2025

Council Members
Village of Sayward
Box 29
Sayward, BC V0P 1R0



Dear Council Members,

I am pleased to invite Village of Sayward to renew its annual membership in the Union of B.C. Municipalities (UBCM).

UBCM was founded in 1905 because local government leaders at the time recognized a need for a common voice when working with other levels of government. The same mission drives UBCM today. Our advocacy is rooted in the voices of our members to ensure your priorities and concerns are heard.

One of the overarching challenges facing local governments today is the cost of service delivery and the growing pressure on property taxes. In many the communities, the financial challenges we face are exacerbated by gaps in provincial and federal responsibilities.

During the fall provincial election, UBCM highlighted the impact of provincial funding gaps on local governments, specifically in housing and homelessness, infrastructure, climate action and emergency management. Our campaign, *Stretched to the Limit*, was launched prior to our annual convention, and provided a frame for media coverage leading into the election.

Last year, UBCM successfully challenged the government to hold back on implementing Bill 45, which would have limited the ability of local governments to seek court-ordered decampments. Had the province not pulled back the cost implications for local governments would have been considerable.

UBCM also continued our advocacy during the past year for better guidelines to support the province's decriminalization trial. Local governments quickly recognized that the exemption granted by Health Canada went too far in permitting the consumption of illicit drugs in public places. UBCM advocated to prohibit use in more public spaces, and we were glad to see the change made to the Health Canada exemption last spring.

We also know the cost pressures facing communities as you manage growth and replace aging infrastructure. A key achievement in the past year was completing negotiations with the federal and provincial governments to renew the Canada Community-Building Fund for another 10 years. This program will deliver over \$3.7 billion to B.C. communities over the next decade to provide predictable, flexible funding for infrastructure needs.

The new Emergency and Disaster Management Act (EDMA), introduced in fall 2023 with the aim of strengthening emergency management across the province, also added considerable responsibilities for local governments. During the past year, UBCM initiated a joint advisory committee to inform the development of EDMA regulations, emphasizing the need for less prescriptive regulations that will minimize the burden on local governments and account for local circumstances.

Responsible conduct is a priority for local government, and UBCM continues to work with the Local Government Management Association and Provincial staff to support it. Over the past year, UBCM joined with LGMA to release a discussion paper that explores options for additional code of conduct legislation. The province is drawing on this paper as it undertakes policy development as it explores legislative options. We expect to hear more from the province on these options in the coming months.

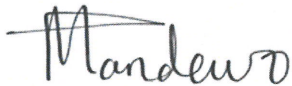
Reconciliation is a long-term matter of importance to our members. We were pleased to co-host a province-wide community-to-community forum in September with the First Nations Leadership Council. The full day event brought together dozens of First Nations and local governments for a day of dialogue around building relations, advancing reconciliation, and exploring ways to work together. We will continue to support local governments and First Nations to work together for the benefit of their communities, collaborating on areas of mutual interest, and setting an example for organizational reconciliation.

As we prepare this letter, we find ourselves on the eve of the 2025 provincial budget and the threat of tariffs targeting Canada's economy. The coming year will be a time of uncertainty and dramatic adaptation to new circumstances. As local governments navigate these changes, UBCM will redouble our efforts to represent your interests with the provincial government.

Our effectiveness as an organization is directly tied to the support and participation of our members. I sincerely thank you for Village of Sayward's renewal of its membership last year and look forward to continuing our work on your behalf with the rest of the UBCM Executive.

If you have any questions or feedback about our work, please do not hesitate to contact me directly.

Sincerely,
Councillor Trish Mandewo
UBCM President

A handwritten signature in black ink that reads "Mandewo". The signature is written in a cursive style with a large, stylized "M" at the beginning.

**UNION OF B.C. MUNICIPALITIES**

Suite 60 – 10551 Shellbridge Way
Richmond, British Columbia
Canada, V6X 2W9

Phone: (604) 270-8226 E-mail: ubcm@ubcm.ca

INVOICE

TO: Village of Sayward
Box 29
Sayward, BC V0P 1R0

Invoice Date: Mar 1, 2025

Invoice No: D-6046

Due: Upon Receipt

Reference: 2025 UBCM Annual Dues

DESCRIPTION		AMOUNT
Population: 363		
<i>Your UBCM dues have been calculated using population estimates (Dec 2024 release) provided by BC STATS, the central statistical agency of the Province of British Columbia.</i>		
Annual Dues:		
First 5,000 population	at 0.7636 (Minimum \$710)	\$710.00
Next 10,000	at 0.5546	\$0.00
Next 15,000	at 0.3490	\$0.00
Balance	at 0.0714	\$0.00
Subtotal:		\$710.00
5% GST: (10815 0541)		\$35.50
Total:		\$745.50

**UNION OF B.C. MUNICIPALITIES**

Suite 60 – 10551 Shellbridge Way, Richmond, B.C. V6X 2W9

REMITTANCE PORTION

Village of Sayward

2025 Annual UBCM Dues

Date: Mar 1, 2025

Invoice # D-6046

TOTAL DUE:

\$745.50

AMOUNT
ENCLOSED:

Please return this portion of invoice with payment. Please do not combine payment of this invoice with any other billing you may receive from UBCM. Thank you.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

Mayor & Council
Village of Sayward
652 – A H'Kusam Way
Box 29
Sayward, BC
V0P 1R0

March 12, 2025

RE: Sayward Visitor Services

Dear Mayor & Council,

Sayward Futures Society (SFS) is recognized as an "Affiliate" visitor services provider for the Sayward region under Destination BC's umbrella. Affiliate status provides access to resource supports (non-financial) through the Destination BC staff such as social media training, guidance, support for an online presence as well as access to brochures from all other BC communities.

As part of SFS's annual application, Destination BC requests a letter of support from the local municipality. For your convenience, we have attached the letter of support Mayor & Council provided in 2024.

SFS respectfully requests a letter of support from the Village of Sayward for our annual application to Destination BC. This will ensure we maintain the current relationship we have with Destination BC which has been exemplary!

Visitor numbers for the last 3 years based on the guest book located at the Visitor Centre:

2022 — 500

2023 — 1500

2024 — 3000+ from 45 different countries

We greatly appreciate your support in maintaining this very important relationship — thank you!

Sincerely,
Board of Directors
Sayward Futures Society



Village of Sayward

February 20, 2024

Destination British Columbia
12th Floor – 510 Burrard Street
Vancouver, BC V6C 3A8

RE: Visitor Services in the Village of Sayward

Attn: Visitor Services Network Program,

Please accept this letter as confirmation that the Village of Sayward recognizes the *Sayward Futures Society* as the organization providing Visitor Services in our community.

Sincerely,

Mayor Mark Baker

Village of Sayward

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

February 5, 2025

Dear Mayor and Council

On February 1, 2025, Sayward Futures had their first Strategic Planning Session allowing our Board of Directors to reassess our vision, mission, and guiding principles as the first step to development of a comprehensive 5-year strategic plan.

This was an excellent time to review operations over the past year, address financial performance, review correspondence and review partnerships. The result was a decision that the Board must focus on two primary areas of our operation. The first being the Kelsey Bay Wharf comprised of the aging wharf infrastructure, the retail operation and of course the tourism information center.

The second key focus area is our partnership agreement with Recreational Sites and Trails BC (RTSBC) inclusive to trail networks, planned work and of course, the Kusam Klimb event.

As the Village Council can appreciate, we have a small board of directors and capacity will always be a challenge for our organization. For this reason and in review of other factors, the Board has decided that considering the scope of work we have for regular operations combined with expanding roles in our key focus areas, we are unable to take the lead on community events.

Canada Day 2025 will be the last event we are able to take the lead. As we committed to this event in 2024, we will continue to work on fundraising efforts to make this incredible event possible this year. The process to get approval to take the lead on this event took place over three Council Meetings in 2024 resulting in Sayward Futures Society being granted lead for the 2024 Sayward Light up (food and beverage component) and the full 2025 Canada event, with the Village offering the venue and supplies in kind.

As you know, this event takes significant effort to plan and organize which is taxing on capacity, but the funding position is also a challenge. Last year we were successful in a grant application for the event and the SRD also committed as a major sponsor.

I am incredibly pleased to say that the SRD has immediately committed again for 2025 but can not likely do so for 2026 and beyond. We are also finding that corporate sponsorship has also declined resulting from market uncertainty and looming tariff threats resulting in understandable hesitation to commit to sponsorship.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

We trust that the Village of Sayward shares our belief that community events such as Canada Day and the Sayward Light Up are important for our small community. It is our hope that the Village of Sayward can find a way to continue these events.

Should the Village have a staff member that is to be responsible for events, Sayward Futures Society would be pleased to collaborate with them so there can be a fulsome pass over of information (exception being of course sponsorship and donor information).

In closing, it was our goal to provide as much notice as possible to the Village of Sayward so alternative arrangements can be made for events past Canada Day 2025.

We have very much enjoyed hosting these events and the experience year over year has been incredibly gratifying to our volunteers and directors alike.

Sincerely,

Chair and Board of Directors



BC SALMON
FARMERS®

SAVE THE DATE

BC Salmon Farmers Association
41ST ANNUAL GENERAL MEETING

TUESDAY, JUNE 3, 2025
CAMPBELL RIVER, BC

- BUSINESS SESSION • GUEST SPEAKERS
- EVENING NETWORKING MIXER

STAY TUNED...MORE DETAILS TO COME!

**Business session for BCSFA member companies and invited guests. Networking mixer will be open to the broader business community and invited guests.*

Vancouver Island Regional Library Board Meeting
February 22, 2024

I attended the meeting virtually.

Orientation for new trustees elected to the board.

AGM Meeting:

The election for executive positions required a vote for only one position which was for Vice Chair. All positions are a 1 year term.

Regular Meeting

VIRL was awarded a \$50K Island Health grant for the installation of Brave Overdose Detection Sensors in washroom stalls in “at risk” branches. Installation, calibration and staff training completed in December at Campbell River, Courtenay, Nanaimo Harbourfront, Port Hardy and Sooke branches.

Effective January 2, security guards are now stationed at our Port Hardy branch, given ongoing public disorder issues and growing staff fatigue. This is VIRL’s fourth branch with indoor security (Campbell River, Courtenay, Nanaimo Harbourfront and Port Hardy), while two branches have external security (Cowichan, via the CVRD, and North Nanaimo, via VIRL contract).

Revenues

Levies to Members and Provincial revenue sharing grants are consistent with budget. General revenues included a budget of \$40,000 for interest income which was significantly exceeded with interest income of approximately \$196,000. In addition, recognition of deferred revenues for \$20,000 and increased miscellaneous revenues cost recoveries have contributed an additional \$21,500 to the surplus. Library Generated revenues exceeded budgeted amounts due to the recognition of deferred donation revenues. Adjustments have been made to recognize deferred revenues in both 2023 and 2024. Draws on reserves are less than anticipated due to two major capital projects being extended into 2025. Due to fewer capital asset expenditures than planned, not as many draws on reserves were required. Grant revenues are slightly lower than in the prior year. There were approximately \$78,550 of Covid Relief grant funds received in 2023 that were not received in 2024.

Expenditures

Capital projects and reserve fund spending are below budgeted amounts due to capital projects being extended into 2025. Debt servicing costs are consistent with budget and there will be one more set of actuarial adjustments recorded for Masset and Sandspit when the statements are received, prior to the year-end audit happening in March 2025. Cost controls on operating expenses have been the largest contributors to the operational surplus. There are a number of exempt vacancies and frozen positions that have contributed to a \$1.6M surplus in wages and benefits for 2024. Professional fees increased due to financial management contracts, but these costs are offset by savings from vacant management positions. The most significant cost savings from budget were achieved in the area of Promotion and Advertising, Branch Costs, and Library materials.

Bank and service charges increased due to payroll processing costs associated with the upgrade to the new Workforce Now payroll system.

The new Masset branch will collocate a new library space with a Haida language immersion and preservation lab in partnership with Xaad Kíl Née (XKN), the Haida Language Office. Anticipated construction to be completed Q2 2025.

The planning is underway for opening celebration is Saturday, Sept. 13, 2025.

Respectfully submitted by
Councillor Debbie Coates



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, CAO
Subject: **Actionable Resolutions from COTW – February 11, 2025**
Meeting date: March 18, 2025

BACKGROUND

When Council convenes a meeting as a Committee of the Whole, all resolutions adopted during that session is in the form of recommendations to Council. Council must then decide a session of Council if the recommendation would be endorsed/adopted as direction of Council.

DISCUSSION

The following actionable resolutions were approved by the Committee of the Whole on February 11, 2025:

1. THAT Staff apply for the \$25,000 LGMA Responsible Conduct Resource Administration Fund.
2. THAT the purchase of a new lawnmower be funded from the Growing Communities Fund.
3. THAT the Local Government Climate Action Reserve funds be used for the Drainage Improvement Project.
4. THAT \$265,000 of the Growing Communities Reserve fund be used for the Drainage Improvement Project.
5. THAT Staff return grant funds received for the Kelsey Centre Air Conditioning project or request permission to reallocate funds for an alternate project.

6. THAT the Kelsey Centre Pool remains closed until the results from the Strathcona Regional District Kelsey Centre Committee are received for review and discussion by council.
7. THAT staff or a third party look into grant funding for turning the water and sani-dump at the campground into "pay and play".
8. THAT staff investigate service request fees and create new G/L line for public works revenue.
9. THAT \$5,000 be allocated for a contingency fund.

RECOMMENDATION

1. N/A

Respectfully submitted,

Original Signed

John Thomas, CAO



STAFF REPORT

For: Mayor and Council
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Meeting date: March 18, 2025

BACKGROUND

When Council convenes a meeting as a Committee of the Whole, all resolutions adopted during that session is in the form of recommendations to Council. Council must then decide a session of Council if the recommendation would be endorsed/adopted as direction of Council.

DISCUSSION

The following actionable resolutions were approved by the Committee of the Whole on March 11, 2025:

1. THAT Council hold a Special Meeting of Council in March to discuss the priorities and the Kelsey Centre.
2. THAT the Special Meeting of Council to discuss priorities and the Kelsey Centre be held on Wednesday March 19, 2025, at 7:00pm.
3. THAT staff invite the non-profit society that oversees the Sayward Health Clinic to do a presentation to Council regarding their budget and funding.
4. THAT the Parks budget for Diesel & Oil- Kubota Mower be increased from \$1,100 to \$2,500.
5. THAT a new gazebo ramp be funded from the Growing Communities Fund.
6. THAT the Property Tax Rate for Class 1 – Residential increase by 6.61% for 2025.

7. THAT Council approves the Capital Budget as written.

RECOMMENDATION

1. N/A

Respectfully submitted,

Original Signed

John Thomas, CAO

**Strathcona
Regional District****KELSEY CENTRE REVIEW COMMITTEE**

Wednesday, February 19, 2025

Minutes of the inaugural meeting of the Kelsey Centre Review Committee held on Wednesday, February 19, 2025, at the Strathcona Regional District offices located at 990 Cedar Street, Campbell River, B.C.

A quorum having been confirmed the Corporate Officer called the meeting to order at 3:30 p.m with the following directors physically in attendance or participating electronically:

MINUTES

Chair:	S. Sinnott	City of Campbell River
Directors:	M. Baker	Village of Sayward
	R. Mawhinney	Electoral Area C (Discovery Islands-Mainland Inlets)
	G. Whalley	Electoral Area A (Kyuquot/Nootka-Sayward)

ELECTION OF CHAIR

The Corporate Officer called for nominations for the position of Chair.

Director Whalley nominated Director Sinnott. Director Sinnott accepted the nomination with thanks.

The Corporate Officer called a second and third time for nominations and there were none.

Director Sinnott was declared elected by acclamation to the position of Chair.

ELECTION OF VICE CHAIR

The Corporate Officer called for nominations for the position of Vice Chair.

Director Whalley nominated Director Baker. Director Baker accepted the nomination with thanks.

The Corporate Officer called a second and third time for nominations and there were none.

Director Baker was declared elected by acclamation to the position of Vice Chair.

Director Sinnott in the Chair.

FIRST NATIONS TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that we are located on the traditional territory of the Laichwiltach people.

Mawhinney/Whalley: KCRC 1/25

THAT the agenda for the February 19, 2025 inaugural meeting of the Kelsey Centre Review Committee be adopted as presented.

CARRIED

STAFF REPORTS

Committee Terms of Reference

Baker/Whalley: KCRC 2/25

THAT the report from the Chief Administrative Officer be received.

CARRIED

Kelsey Centre Facility Description

Whalley/Baker: KCRC 3/25

THAT the report from the Chief Administrative Officer be received.

Michelle Davis (Kelsey Centre, Recreation Manager) gave a verbal report regarding the description of the Kelsey Centre facility.

A vote was held on the motion and it was

CARRIED

Whalley/Mawhinney: KCRC 4/25

THAT the Village of Sayward Council be requested to clarify to the Kelsey Centre Review Committee specifically what they want from the SRD.

CARRIED

Mawhinney/Whalley: KCRC 5/25

THAT staff provide a report with a description of the Kelsey Centre Facility.

CARRIED

Current Operating Costs

Whalley/Mawhinney: KCRC 6/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee an update as to the current status of the operability of the facility

including boiler repairs, hot tub leaks, and any other known problems; and furthermore:

- An accounting of secured and appropriated grants for the Kelsey Centre including an itemized list of what these grants will be spent on.
- An accounting of Village reserve funds appropriated for the Kelsey Centre including an itemized list of what these appropriated reserves will be spent on.
- A copy of their 2025 to 2029 financial plan.

CARRIED

Planned Improvements/Renovations

Whalley/Mawhinney: KCRC 7/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee an up-to-date asset management report for the Kelsey Centre which details needed maintenance and upgrades with cost estimates. And furthermore:

- The approved schedule for those maintenance and repair items to be undertaken,
- Any reports regarding long-term planning for the pool area including its anticipated lifespan,
- The most recent inspection results for earthquake resilience and code compliance, with special regard to potential liability issues.

CARRIED

Usage by Public

Whalley/Mawhinney: KCRC 8/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee usage statistics for Village and Area A residents separately and by age category.

CARRIED

Mawhinney/Whalley: KCRC 9/25

THAT the Kelsey Centre Review Committee schedule a site visit of the Kelsey Centre.

CARRIED

TERMINATION

Whalley/Mawhinney: KCRC 10/25

THAT the February 19, 2025 inaugural meeting of the Kelsey Centre Review Committee be terminated.

CARRIED

Time: 4:03 p.m.

Certified Correct:

Chair

Corporate Officer

DATE: April 25, 2023
TO: Keir Gervais, Village of Sayward
CC: Lisa Clark, Tony Leggat, Village of Sayward
FROM: Steven Olson, Urban Systems
FILE: 2906.0008.01
SUBJECT: Infrastructure Risk Assessment Criteria and Framework – Draft For Discussion

1.0 INTRODUCTION

This memorandum outlines findings through the asset inventory and risk assessment process that constitutes phase one of the development of an updated asset management program for the Village of Sayward. Urban Systems has undertaken a review of available inventory data for the Village to compile and confirm the asset inventory as well as define asset classes as a basis for the formulation of risk assessment criteria and framework. The resulting consequence and likelihood of failure assessment have for primary objective in supporting and refining a prioritized capital project list and capital planning that will take place in phase two of the project.

1.1 BACKGROUND

In 2016, the Village of Sayward completed an Asset Management Program including a strategy and policy for roads, linear water, sanitary sewer, and storm drainage infrastructure that was adopted the following year by Village Council. Several next steps were later identified by staff and Council members to help the strategy to become more implementable and capable of guiding decision-making processes for prioritizing capital project planning.

Urban System subsequently helped the Village put together a successful application with the Federation of Canadian Municipalities for a grant under the Municipal Asset Management Program (MAMP) to develop these next steps. The asset management implementation program for the Village of Sayward was devised to address key challenges faced by the Village such as infrastructure funding shortfalls from a small tax base, aging infrastructures, and staff turnover and limited internal capacity. The proposal for the initial phase includes updating the current asset inventory listings and associated GIS maps to develop a methodology for ranking assets classes using a risk and consequences framework. The resulting score cards seek to:

- provide a roadmap linking infrastructure investment decisions to service outcomes,
- Provide guidance on the financial needs of an infrastructure renewal model
- developing realistic and implementable tools for successful service delivery options; and
- Provide a tool to support financial decisions with respect to infrastructure renewal (I.e: helping decide where to focus current funding dollars).

2.0 METHODOLOGY

2.1 INFORMATION GATHERING

Asset inventory is the critical component of asset management planning. Urban Systems reviewed all available inventory listings from the Village office and existing database from the Strathcona Regional District GIS

database. These steps provided an opportunity to verify and update existing assets and elaborate the following asset classes:

- Water distribution system
- Sanitary sewer collection system
- Storm sewer collection system
- Road systems
- Buildings
- Vehicles
- Equipment

These updated asset classes were used to develop a standardized rating system to describe and confirm the needed attention of the asset conditions. A GIS base mapping system was also developed for the asset classes at this stage and is included as Appendix A of this memo.

2.2 ASSUMPTION AND DATA GAPS

To complete the project, an in-depth review of the Village's GIS data was completed and found that the data was good with minor data gaps requiring assumptions to be made. The data gaps included missing asset information such as asset sizes, material, and installation years.

To address the data gaps, the following assumptions were made:

- Sanitary and watermain pipes missing diameters were assigned a diameter of 200mm
- Stormwater pipes missing diameters were assigned a diameter of 250mm
- Mains missing installation date was assumed to be 1968
- Mains missing material type were assumed to have a life expectancy of 60 years

Ditching infrastructure was also not included in the village's GIS data. All ditches that are attached to roadways were assumed to be a part of the roadway structure and not separated out. Ditches not attached to the roadway, like through the central park were added as assets and assigned age and condition values manually with the specific details to be confirmed. The village also has a limited record of piping breaks or failure history, and to accurately classify the condition of the infrastructure, the age is the main factor to determine the condition.

2.3 STANDARD RATING SYSTEM

Determining the risk of the infrastructure is a way of defining which assets should be replaced. Asset rating can be broken out into two categories, one being the likelihood of failure, and the other being the consequence of failure, explained in detail below.

2.3.1 Service Life – Likelihood of Failure

The likelihood of failure is intended to provide guidance on when a specific asset has reached its service life and would be expected to need replacement. While reaching the service life does not guarantee failure, it has been documented that assets who have reached their service life are more likely to start to require more effort and

cost to maintain and should be considered high priority for replacement. Based on observations from similar asset inventory condition assessments on Vancouver Island the following service life values have been proposed (Table 1). This asset type service table should be a living document in the future and updated as information is learned or adjusted based on operating experience.

Table 1 – Material Service Life Estimates

Pipe Materials	Service Life	Sanitary Systems	Service Life	Road Systems	Service Life
Asbestos	60	Sanitary Lift Station	50	Loose (Gravel)	10
Cement					
PVC	85	Pumps	25	Rough (Paved)	25
Concrete	60	Piping	50	Paved	50
HDPE	100	Controls	25		
Ductile Iron	110	Chamber and structures	50		
CMP (Corrugated Metal Pipe)	50				

These values have been added to a risk matrix to provide a relative condition of each asset item as a percentage point of the service life.

Linear asset classes were evaluated based on a set of criteria for quantifying the likelihood of failure by assigning a score from one (least likely) up to five for the most likely to fail. The percentage of service life accrued at the time of assessment based on the pipe network material was one of the bases for classification. To create more texture to the assessment and to capture specific circumstances in the local networks, breakage history or observed pipe conditions could also be used in the future to further inform ranking criterion. Table 2 shows the ranking scheme for a typical linear structure such as watermain.

Table 2 – Likelihood of Failure

Likelihood of failure	% of Service Life (SL)		Break History Count
5	Asset more than 150% of SL	OR	3
4	Asset age 110% to 150% of SL	OR	2
3	Asset age 90% to 110% of SL	OR	1
2	Asset age 50% to 90% of SL	OR	
1	Asset age <50% of SL	OR	

2.3.2 Consequence of Failure

The second consideration to determine the asset risk score is to evaluate the consequence of failure for the asset. For the village, the consequences can be judged by using a mixed criteria of financial, environmental, and social impacts which are also referred to as the triple bottom line. Financial impacts could include collateral damages caused by the failure, legal costs, and costs resulting from shutting down or limiting operations. Environmental impacts could include contamination to the environment, violations and fines, and loss of habitat or impacts to

wildlife. Social impacts could include impacts to public health and safety, community resources, and public image.

The below figure was used to assist in assigning the village's assets. This table is meant to be general enough so that different asset categories could all be assessed under a single ranking category.

Table 3: Consequence of Failure Ratings

Consequence of Failure	Description	Example
5	Health and safety or public is at risk from asset failure. Exceedance of permit limits	Sewage treatment plant, water treatment plant and reservoirs, sewage lift stations.
4	Major damage to major assets or private property Potential to negatively harm the environment Potential to cause impacts to wildlife	Major water and sewer trunk mains, major roadways.
3	Disruption to businesses Disruption to staff and operations Repair requires working within private lots and remediation	Secondary larger water and sewer mains.
2	Disruption to less than 15% of serviced lots	Local roads and local water and sewer mains.
1	No identifiable consequences Disruption to less than 5% of serviced lots	Services and lanes

The consequence score can be adjusted based on local priorities. If community priorities change, the above table can be adjusted or revised to determine which assets would be most consequential to the village's operations, and thus, be brought forward as a priority for replacement programs. This also applies for the consequence rankings of the assets and the assigned values are meant to be updated throughout time.

2.3.3 Condition Risk Score

Using both the consequence and likelihood scores from the above sections, they are then multiplied together for each asset to provide an overall risk score as shown in Table 4. The overall risk score is a tool that can be used to justify or determine which assets would require replacement before other assets or to understand the overall health of the system and support long term replacement programs.

Table 4 – Condition Risk Score Matrix

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

LIKELIHOOD OF FAILURE

These risk scores can then be broken down into priority categories where sections of projects can be put into replacement programs and investigated in further depth. The categories would be from Priority 1 (highest) to Priority 3 (lowest) and are described in further below.

- Priority 1:
 - o Assets under this category are considered high priority from a risk perspective and should be put into the 5-year replacement project list.
 - o Defined as having a condition risk score of 15 or greater.
- Priority 2:
 - o Assets under this category are lower risk and should be put into a 5-15 year replacement project list.
 - o Defined as having a condition risk score of 8 to 12.
- Priority 3:
 - o Assets under this category should be considered low risk and likely not be considered on a replacement list until reaching a priority 2 level. The value for replacement should be considered for the village's operation budget and planning.
 - o Defined as having a condition risk score of 1 to 7.

2.3.4 Capacity considerations

While this report starts to paint a picture of asset replacement based on age and risk what it cannot do is help understand infrastructure needs from a capacity perspective. Typically, most municipal assets have been historically replaced due to capacity constraints rather than condition. We understand the Village may be undertaking water and sewer master plans that will help support decisions from this perspective. This report should be reviewed in conjunction with other known areas of concerns such as infrastructure capacity or drainage issues that are documented.

3.0 RESULTS

Below are the summary tables for the village's infrastructure broken down into the priority categories and the associated replacement values for each of the major asset classes. The full list of priority 1 and priority 2 assets are included in Appendix B which include a summary of individual assets, their age, attributes, and individual replacement costs.

3.1 ROADWAY INFRASTRUCTURE

It was found that there were no priority 1 and 2 roadway systems with the town in comparison to the risk associated with the other asset classes like sewer and water. Roadways also typically benefit from on the ground condition inspections. While the age of a roadway's indicative of its service life we know that roads will see different condition factors and will degrade at different level in the field. Roadway condition scores will be discussed further in this program. As noted above based on service life and risk there are no major road upgrades expected with the next 5 years which may not reflect the actual road conditions in the village.

With roadways, it may also be considered to align roadway replacements to the underground infrastructure replacement programs.

Table 5 – Replacement Costs based on Priority Rankings for Roads

Roadways	Length (m)	Replacement Cost
Priority 1 (5 Year)	-	\$0
Priority 2 (5-15 Year)	-	\$0
Priority 3	16,843	\$14,086,000

3.2 SEWER INFRASTRUCTURE

Sewer systems include all items required with transportation and disposal of the wastewater system which are:

- Gravity sewer mains and manholes
- Lift stations and force mains
- Wastewater Treatment plant

Through the risk assessment, it was determined that there was the lift station at 560 Kelsey Road that was classified as a priority 1 asset. This is due to lift stations having a high consequence of failure, and the age of the lift station being more that 55 years old. As a budgetary estimate, the value of the lift station for replacement is totaled at \$500,000 but could be addressed with maintenance activities or upgrades to lengthen the service life of the asset.

Looking ahead further to priority 2 projects, there are a large amount of sewer mains (2,848m) that are reaching their estimated service life in 2028. They are largely made up of 150-200mm AC sewer mains located along Kelsey

Way, MacMillan Drive and Sayward Road. These mains are a higher risk subset of a large group of sewer mains that were installed in 1968. Table 6 below outlines the breakdown between the priority classes along with estimated costs and asset count information.

Table 6 – Replacement Costs based on Priority Rankings for Sewer

Sewer	Main Length (m)	Individual Assets	Replacement Cost
Priority 1 (5 Year)	-	1	\$500,000
Priority 2 (5-15 Year)	2,848	2	\$3,799,000
Priority 3	14,972	2	\$8,043,000

3.3 WATER INFRASTRUCTURE

Water infrastructures include all items required for the distribution and supply of drinking water and fire supply which are:

- Water reservoir and disinfection equipment
- Linear mains, fittings, valves, and services
- Fire hydrants and other connection points

Through the risk assessment, it was determined that is a single section of watermain that was classified as a priority 1 asset, being a 102m length 200mm AC pipe installed in 1968 that was a large part of the water distribution for the entire village of Sayward which is located near 570 MacMillan Drive. Based on the risk assessment It is recommended that this section of watermain would be the number 1 priority for replacement or provide a secondary redundant water feed line to the village.

Priority 2 assets identified are a mix of 150 and 200mm AC mains also installed in 1968 and service a large portion of the village's critical infrastructure. These should be planned for replacement within the next 5 years. Table 7 below outlines the breakdown between the priority classes along with estimated costs and asset count information.

Table 7 – Replacement Costs based on Priority Rankings for Water

Water	Length (m)	Replacement Cost
Priority 1 (5 Year)	102	\$89,000
Priority 2 (5-15 Year)	523	\$427,000
Priority 3	5,669	\$8,043,000

3.4 STORMWATER INFRASTRUCTURE

Stormwater infrastructures include all items required for the distribution and movement of rain and groundwater which are:

- Culverts, manholes and piping

- Catch basins and service leads
- Ditching and headwalls

Through the risk assessment, it was determined that there were no priority 1 or 2 mains based on condition and risk alone. This would be to say, stormwater infrastructure should not be the leading reason for replacement programs. However, we do know that the Village needs upgrades due to flooding and drainage concerns at several locations. These upgrades have been identified based on flooding and other concerns brought forward through studies and on the ground experience.

Table 8 below outlines the breakdown between the priority classes along with estimated costs and asset count information.

Table 8 – Replacement Costs based on Priority Rankings for Storm

Storm	Length (m)	Replacement Cost
Priority 1 (5 Year)	-	\$0
Priority 2 (5-15 Year)	-	\$0
Priority 3	3189	\$4,817,000

3.5 BUILDING INFRASTRUCTURE

Building infrastructure includes all buildings and shelters that are owned and operated by the village. Building assets and condition assessments have been previously compiled as part of the previous asset management work completed in 2019. The age of buildings alone is not able to determine condition or priorities as buildings typically have gone through renovations and upgrades from time to time that can drastically change the needs and overall condition of a building. Similarly, buildings are rarely completely replaced but rather upgraded or expanded.

Referring to the building condition assessments completed in 2019, they outline detailed items like; fire protection system, plumbing fixtures, hot water heating fixtures, etc., which provide a better understanding of the needs.

3.6 EQUIPMENT AND VEHICLES

Equipment and vehicles are a broad category that includes:

- Fire protection vehicles and village vehicles
- Operational equipment like mowers and tractors
- Park features such as baseball diamonds and tennis courts
- Village electronic equipment such as generators and computers

Through the risk assessment, it was determined that there was a priority 1 asset which was the fire rescue vehicle #33. It is currently past its service life and should be re-assessed to determine if the service life should be extended, upgrades made, or planned for replacement. The priority 2 assets that were found were the fire rescue vehicle #3

and breathing apparatuses for fire protection. These priority 1 and 2 assets are identified due to the consequence of failure, relating to fire safety, to the village and are identified as important assets. Table 10 below outlines the breakdown between the priority classes along with estimated costs and asset count information.

Table 9 – Replacement Costs based on Priority Rankings for Equipment

Equipment	Number of Assets	Replacement Cost
Priority 1 (5 Year)	1	\$287,500
Priority 2 (5-15 Year)	2	\$587,000
Priority 3	22	\$2,472,500

*Individual Assets are defined as buildings, vehicles, equipment.

The above noted Priority 1 vehicle corresponds to rescue vehicle #33. This vehicle has been identified based on the age of the vehicle and the risk associated with it.

3.7 SAMPLE PROJECTS

For the purposes of understanding the scope of what a Priority 1 project would be, 3 selected projects have been identified in Table 10. When a high-risk project is identified, parallel infrastructure, roadway length and reinstatement is included in the project costs.

Table 10 – Sample Projects determined from Condition Risk Scoring

Project Name	Description	Cost
Rescue Vehicle (#33)	Replacement value of the firetruck*. To confirm if truck should be replaced with a similar or different model based on Village's needs.	\$287,500
Lift Station Replacement	560 Kelsey Way Lift station Include 200mm AC forcemain attached to lift station Include 200mm AC watermain running parallel to force main Include Roadway resurfacing for Kelsey Way	\$1,670,000
Watermain	101m of 200mm AC pipe that acts as the distribution main for the entire village – upgrade to DI or other material with longer service life 100m of 300mm CMP culvert running parallel to watermain – upgrade to HDPE or other materials with longer service life	\$219,095

* Based on the estimate from Onsite Engineering in 2019 with inflation rates since purchase date.

3.8 COST TO REPLACE THE ASSETS

The replacement costs for linear assets were determined using unit rates developed from actual construction costs from the mid island area and represent 2023 dollars. These rates include a 15% allowance for engineering, and a 25% contingency. These rates assume a standard construction method involving open trench excavation and reinstatement. It does not consider rehabilitation methods like pipe relining as the current pipe conditions are not known and would need to be assessed at the time of replacement planning and design.

Values for the building, vehicles, and equipment were taken from the Village's Tangible Capital Assets (TCA) spreadsheet and required adjustments due to inflation as the prices recorded are based on the commissioning date.

3.9 HOW MUCH MONEY NEEDS TO BE INVESTED ANNUALLY

Along with identifying priority projects, this program aims to determine the annual investment that is required to operate and maintain the Villages existing assets. The below graphs are based on the assets being replaced once the service life has been reached. It does not consider repairs, upgrades or maintenance that may be able to extend the service life. Individual assets should be looked at in closer detail for ways to be able to prolong the service life. These graphs are meant to be used to estimate the average annual investment value to be able to plan for the future.

In the case of the linear infrastructure, there is a large amount of piping that was installed in 1968 that will be reaching its service life in 2028. Based on the above risk assessments, these will not all fail at the same time and do not need to be replaced in that year but should be planned for replacement, spread over the upcoming years. The 30-year average annual investment for linear infrastructure was estimated to be \$333,000, and individual assets of \$468,000. That is to say that an average investment of approximately \$800,000 would be required moving into the future to plan for future infrastructure replacement needs.

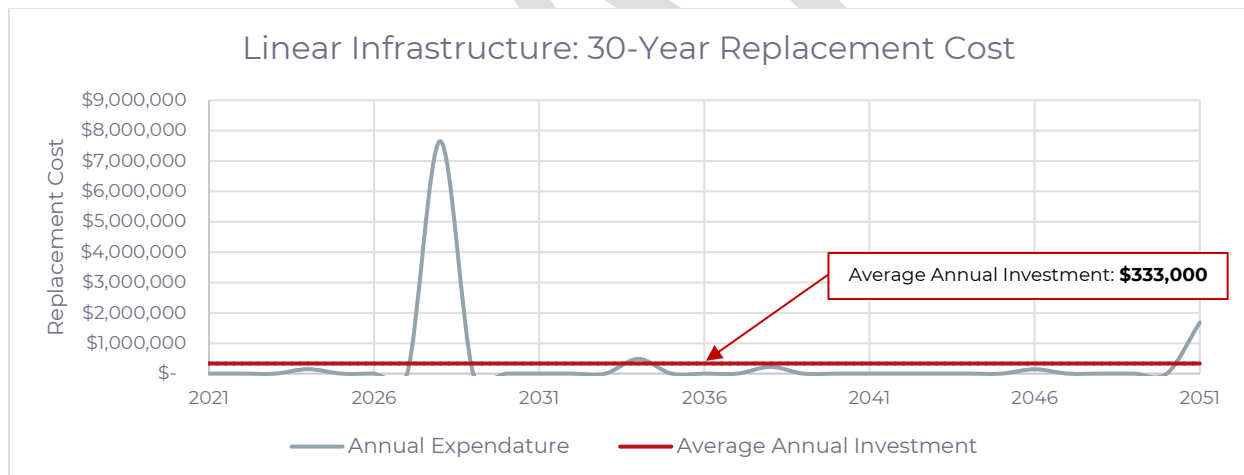


Figure 1: Linear Infrastructure replacement Costs

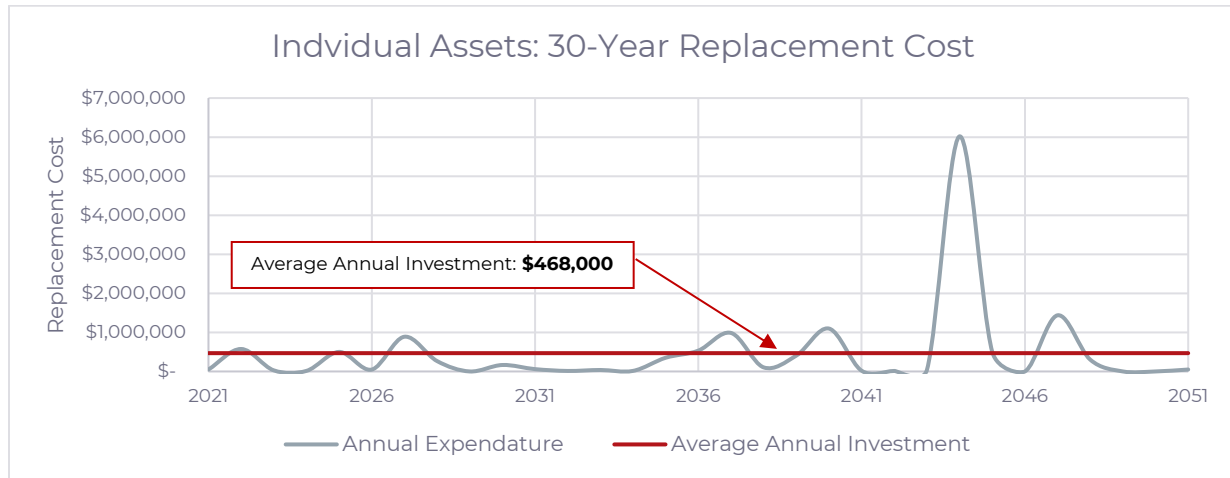


Figure 2: Individual Infrastructure replacement Costs

4.0 CLIMATE CHANGE ADAPTATION

Assets affected by climate change may be:

- Drainage sizing due to changing weather patterns
- Fire safety in dry months
- Droughts affecting the water supply system for the village

A way that climate change adaptation can be integrated into the village's asset inventory would be to add the infrastructure capacity information to the subject category. In the example of stormwater systems, a drainage study may be used to determine the current estimated capacities. Then using climate change modelling for increased rainfall events can be inputted into the capacity model and review if there is any inadequate infrastructure. Accounting for climate change is a way through mitigation and preparedness that the village can prepare for storm events while also repairing or replacing their existing and aging infrastructure.

DATE: April 20, 2023
FILE: 2906.0008.01
SUBJECT: Infrastructure Risk Assessment Criteria and Framework – Draft For Discussion

PAGE: 12 of 12

5.0 CLOSURE

As noted above, the goal of this memo was to provide a summary of the findings regarding the asset inventory, risk assessment and considerations for climate change adaptation. Further discussion with the village should take place to confirm missing asset information. The village staff should be consulted to confirm condition priorities or preferred service objectives and priorities.

Sincerely,

URBAN SYSTEMS LTD.

Steven Olson, EIT
Project Engineer

Eric Sears, P.Eng
Municipal Engineer

cc: Sydney Rankmore, Community Planner – Urban Systems

/Rt/So

Enclosure:

Appendix A – Village Utility Asset Map
Appendix B – Risk Table – Priority 1 and 2

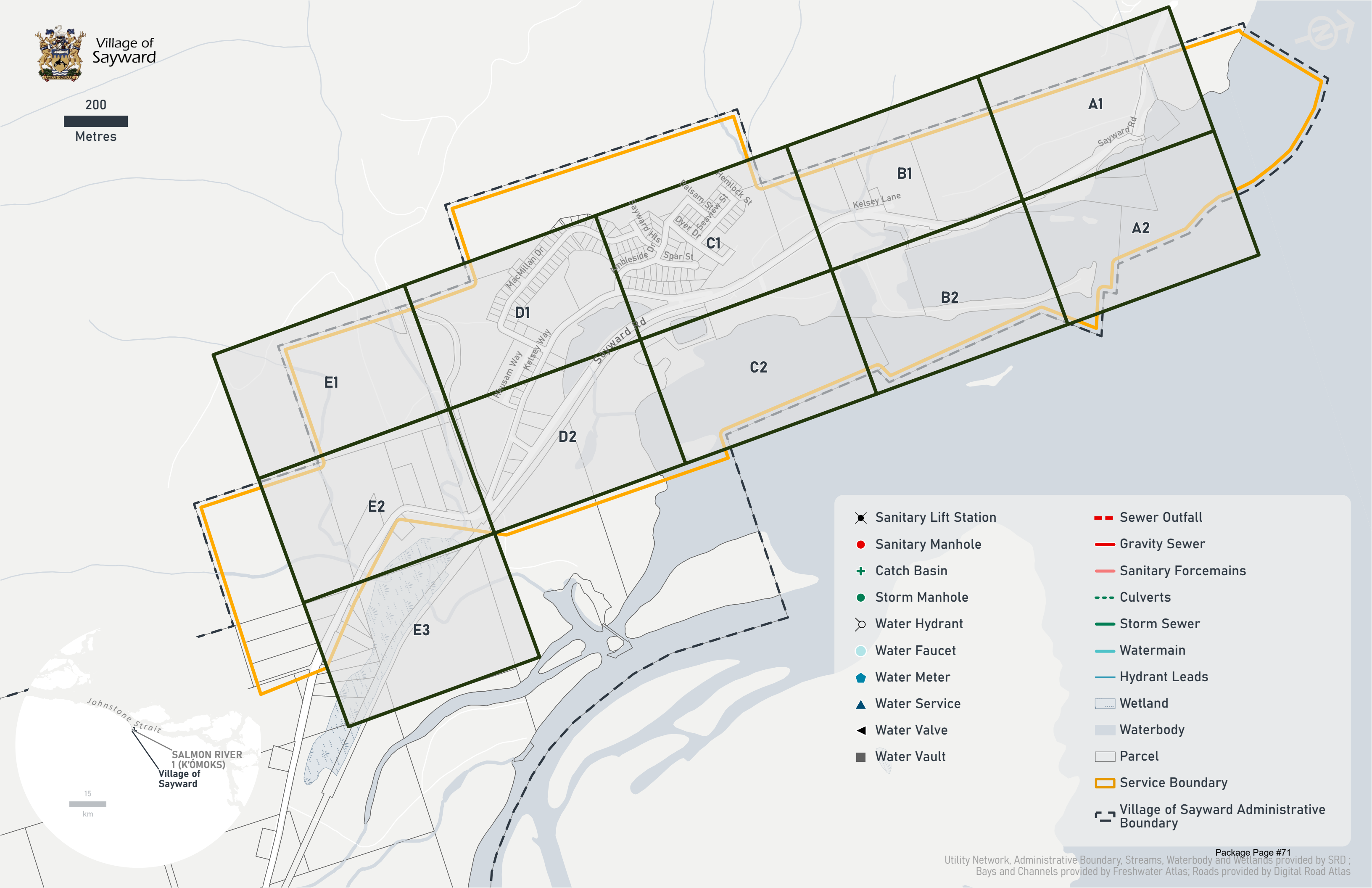
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Village of
Sayward

200

Metres



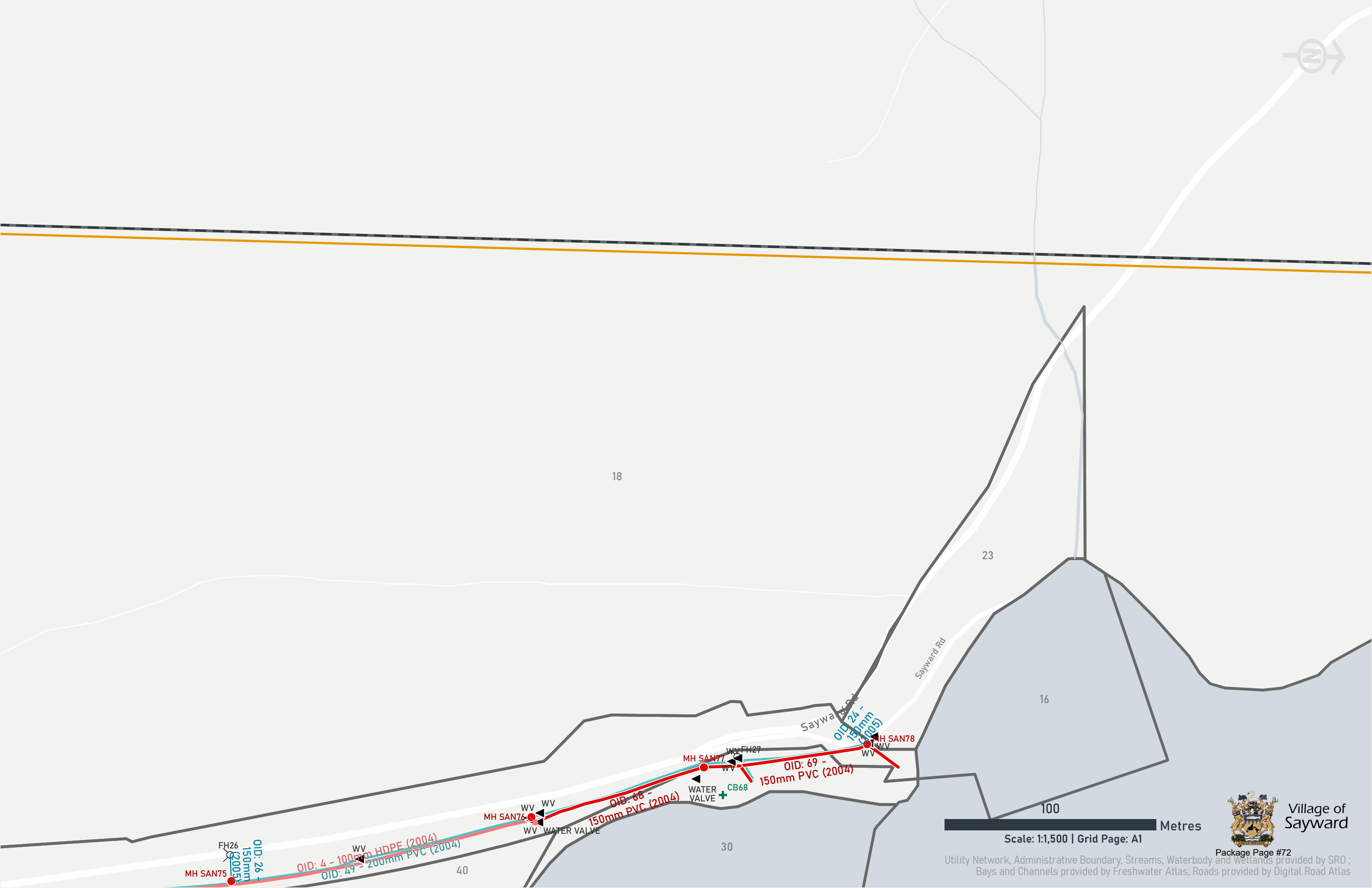
- ✕ Sanitary Lift Station
- Sanitary Manhole
- + Catch Basin
- Storm Manhole
- ⌘ Water Hydrant
- Water Faucet
- ◆ Water Meter
- ▲ Water Service
- ◀ Water Valve
- Water Vault

- Sewer Outfall
- Gravity Sewer
- Sanitary Forcemains
- Culverts
- Storm Sewer
- Watermain
- Hydrant Leads
- ▨ Wetland
- Waterbody
- Parcel
- ▭ Service Boundary

▭ Village of Sayward Administrative Boundary

15

km



Village of
Sayward

Package Page #72

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas

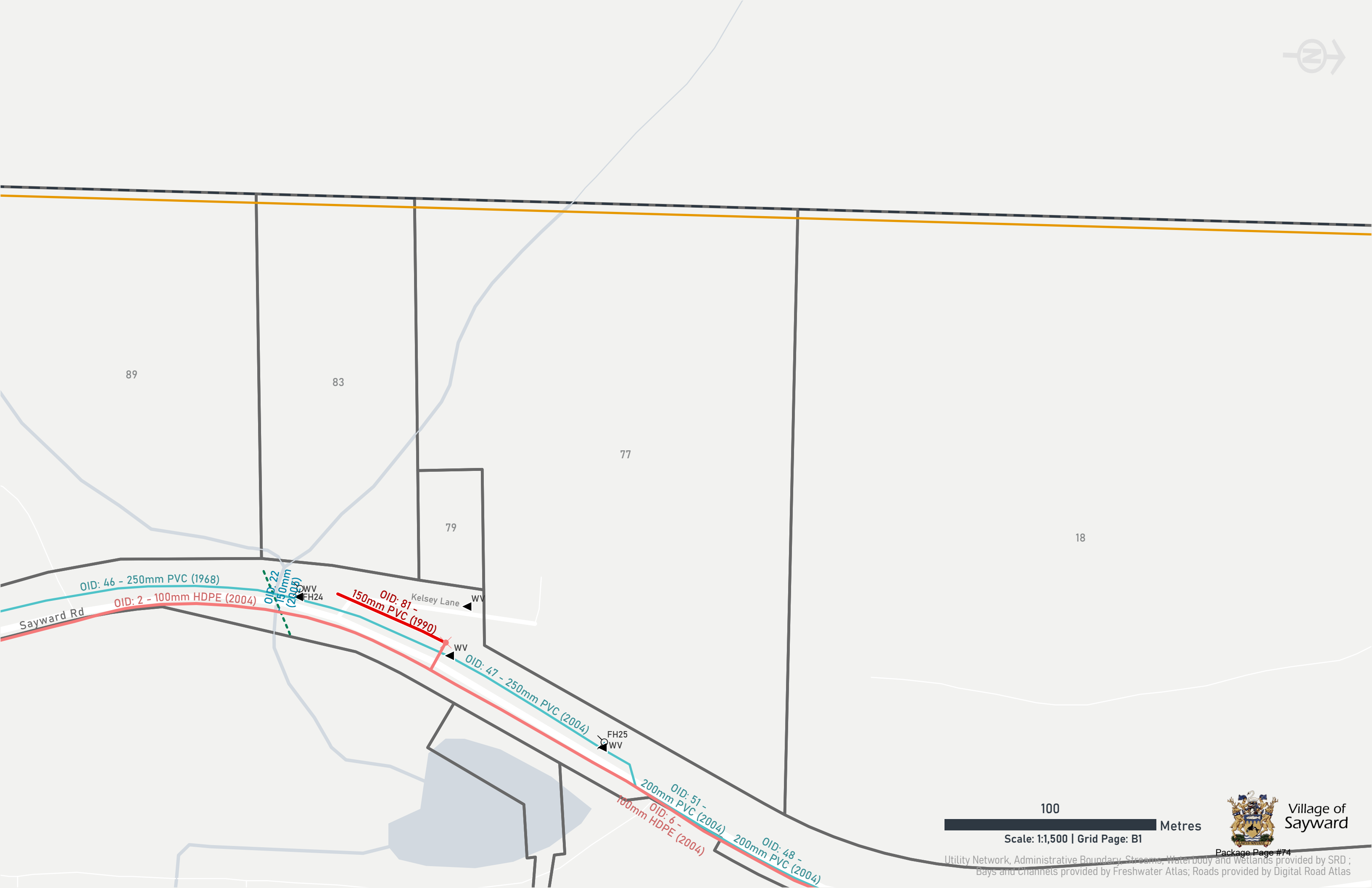
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80

Metres

Package Page #73

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas



100

Metres

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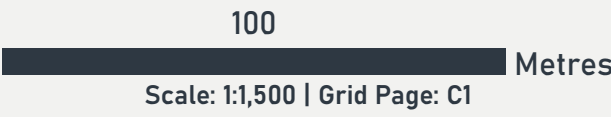
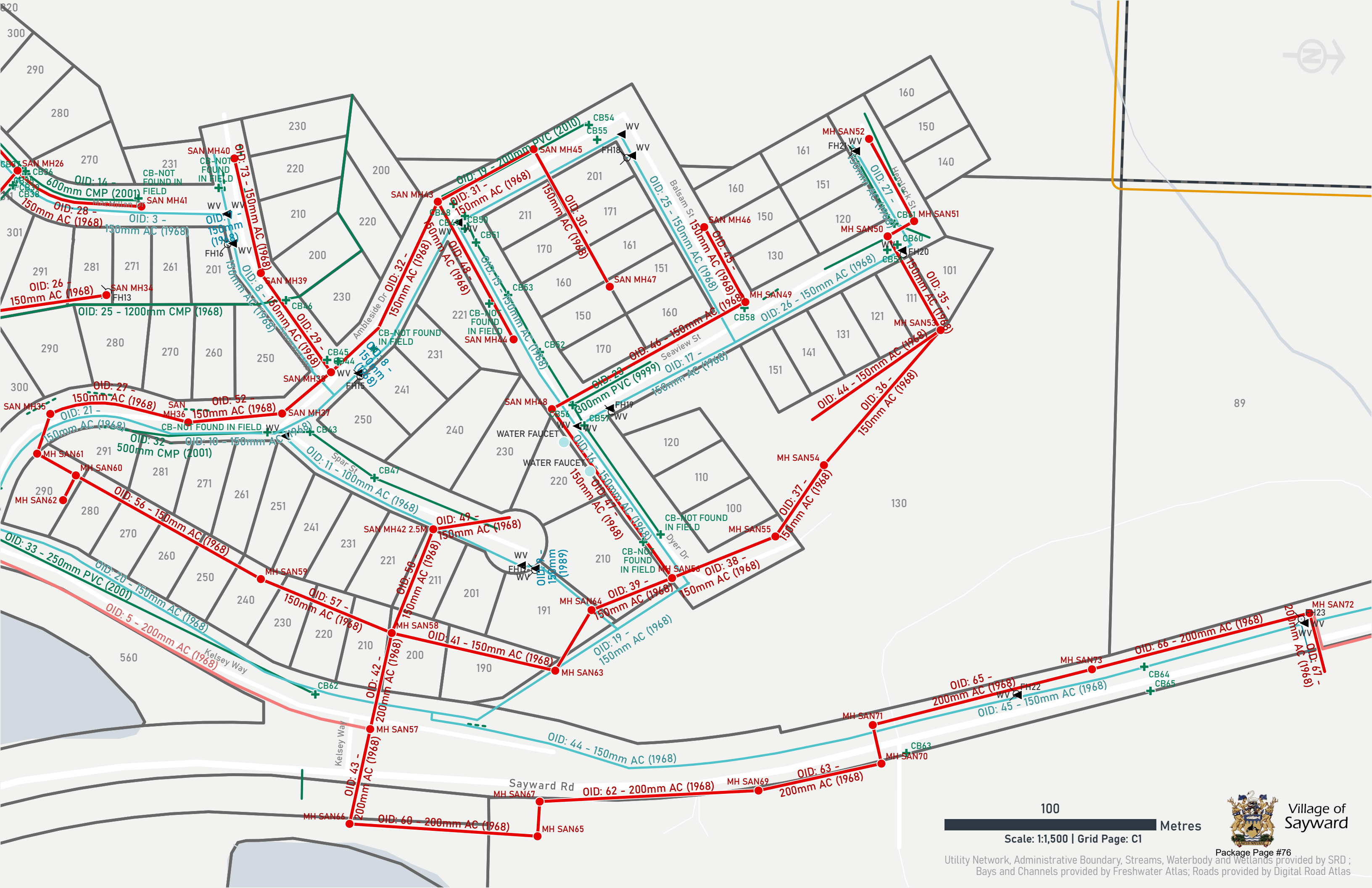


Village of
Sayward

Package Page #74

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas







MH SAN68

OID: 0 - 200mm PVC (1995)

100

Metres

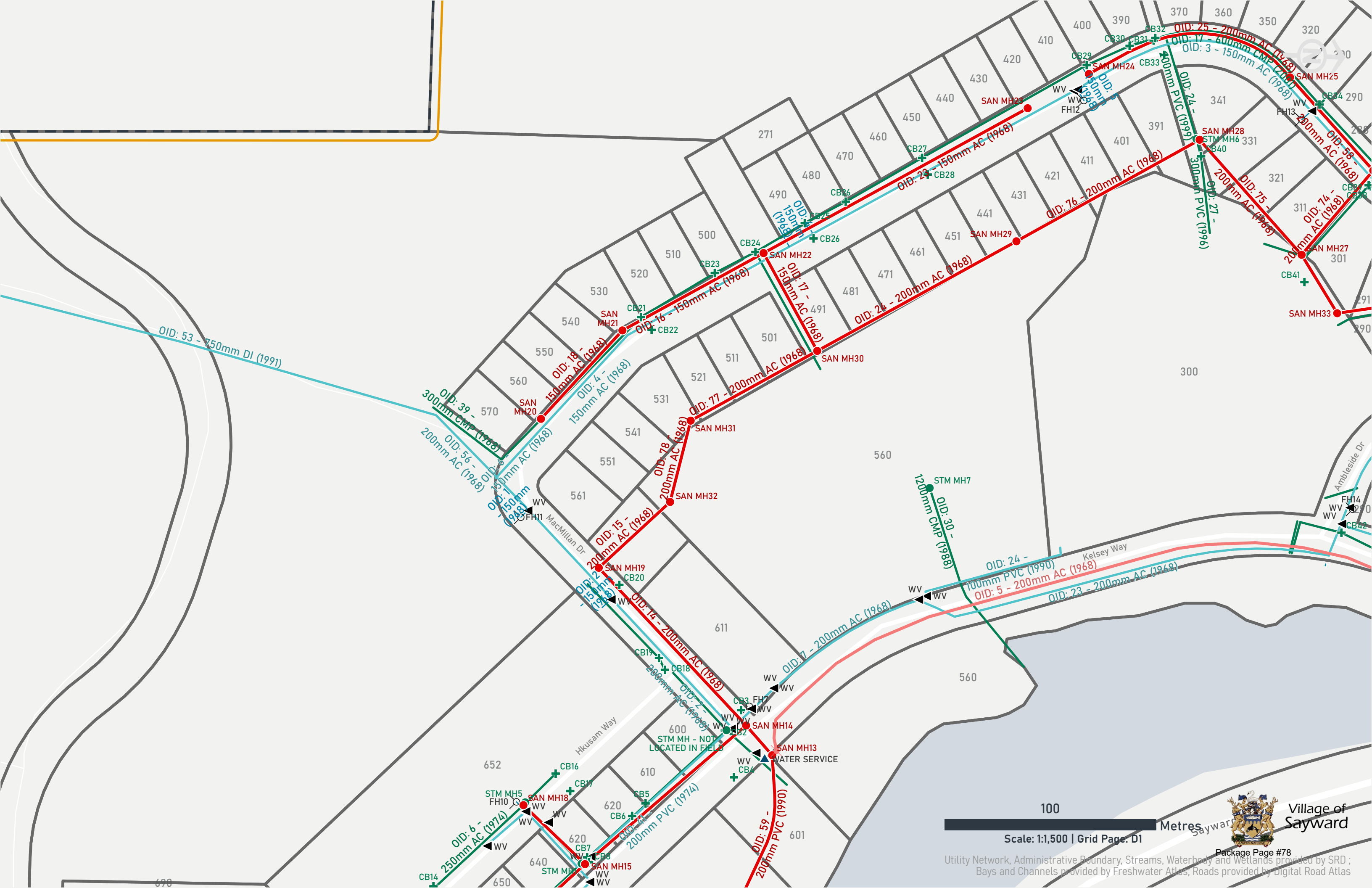
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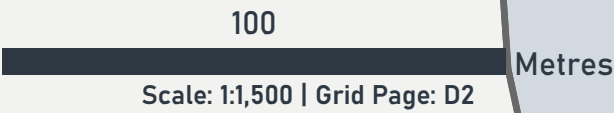
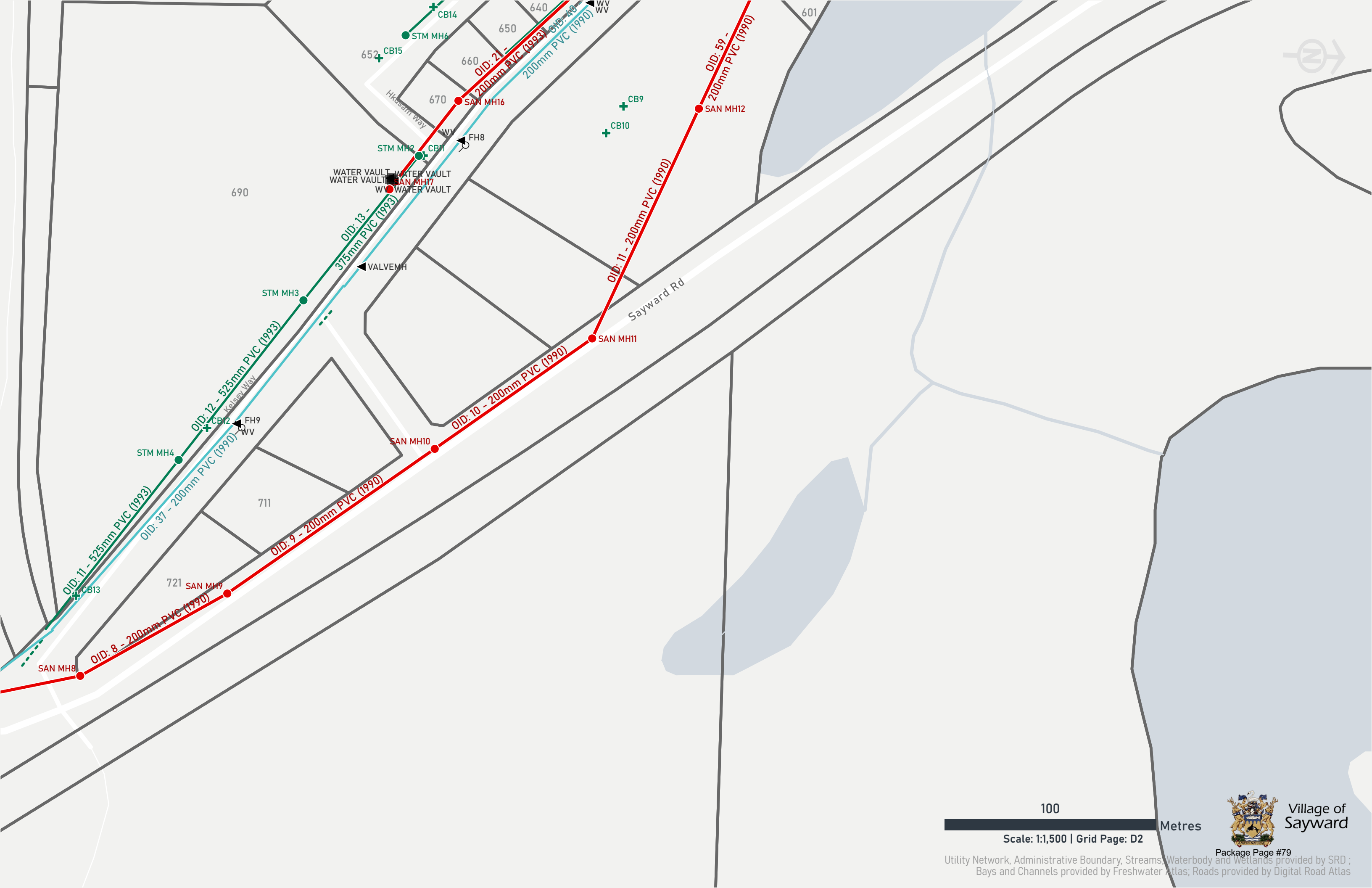


Village of
Sayward

Package Page #77

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas





Village of Sayward

Package Page #79

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas



Old: 53 - 750mm DI (1997)

100

Metres

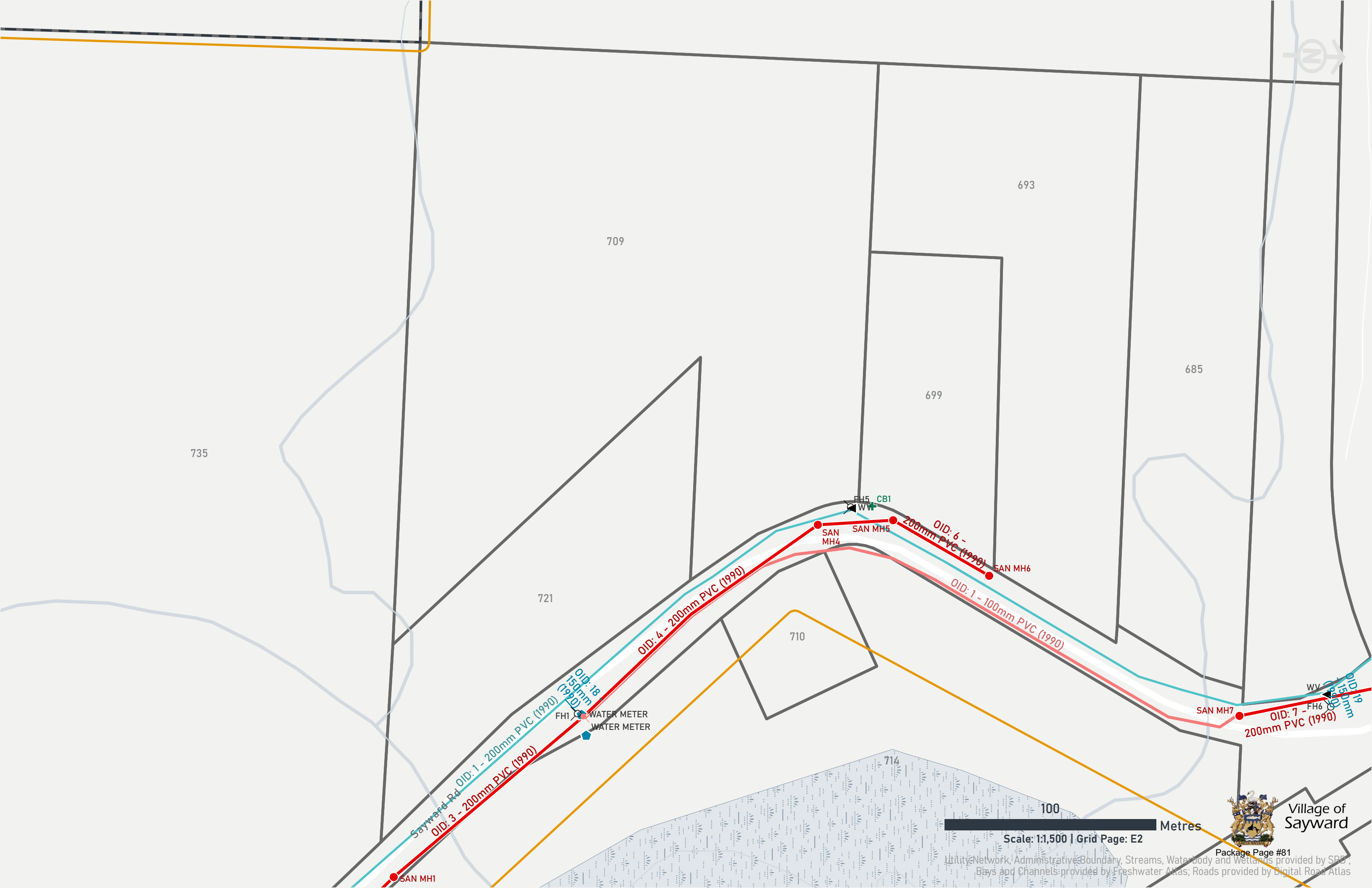
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Village of Sayward

Package Page #80

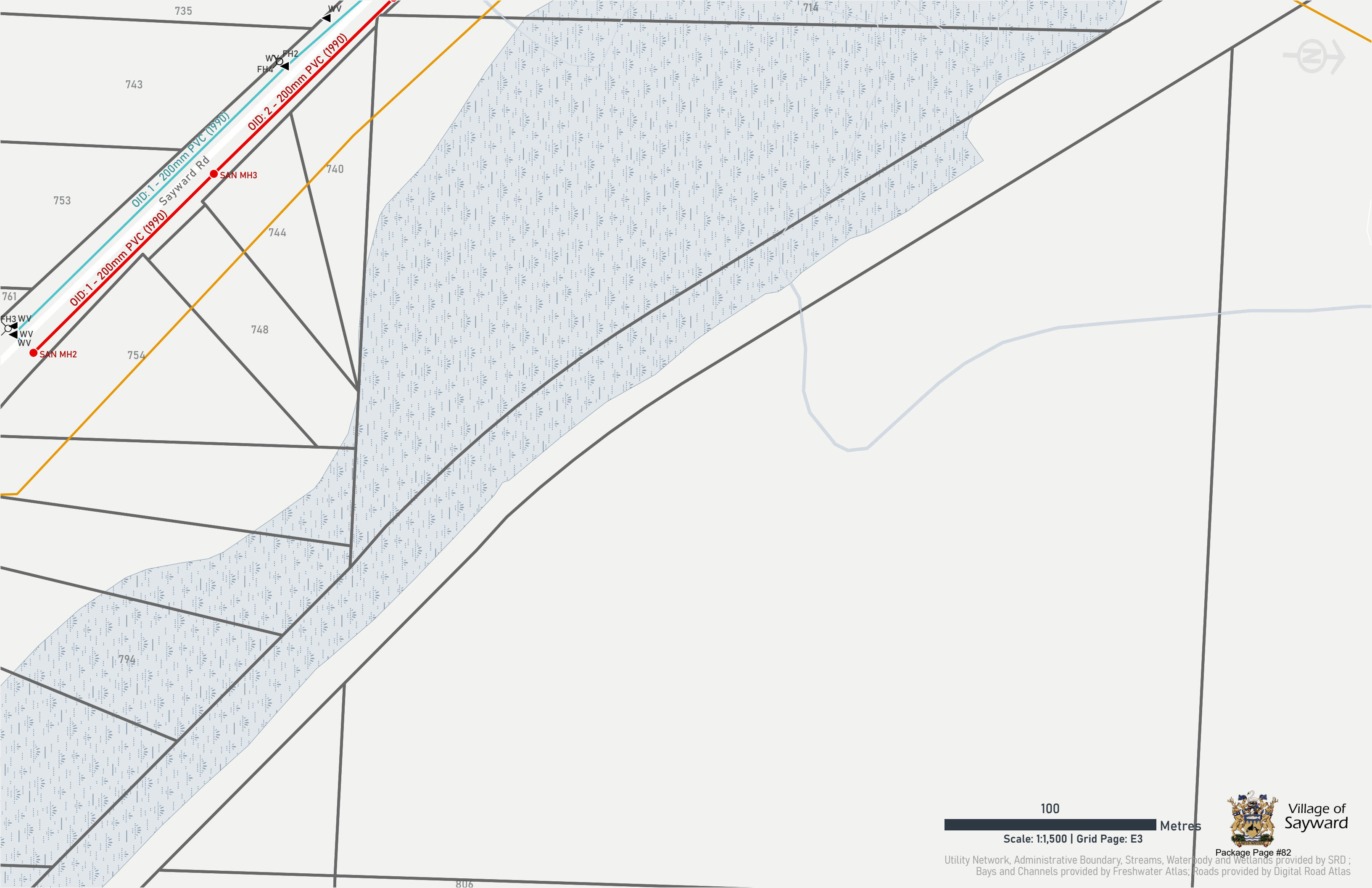
Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas



Village of Sayward

Package Page #81

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRB; Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas



100

Metres

Scale: 1:1,500 | Grid Page: E3



Village of
Sayward

Package Page #82

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas

FID	Category	Diameter	Material	Length	RoadName	Location	Description	Service Life	Age	% of SL	LiOF	Cof	Risk	Priority Class	Scheduled Replacement Years	Scheduled Second Replacement	Total Cost To Replace
1	Lift Station					560 Kelsey - Campground Pumpstation		50	55	110%	4	5	20	1	2025	2068	\$ 500,000.00
9	Vehicles						Rescue vehicle (Rescue #33)	25	33	132%	4	4	16	1	2015	2040	\$ 287,500.00
56	Watermain	200	AC	101.85				60	55	92%	3	5	15	1	2028	2088	\$ 89,000.00
12	Sewer Main	200	AC	2.88				60	55	92%	3	4	12	2	2028	2088	\$ 4,000.00
13	Sewer Main	200	AC	18.69	Kelsey Way			60	55	92%	3	4	12	2	2028	2088	\$ 23,000.00
15	Sewer Main	200	AC	45.82	MacMillan Dr			60	55	92%	3	4	12	2	2028	2088	\$ 56,000.00
17	Sewer Main	150	AC	52.67	MacMillan Dr			60	55	92%	3	4	12	2	2028	2088	\$ 61,000.00
42	Sewer Main	200	AC	46.46	Kelsey Way			60	55	92%	3	4	12	2	2028	2088	\$ 57,000.00
43	Sewer Main	200	AC	45.76	Sayward Rd			60	55	92%	3	4	12	2	2028	2088	\$ 56,000.00
50	Sewer Main	150	AC	52.75	Spar St			60	55	92%	3	4	12	2	2028	2088	\$ 61,000.00
57	Sewer Main	150	AC	66.82				60	55	92%	3	4	12	2	2028	2088	\$ 77,000.00
74	Sewer Main	200	AC	52.21	MacMillan Dr			60	55	92%	3	4	12	2	2028	2088	\$ 64,000.00
8	Vehicles						Fire truck (Engine #3)	25	26	104%	3	4	12	2	2022	2047	\$ 575,000.00
12	Equipment						Z Seven SCBA	10	10	100%	3	4	12	2	2023	2033	\$ 12,000.00
2	Lift Station					WWTP Pumpstation		50	28	56%	2	5	10	2	2045	2095	\$ 500,000.00
4	Lift Station					South Side - Sayward Road Pumpstation		50	33	66%	2	5	10	2	2040	2090	\$ 500,000.00
31	Building						PW Shed - 2	25	54	216%	5	2	10	2	1994	2019	\$ 45,000.00
32	Building						PW Shed - 3	20	54	270%	5	2	10	2	1989	2009	\$ 62,000.00
33	Building						PW Shed - 4	20	54	270%	5	2	10	2	1989	2009	\$ 36,000.00
36	Building						PW Storage - 2	25	54	216%	5	2	10	2	1994	2019	\$ 40,000.00
37	Building						PW Storage - 3	20	54	270%	5	2	10	2	1989	2009	\$ 89,000.00
38	Building						PW Storage - 4	20	54	270%	5	2	10	2	1989	2009	\$ 52,000.00
45	Building						PW Shop - 3	20	35	175%	5	2	10	2	2008	2028	\$ 43,000.00
46	Building						PW Shop - 4	20	35	175%	5	2	10	2	2008	2028	\$ 25,000.00
2	Watermain	200	AC	98.13	MacMillan Dr			60	55	92%	3	3	9	2	2028	2088	\$ 86,000.00
43	Watermain	150	AC	17.49	Kelsey Way			60	55	92%	3	3	9	2	2028	2088	\$ 14,000.00
44	Watermain	150	AC	151.10	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 121,000.00
45	Watermain	150	AC	256.67	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 206,000.00
14	Sewer Main	200	AC	101.85	Kelsey Way			60	55	92%	3	3	9	2	2028	2088	\$ 124,000.00
24	Sewer Main	200	AC	107.33				60	55	92%	3	3	9	2	2028	2088	\$ 131,000.00
26	Sewer Main	150	AC	59.56				60	55	92%	3	3	9	2	2028	2088	\$ 69,000.00
27	Sewer Main	150	AC	66.96	Ambleside Dr			60	55	92%	3	3	9	2	2028	2088	\$ 77,000.00
39	Sewer Main	150	AC	40.92	Dyer Dr			60	55	92%	3	3	9	2	2028	2088	\$ 47,000.00
40	Sewer Main	150	AC	33.33				60	55	92%	3	3	9	2	2028	2088	\$ 39,000.00
41	Sewer Main	150	AC	79.23				60	55	92%	3	3	9	2	2028	2088	\$ 91,000.00
53	Sewer Main	150	AC	19.75	Ambleside Dr			60	55	92%	3	3	9	2	2028	2088	\$ 23,000.00
54	Sewer Main	150	AC	20.97	Ambleside Dr			60	55	92%	3	3	9	2	2028	2088	\$ 25,000.00
56	Sewer Main	150	AC	100.11				60	55	92%	3	3	9	2	2028	2088	\$ 115,000.00
60	Sewer Main	200	AC	88.95				60	55	92%	3	3	9	2	2028	2088	\$ 109,000.00
61	Sewer Main	200	AC	16.39	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 20,000.00
62	Sewer Main	200	AC	103.43	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 126,000.00
63	Sewer Main	200	AC	59.42	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 73,000.00
64	Sewer Main	200	AC	18.66	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 23,000.00
65	Sewer Main	200	AC	106.78				60	55	92%	3	3	9	2	2028	2088	\$ 130,000.00
66	Sewer Main	200	AC	106.08				60	55	92%	3	3	9	2	2028	2088	\$ 129,000.00
67	Sewer Main	200	AC	28.53	Sayward Rd			60	55	92%	3	3	9	2	2028	2088	\$ 35,000.00
75	Sewer Main	200	AC	72.61				60	55	92%	3	3	9	2	2028	2088	\$ 89,000.00
76	Sewer Main	200	AC	98.86				60	55	92%	3	3	9	2	2028	2088	\$ 121,000.00
77	Sewer Main	200	AC	68.20				60	55	92%	3	3	9	2	2028	2088	\$ 83,000.00
78	Sewer Main	200	AC	39.59				60	55	92%	3	3	9	2	2028	2088	\$ 49,000.00
5	Forcemain	200	AC	502.90	Kelsey Way			60	55	92%	3	3	9	2	2028	2088	\$ 612,000.00

DATE: March 31, 2024
TO: Keir Gervais, Village of Sayward
CC: Colin Read, Village of Sayward
FROM: Steven Olson, Urban Systems
FILE: 2906.0008.01
SUBJECT: Capital Priority Plan

1.0 INTRODUCTION

This memorandum will outline the Village of Sayward's priority assets as a part of the Asset Management Implementation Program. It will outline recommended projects for the Village to focus on, given varying factors such as cost, urgency, and variation. This document will also discuss the reasoning behind the chosen assets, current budget strategies, and the feasibility of replacing chosen assets given the current Village financial capability. Urban Systems has undertaken a review of the current assets and spoke with members of the Village of Sayward to influence this report.

1.1 BACKGROUND

In 2016, the Village of Sayward completed an Asset Management Program including a strategy and policy for roads, linear water, sanitary sewer, storm, buildings, equipment, and vehicles that was adopted the following year by Village Council.

Several next steps were later identified by staff and Council members including developing a Long-Term Asset Management Financial Plan and updating the Asset Management Strategy every four years. This was done to help the strategy become more implementable and capable of guiding decision-making processes for prioritizing capital project planning.

Following the completion of Phase 1 of the Asset Management Implementation Program where the Village of Sayward's assets were identified and sequential risks were assessed Phase 2 began. The ultimate goal of Phase 2 is to update the Asset Management Plan with the first stage being to meet with the Village staff to recognize asset priorities. This visit was completed by Urban Systems in February 2024. The next stage involves this document, the Capital Priority Plan.

2.0 ASSET SUMMARY

The village maintains numerous assets throughout the community for the purpose of providing services for its members. To simplify the extensive list of assets they have been grouped into the following infrastructure asset categories:

- Roads
- Water
- Stormwater
- Sanitary Sewer
- Buildings (including parks)
- Equipment (including vehicles)

The most recent asset inventory was completed in 2023 and 2024 utilizing existing records, location information, and Village staff knowledge. Table 1 summarizes the current existing assets within the Village of Sayward and Appendix A contains a complete comprehensive list of all assets.

Table 1: Asset Inventory Summary

Asset Categories and Types	Quantity (ea or m)
Roads	16,850 m
Water Mains	6300 m
Stormwater Mains	3200 m
Sewer	
Force mains	1850 m
Mains	6600 m
Lift Stations	5 ea.
Buildings/ Parks	12 ea.
Equipment/ Vehicles	30 ea.

An estimation for asset replacement was calculated for each investigated asset. The total cost to replace all assets is approximately **\$51 million** dollars and is broken down in Figure 1 below.

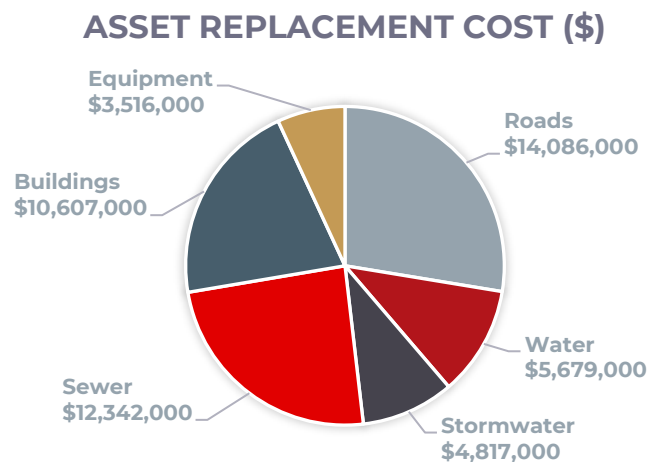


Figure 1: Asset Replacement Cost

2.1 FEASIBILITY OF PRIORITY ASSETS

To assist in understanding the priority assets, the annual investment required to operate and maintain the existing assets was determined. The average annual lifecycle investment (AALCI) is a common metric to assess financial sustainability. It is calculated by using the total estimated replacement value of the asset divided by its expected service life, expressed as dollars per year (\$/year). This makes the amount of funds that needs to be set aside annually apparent to obtain sufficient capital funding at time of replacement.

The graph provided below is based on the assets being replaced once the service life has been reached. It does not consider repairs, upgrades or maintenance that may be able to extend the service life. This graph is able to estimate the approximate annual investment to sustainably plan for the future. The graph shows how **\$811,355** needs to be additionally invested annually to align with the asset service life.

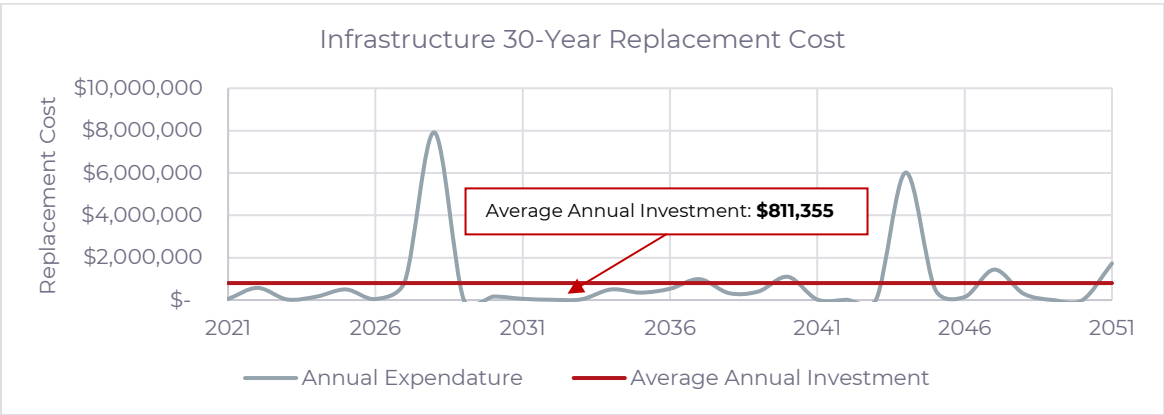


Figure 2: Infrastructure Replacement Costs

2.2 CURRENT FINANCES

With information gathered from the Village of Sayward 2022 Financial Statements the following was determined. The Village received **\$1.43 million** in revenue in 2022 and spent **\$1.65 million** in expenditures. Therefore, the village drew approximately \$220,000 from reserve funds.

With respect to water, sewer and general infrastructure funding the currently financial position of the Village allows for a limited value to be put towards replacement projects. The Village does report an accumulated surplus that is segregated into three categories, General, Sewer and water which are broken out into table 2 below. It should be assessed with the Village Staff what an acceptable level of reserves are necessary for emergency operation.

Table 2: Accumulated Surplus

Surplus Category	2022 Amount (\$)	2021 Amount (\$)	% Change
General	250,634	336,564	-26%
Sewer	123,356	219,480	-44%
Water	83,309	167,840	-50%
Reserves	282,780	511,598	-45%

By interpreting the values contained within the table, an overall decrease in the surplus and reserves are noted, potentially indicating a need for additional funding to be able to support the Villages infrastructure and operations.

3.0 PRIORITY ASSETS

To understand village priorities the Village of Sayward and a representative of Urban Systems met to understand the important considerations. This meeting made apparent the primary assets that should be focussed on over the next decades of improvements. The following list are the top five areas that would take priority when required, as identified by the village staff.

1. Water Treatment Plant

(Public Health)
2. Fire Safety

(Public Safety)

3. Sewer Lift Stations (Public/Environmental Health)
4. Kelsey Centre
5. Sewer Treatment Plant (Environment)

Utilizing the information provided above, risk calculations, and age of assets a priority list of projects were created. As some of the identified priorities listed above will not require improvements in the next 10 years, their respective category may not appear in the identified projects. It is also to note that fire vehicles and equipment will not be included in the asset priority plan as fire operations have been taken over by the Strathcona Regional District.

3.1 CONDITION RISK SCORE

Each identified asset in the asset inventory was given a condition risk score. The risk is determined by multiplying the consequence and likelihood of failure for each asset as shown in Table 3. The overall risk score is a tool that can be used to justify or determine which assets would require replacement before other assets or to understand the overall health of the system and support long term replacement programs.

Table 3: Condition Risk Score Matrix

LIKELIHOOD	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
		1	2	3	4	5
		CONSEQUENCE				

3.2 PRIORITY PROJECTS

Applying the information received from the Village of Sayward and calculated risk scores in the Risk Assessment Memo dated April 20, 2023, ten projects were identified as priorities in the next 10 years of infrastructure development. These risk scores are shown in Table 4 below in the right had column. These projects offer a range of pricing and categories to provide a balance of improvements which can be found in Table 4 below.

Table 4: Asset Infrastructure Sample Priority Projects

#	Project Name	Category	Year of Install	% of SL	Description	Risk	Value
1	Lift Station Replacement	Sewer	1968	110%	560 Kelsey Way Lift station Include 200mm AC force main attached to lift station. Include 200mm AC watermain running parallel to force main. Include Roadway resurfacing for Kelsey Way	16	\$1,722,100
2	Watermain Upgrade (MacMillan Dr.)	Water	1968	92%	101m of 200mm AC pipe that acts as the distribution main for the entire village – upgrade to DI or other material with longer service life 45m of 300mm CMP culvert running parallel to watermain – upgrade to HDPE or other materials with longer service life	15	\$158,970
3	Sanitary Sewer Replacement (Sayward Rd. to Spar St.)	Sewer	1968	92%	Replace 215m of 150mm or 200mm AC piping to respective size of PVC piping. Include roadway resurface where necessary.	12	\$296,918
4	PW Shed Improvements	Buildings	1969	77%	Update building as required due to aging.	10	\$143,000
5	Sanitary Sewer Replacements (MacMillan Dr.)	Sewer	1968	92%	Replace 600m of 150mm or 200mm AC piping to respective size of PVC piping. Include roadway resurfacing for MacMillan Drive.	9/12	\$733,070
6	Watermain Upgrade (Sayward Rd.)	Water	1968	92%	Replace 410m of 150mm AC watermain with 150mm PVC watermain. Include roadway resurfacing where necessary.	9	\$689,210
7	Storm Main Replacement (Sayward Hts.)	Storm	1968	110%	Replace 265m of 1200mm of CMP piping on Sayward Hts.	6	\$424,000
8	Kubota Mower Upgrade	Equipment	2001	220%	Replace current mower with a new upgraded Kubota mower. (13 years past scheduled replacement date.)	5	\$49,000
9	Playground Apparatus Upgrade	Equipment	1983	133%	Upgrade existing playground (add location) (11 years past scheduled replacement date.)	4	\$40,000
10	Clinic Building Upgrades	Buildings	1967	80%	Update building as required due to aging.	4	\$739,000
						Total	\$4,995,268

To visualize the projects listed above a map of the village outlining the priority project boundaries has been included in Appendix B.

The replacement costs for linear assets were determined using unit rates developed from actual construction costs from the mid island area and represent 2023 dollars. These rates include a 15% allowance for engineering, and a 25% contingency. These rates assume a standard construction method involving open trench excavation and reinstatement. It does not consider rehabilitation methods like pipe relining as the current pipe conditions are not known and would need to be assessed at the time of replacement planning and design.

Values for the building, vehicles, and equipment were taken from the Village's Tangible Capital Assets (TCA) spreadsheet and required adjustments due to inflation were applied as the prices recorded are based on the commissioning date.

3.2.1 Alternatives to Full Replacement

The values outlined in table 4 represent the estimated replacement costs of the specific asset which give an approximate magnitude of replacement for planning purposes. Using the lift station as an example project, this is a multi component system with specific attributes that have varying conditions. The following table is hypothetical condition assessment example and adjusted component replacement. This shows a more cost-effective way of managing the Village's infrastructure.

Table 5: Sample condition assessment and reduced replacement costs

Component	Qualified Inspector's Report	Action	Cost
Pumps	Pump impeller worn	Overhaul and maintain existing pumps	\$25,000
Process Piping and Valves	Gate valve not holding pressure	Replace Valve	\$10,000
Electrical Control System	Good Condition		Reuse
Wet Well or Dry Well	Good condition		Reuse
Total		Estimated service life extended to 25 years based on inspections	\$35,000

Other assets like linear infrastructure can benefit from specific inspection like sewer condition assessments where video cameras are sent down the pipes. This will allow the Village to inspect the highest risk sections of pipe and determine if replacement is needed or service life can be extended.

4.0 OPERATIONAL BUDGET

This section provides information about potential investments needed for sustainable service delivery, how these compare to current available budget levels, and how this translates to increasing taxation. When considered alongside the rest of the information in this document, this financial information can be used to inform decisions around future funding targets and requests.

Replacement cost serves as a high-level indication of the financial value of the Village's assets. The total replacement cost of Sayward's existing assets is approximately **\$51 million** dollars. The break down of the cost was previously shown in Figure 1.

4.1 PROPOSED INCREASE IN TAXES – SCENARIOS

To appropriately plan for the asset service lives, in the Village of Sayward, an increase in taxes or additional funding would need to occur. As discussed in the section above, an additional **\$811,355** needs to be invested annually. This would increase the expenditure budget to approximately \$2.46 million dollars. Assuming all the extra investment will come from taxation and user fees an increase of **123%** will need to occur. Using the Village of Sayward's Tax Rates from 2023, a baseline was established to estimate growth. The residential tax rate in 2023 was approximately 4.37 per thousand dollars of worth. With the 123% increase, a typical single-family residence (worth \$500,000) will see a tax increase from \$2,184.07 to \$4,870.48. The summary of this increase is found in Table 6 below.

Table 6: Infrastructure Service Life Taxation Increase

	Current (2022)	Proposed Increase (2024)	% Increase
Expenditures	\$ 1,650,924.00	\$ 2,462,278.84	49%
Taxation Revenue & User Fees	\$ 657,211.00	\$ 1,468,565.84	123%
Residential Tax Rate (single family)	\$ 2,184.07	\$ 4,870.48	123%

The calculations above are based on the industry service life of each asset, however in practice many communities find that their infrastructure assets last longer than the expected service life. If the values determined above are pursued and an asset extends beyond the infrastructure service life the Village will be able to save or utilize that money in another area. To better plan for the possibility of extended service life, Table 7 examines the same parameters assuming all assets are replaced on a cycle that is 50% longer than their industry standard expected service life. This assumption lowers the annual investment to **\$540,903** and lowers the residential tax rate increase to **82%**.

Table 7: Infrastructure Service Life +50% Taxation Increase

	Current (2022)	Proposed Increase (2024)	% Increase
Expenditures	\$ 1,650,924.00	\$ 2,191,827.23	33%
Taxation Revenue & User Fees	\$ 657,211.00	\$ 1,198,114.23	82%
Residential Tax Rate (single family)	\$ 2,184.07	\$ 3,975.01	82%

Realizing the cost implications of replacing the asset infrastructure at even 50% past the expected service life we have decided to show a more realistic scenario of the Village being able to source an increase in taxation and user fees by 20%. Table 8 below shows the projected revenue with a tax increase of 20% (\$ 788,653.20) and the difference in revenue between the target revenue and a 20% increase (\$ 521,491.91).

Table 8: Infrastructure Service Life +20% Taxation Increase

Taxation & User Fees	
Current Revenue in Tax and User Fees (2022)	\$ 657,211.00
Revenue with 20% Increase in Tax and User Fees	\$ 788,653.20
Funds Allocated for replacement projects	\$ 131,442.20

4.2 ALTERNATIVE FUNDING SOURCES

To assist in funding the difference listed above, a series of grants may be available. Grants can offer partial or full coverage of required service projects but should not be relied upon as a consistent source of funding.

For example, the Investing in Canada Infrastructure Program (ICIP) that was open in 2020-2022 was offering funding up to 100% (60% Government of Canada, 40% Province of British Columbia) for local governments with a population less than 5,000 to fund projects that improve Environmental Quality or Resilience and Disaster mitigation. Another past funding opportunity that would have applied to Sayward's infrastructure updates is the Disaster Mitigation and Adaption Fund (DMAF) which closed in 2023. This grant offered funding from the Government of Canada for projects that are at risk of natural disasters and align with the municipality's strategic plans. Grant opportunities similar to these ones create instances where overlooked projects can be completed with provided funding.

It is encouraged that the Village of Sayward apply for Union of BC Municipalities (UBCM) Asset Management Planning Program in Summer 2024. This grant has the potential to fund 50% of a qualified project, up to \$25,000. The project has to be related to planning of transportation and water networks, sewage collection and treatment systems, information technology, vehicle and equipment fleets, parks, or civic facilities. This grant could allow the Village of Sayward to complete CCTV footage of existing pipes to recognize pipes that need replacement and ones that can extend past the recommended service life.

A combination of grant funding and a moderate tax increase would put the Village of Sayward in a better position to fund the priority projects previously discussed improving mitigation of any future disasters.

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5.0 CONCLUSION

Asset management is a continuous improvement process for making informed decisions that support sustainable service delivery. This Capital Priority Plan has provided an overview of the Village of Sayward's current assets and their worth. This plan has also identified priority projects that should be prioritized in the next decade and additionally provided realistic increases in annual investment to sustainably complete asset infrastructure replacement. Further discussion with the village should take place to confirm current asset investment and missing asset information.

Sincerely,

URBAN SYSTEMS LTD.

Steven Olson, EIT
Project Engineer

Eric Sears, P.Eng
Municipal Engineer

cc:
/So
Enclosure:

Appendix A – Village Assets
Appendix B – Priority Project Map

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”

FID	Category	Diameter	Material	Length	RoadName	Location	Description	Service Life	Age	% of SL	LIOF	Cof	Risk	Priority Class	Scheduled Replacement Years	Scheduled Second Replacement	Total Cost To Replace
1	Lift Station					560 Kelsey - Campground Pumpstation		50	55	110%	400%	5	20	1	2025		\$ 500,000.00
9	Vehicles						Rescue vehicle (Rescue #33)	25	33	132%	400%	4	16	1	2015	2068	\$ 287,500.00
56	Watermain	200	AC	101.85				60	55	92%	300%	5	15	1	2028	2088	\$ 89,000.00
12	Sewer Main	200	AC	2.88				60	55	92%	300%	4	12	2	2028	2088	\$ 4,000.00
13	Sewer Main	200	AC	18.69	Kelsey Way			60	55	92%	300%	4	12	2	2028	2088	\$ 23,000.00
15	Sewer Main	200	AC	45.82	MacMillan Dr			60	55	92%	300%	4	12	2	2028	2088	\$ 50,000.00
17	Sewer Main	150	AC	52.67	MacMillan Dr			60	55	92%	300%	4	12	2	2028	2088	\$ 61,000.00
42	Sewer Main	200	AC	46.46	Kelsey Way			60	55	92%	300%	4	12	2	2028	2088	\$ 57,000.00
43	Sewer Main	200	AC	45.76	Sawward Rd			60	55	92%	300%	4	12	2	2028	2088	\$ 56,000.00
50	Sewer Main	150	AC	52.75	Spar St			60	55	92%	300%	4	12	2	2028	2088	\$ 61,000.00
57	Sewer Main	150	AC	66.82				60	55	92%	300%	4	12	2	2028	2088	\$ 77,000.00
74	Sewer Main	200	AC	52.21	MacMillan Dr			60	55	92%	300%	4	12	2	2028	2088	\$ 64,000.00
8	Vehicles						Fire truck (Engine #3)	25	26	104%	300%	4	12	2	2022	2047	\$ 575,000.00
12	Equipment						Z Seven SCBA	10	10	100%	300%	4	12	2	2023	2033	\$ 12,000.00
2	Lift Station					WWTP Pumpstation		50	28	56%	200%	5	10	2	2045	2095	\$ 500,000.00
4	Lift Station					South Side - Sayward Road Pumpstation		50	33	66%	200%	5	10	2	2040	2090	\$ 500,000.00
1	Building						PW Shed - 2	25	54	216%	500%	2	10	2	1994	2019	\$ 45,000.00
1	Building						PW Shed - 3	20	54	270%	500%	2	10	2	1989	2009	\$ 62,000.00
1	Building						PW Shed - 4	20	54	270%	500%	2	10	2	1989	2009	\$ 36,000.00
1	Building						PW Storage - 2	25	54	216%	500%	2	10	2	1994	2019	\$ 40,000.00
1	Building						PW Storage - 3	20	54	270%	500%	2	10	2	1989	2009	\$ 89,000.00
1	Building						PW Storage - 4	20	54	270%	500%	2	10	2	1989	2009	\$ 52,000.00
1	Building						PW Shop - 3	20	35	175%	500%	2	10	2	2008	2028	\$ 43,000.00
1	Building						PW Shop - 4	20	35	175%	500%	2	10	2	2008	2028	\$ 25,000.00
2	Watermain	200	AC	98.13	MacMillan Dr			60	55	92%	300%	3	9	2	2028	2088	\$ 86,000.00
43	Watermain	150	AC	17.49	Kelsey Way			60	55	92%	300%	3	9	2	2028	2088	\$ 14,000.00
44	Watermain	150	AC	151.10	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 123,000.00
45	Watermain	150	AC	256.67	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 206,000.00
14	Sewer Main	200	AC	101.85	Kelsey Way			60	55	92%	300%	3	9	2	2028	2088	\$ 124,000.00
24	Sewer Main	200	AC	107.33				60	55	92%	300%	3	9	2	2028	2088	\$ 131,000.00
26	Sewer Main	150	AC	59.56				60	55	92%	300%	3	9	2	2028	2088	\$ 69,000.00
27	Sewer Main	150	AC	65.96	Ambleside Dr			60	55	92%	300%	3	9	2	2028	2088	\$ 77,000.00
39	Sewer Main	150	AC	40.92	Dyer Dr			60	55	92%	300%	3	9	2	2028	2088	\$ 47,000.00
40	Sewer Main	150	AC	33.33				60	55	92%	300%	3	9	2	2028	2088	\$ 39,000.00
41	Sewer Main	150	AC	79.23				60	55	92%	300%	3	9	2	2028	2088	\$ 91,000.00
53	Sewer Main	150	AC	19.75	Ambleside Dr			60	55	92%	300%	3	9	2	2028	2088	\$ 23,000.00
54	Sewer Main	150	AC	20.97	Ambleside Dr			60	55	92%	300%	3	9	2	2028	2088	\$ 25,000.00
56	Sewer Main	150	AC	100.11				60	55	92%	300%	3	9	2	2028	2088	\$ 115,000.00
60	Sewer Main	200	AC	88.95				60	55	92%	300%	3	9	2	2028	2088	\$ 109,000.00
61	Sewer Main	200	AC	16.39	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 20,000.00
62	Sewer Main	200	AC	103.43	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 126,000.00
63	Sewer Main	200	AC	59.42	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 123,000.00
64	Sewer Main	200	AC	18.66	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 23,000.00
65	Sewer Main	200	AC	106.78				60	55	92%	300%	3	9	2	2028	2088	\$ 130,000.00
66	Sewer Main	200	AC	106.08				60	55	92%	300%	3	9	2	2028	2088	\$ 129,000.00
67	Sewer Main	200	AC	28.53	Sawward Rd			60	55	92%	300%	3	9	2	2028	2088	\$ 35,000.00
75	Sewer Main	200	AC	72.61				60	55	92%	300%	3	9	2	2028	2088	\$ 80,000.00
76	Sewer Main	200	AC	98.86				60	55	92%	300%	3	9	2	2028	2088	\$ 121,000.00
77	Sewer Main	200	AC	68.20				60	55	92%	300%	3	9	2	2028	2088	\$ 83,000.00
78	Sewer Main	200	AC	39.59				60	55	92%	300%	3	9	2	2028	2088	\$ 49,000.00
5	Forcemain	200	AC	502.99	Kelsey Way			60	55	92%	300%	3	9	2	2028	2088	\$ 612,000.00
4	Storm Main	900	CMP	74.47	MacMillan Dr			60	27	54%	200%	4	8	3	2046	2096	\$ 144,000.00
25	Storm Main	1200	CMP	265.13	Sawward Hts			50	55	110%	400%	2	8	3	2018	2068	\$ 605,000.00
39	Storm Main	300	CMP	175.26	MacMillan Dr			50	55	110%	400%	2	8	3	2018	2068	\$ 228,000.00
1	Building						PW Shop - 2	25	35	140%	400%	2	8	3	2013	2038	\$ 16,000.00
11	Vehicles						Fire truck (Engine #4) SRD	20	16	80%	200%	4	8	3	2027	2047	\$ 862,500.00
25	Equipment						Emergency Generator on Trailer	30	33	110%	400%	2	8	3	2020	2050	\$ 51,000.00
26	Equipment						Wallenstein Wood Chipper	25	15	60%	200%	4	8	3	2033	2058	\$ 25,000.00
3	Roads	paved		208.37	Sawward Rd			50					8	3			\$ 272,000.00
8	Roads	paved		5.44	Sawward Rd			50					8	3			\$ 8,000.00
9	Roads	paved		173.08	Sawward Rd			50					8	3			\$ 228,000.00
12	Roads	paved		125.58	Sawward Rd			50					8	3			\$ 164,000.00
13	Roads	loose		142.14	Sawward Rd			10					8	3			\$ 103,000.00
23	Roads	paved		258.10	Sawward Rd			50					8	3			\$ 337,000.00
24	Roads	paved		671.69	Sawward Rd			50					8	3			\$ 876,000.00
25	Roads	paved		679.94	Sawward Rd			50					8	3			\$ 887,000.00
26	Roads	paved		82.79	Sawward Rd			50					8	3			\$ 108,000.00
29	Roads	paved		13.90	Sawward Rd			50					8	3			\$ 19,000.00
30	Roads	paved		111.18	Sawward Rd			50					8	3			\$ 145,000.00
31	Roads	paved		469.25	Sawward Rd			50					8	3			\$ 612,000.00
36	Roads	paved		140.15	Sawward Rd			50					8	3			\$ 183,000.00
42	Roads	paved		166.50	Sawward Rd			50					8	3			\$ 218,000.00
51	Roads	loose		195.52	Sawward Rd			10					8	3			\$ 141,000.00
61	Roads	paved		1311.66	Sawward Rd			50					8	3			\$ 1,711,000.00
68	Roads	paved		62.93	Sawward Rd			50					8	3			\$ 83,000.00
77	Roads	paved		32.05	Sawward Rd			50					8	3			\$ 42,000.00
3	Watermain	150	AC	518.31	MacMillan Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 414,000.00
4	Watermain	150	AC	56.75	MacMillan Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 46,000.00
5	Watermain	200	AC	101.85	MacMillan Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 89,000.00
6	Watermain	150	AC	34.18	MacMillan Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 28,000.00
7	Watermain	200	AC	108.53	Kelsey Way			60	55	92%	300%	2	6	3	2028	2088	\$ 95,000.00
8	Watermain	150	AC	114.42	MacMillan Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 92,000.00
9	Watermain	150	AC	203.79	Sawward Hts			60	55	92%	300%	2	6	3	2028	2088	\$ 164,000.00
10	Watermain	150	AC	89.82	Spar St			60	55	92%	300%	2	6	3	2028	2088	\$ 72,000.00
11	Watermain	100	AC	128.13	Spar St			60	55	92%	300%	2	6	3	2028	2088	\$ 85,000.00
12	Watermain	100	AC	2.83	Spar St			60	55	92%	300%	2	6	3	2028	2088	\$ 2,000.00
15	Watermain	150	AC	81.08	Ambleside Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 60,000.00
16	Watermain	150	AC	121.76	Dyer Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 98,000.00
17	Watermain	150	AC	70.69	Seaview St			60	55	92%	300%	2	6	3	2028	2088	\$ 57,000.00
18	Watermain	150	AC	13.03	Seaview St			60	55	92%	300%	2	6	3	2028	2088	\$ 11,000.00
19	Watermain	150	AC	119.18	Dyer Dr			60	55	92%	300%	2	6	3	2028	2088	\$ 96,000.00
20	Watermain	150	AC	252.85	Kelsey Way			60	55	92%	300%						

54	Watermain	150	AC	35.94	Hkusam Way	60	49	82%	200%	3	6	3	2034	2094	\$	29,000.00
55	Watermain	150	AC	24.50	Hkusam Way	60	49	82%	200%	3	6	3	2034	2094	\$	20,000.00
9	Storm Main	900	RC	38.40	Kelsey Way	50	49	98%	300%	2	6	3	2024	2074	\$	75,000.00
10	Storm Main	900	CMP	36.87	Kelsey Way	50	49	98%	300%	2	6	3	2024	2074	\$	72,000.00
37	Storm Main	200	AC	125.81	Hkusam Way	60	55	92%	300%	2	6	3	2028	2088	\$	146,000.00
40	Storm Main	200	AC	125.81	MacMillan Dr	60	55	92%	300%	2	6	3	2028	2088	\$	146,000.00
19	Sewer Main	200	AC	100.32	Kelsey Way	60	49	82%	200%	3	6	3	2034	2094	\$	122,000.00
32	Sewer Main	150	AC	65.94	Ambleside Dr	60	55	92%	300%	2	6	3	2028	2088	\$	76,000.00
36	Sewer Main	150	AC	84.24	-	60	55	92%	300%	2	6	3	2028	2088	\$	97,000.00
37	Sewer Main	150	AC	40.71	Dyer Dr	60	55	92%	300%	2	6	3	2028	2088	\$	47,000.00
38	Sewer Main	150	AC	52.58	Dyer Dr	60	55	92%	300%	2	6	3	2028	2088	\$	61,000.00
51	Sewer Main	150	AC	30.22	Spar St	60	55	92%	300%	2	6	3	2028	2088	\$	35,000.00
52	Sewer Main	150	AC	44.53	Spar St	60	55	92%	300%	2	6	3	2028	2088	\$	51,000.00
72	Sewer Main	150	AC	30.54	Sayward Hts	60	55	92%	300%	2	6	3	2028	2088	\$	35,000.00
53	Watermain	750	DI	401.38	-	80	32	40%	100%	5	5	3	2071	2151	\$	743,000.00
3	Lift Station				North Side - Sayward Road Pumpstation	50	18	36%	100%	5	5	3	2055	2105	\$	500,000.00
5	Lift Station				Kelsey Lane Pumpstation	50	18	36%	100%	5	5	3	2055	2105	\$	500,000.00
19	Machinery				Kubota Mower	10	23	230%	500%	1	5	3	2010	2020	\$	49,000.00
3	Storm Main	450	CMP	15.80	Ambleside Dr	50	55	110%	400%	1	4	3	2018	2068	\$	23,000.00
6	Storm Main	250	AC	75.90	Hkusam Way	60	49	82%	200%	2	4	3	2034	2094	\$	94,000.00
7	Storm Main	300	AC	38.91	Hkusam Way	60	49	82%	200%	2	4	3	2034	2094	\$	51,000.00
8	Storm Main	350	AC	92.98	Kelsey Way	60	49	82%	200%	2	4	3	2034	2094	\$	124,000.00
28	Storm Main	900	CMP	63.17	MacMillan Dr	50	22	44%	100%	4	4	3	2051	2101	\$	122,000.00
34	Storm Main	300	UNKNOWN	13.55	Sayward Rd	50	55	110%	400%	1	4	3	2018	2068	\$	16,000.00
20	Sewer Main	150	AC	40.24	Hkusam Way	60	49	82%	200%	2	4	3	2034	2094	\$	47,000.00
82	Sewer Main	200	PVC	1370.79	-	85	28	33%	100%	4	4	3	2080	2165	\$	1,666,000.00
1	Building				Clinic building - 1	70	56	80%	200%	2	4	3	2037	2107	\$	449,000.00
1	Building				Clinic building - 2	70	56	80%	200%	2	4	3	2037	2107	\$	77,000.00
1	Building				Clinic building - 3	70	56	80%	200%	2	4	3	2037	2107	\$	134,000.00
1	Building				Clinic building - 4	70	56	80%	200%	2	4	3	2037	2107	\$	79,000.00
1	Building				Kelsey Centre/Municipal Hall - 1	70	49	70%	200%	2	4	3	2044	2114	\$	852,000.00
1	Building				Kelsey Centre/Municipal Hall - 2	70	49	70%	200%	2	4	3	2044	2114	\$	633,000.00
1	Building				Kelsey Centre/Municipal Hall - 3	70	49	70%	200%	2	4	3	2044	2114	\$	1,680,000.00
1	Building				Kelsey Centre/Municipal Hall - 4	70	49	70%	200%	2	4	3	2044	2114	\$	1,256,000.00
1	Building				Fire Hall #1 - 1	70	49	70%	200%	2	4	3	2044	2114	\$	356,000.00
1	Building				Fire Hall #1 - 2	70	49	70%	200%	2	4	3	2044	2114	\$	68,000.00
1	Building				Fire Hall #1 - 3	70	49	70%	200%	2	4	3	2044	2114	\$	202,000.00
1	Building				Fire Hall #1 - 4	70	49	70%	200%	2	4	3	2044	2114	\$	119,000.00
1	Building				RCMP building - 1	70	49	70%	200%	2	4	3	2044	2114	\$	280,000.00
1	Building				RCMP building - 2	70	49	70%	200%	2	4	3	2044	2114	\$	93,000.00
1	Building				RCMP building - 3	70	49	70%	200%	2	4	3	2044	2114	\$	216,000.00
1	Building				RCMP building - 4	70	49	70%	200%	2	4	3	2044	2114	\$	127,000.00
1	Building				Chlorine Bldg - 1	70	23	33%	100%	4	4	3	2070	2140	\$	82,000.00
1	Building				Chlorine Bldg - 2	70	23	33%	100%	4	4	3	2070	2140	\$	16,000.00
1	Building				Chlorine Bldg - 3	70	23	33%	100%	4	4	3	2070	2140	\$	25,000.00
1	Building				Chlorine Bldg - 4	70	23	33%	100%	4	4	3	2070	2140	\$	15,000.00
1	Building				Water Treatment Plant Building	50	3	6%	100%	4	4	3	2070	2120	\$	1,685,000.00
1	Building				Water Treatment Plant Fencing	15	2	13%	100%	4	4	3	2036	2051	\$	49,000.00
1	Building				Water Treatment Plant Generator	10	3	30%	100%	4	4	3	2030	2040	\$	50,000.00
1	Building				PW Shed - 1	70	54	77%	200%	2	4	3	2039	2109	\$	162,000.00
1	Building				PW Storage - 1	70	54	77%	200%	2	4	3	2039	2109	\$	224,000.00
1	Building				PW Shop - 1	70	35	50%	200%	2	4	3	2058	2128	\$	116,000.00
10	Vehicles				Rescue vehicle (Rescue #22)	20	8	40%	100%	4	4	3	2035	2055	\$	267,500.00
13	Equipment				Ball Diamond	25	37	148%	400%	1	4	3	2011	2036	\$	484,000.00
14	Equipment				Ball Diamond	25	36	144%	400%	1	4	3	2012	2037	\$	106,000.00
15	Equipment				Playground Apparatus	30	40	133%	400%	1	4	3	2013	2043	\$	40,000.00
22	Machinery				Portable Generator	30	18	60%	200%	2	4	3	2035	2065	\$	44,000.00
23	Vehicles				Public Works Truck Toyota Tundra long box	10	5	50%	200%	2	4	3	2028	2038	\$	89,500.00
29	Vehicles				Dodge 5500, Dump box, Snow plow, Sander	10	8	80%	200%	2	4	3	2025	2035	\$	111,000.00
1	Roads	loose		412.98	-	10					4	3			\$	226,000.00
2	Roads	loose		23.86	unsigned	10					4	3			\$	14,000.00
4	Roads	paved		358.04	-	50					4	3			\$	316,000.00
5	Roads	loose		197.05	-	10					4	3			\$	108,000.00
6	Roads	paved		41.19	-	50					4	3			\$	37,000.00
7	Roads	paved		131.06	Spar St	50					4	3			\$	116,000.00
10	Roads	paved		93.75	Kelsey Way	50					4	3			\$	83,000.00
11	Roads	paved		146.67	Dyer Dr	50					4	3			\$	130,000.00
14	Roads	loose		207.41	-	10					4	3			\$	114,000.00
15	Roads	paved		591.61	MacMillan Dr	50					4	3			\$	522,000.00
16	Roads	loose		806.31	-	10					4	3			\$	440,000.00
17	Roads	loose		102.83	Sayward Rd	10					4	3			\$	57,000.00
18	Roads	loose		108.27	-	10					4	3			\$	60,000.00
19	Roads	paved		26.40	-	50					4	3			\$	24,000.00
20	Roads	loose		22.63	unsigned	10					4	3			\$	13,000.00
21	Roads	paved		70.26	Kelsey Way	50					4	3			\$	62,000.00
22	Roads	paved		92.81	Sayward Hts	50					4	3			\$	82,000.00
27	Roads	paved		27.04	Kelsey Way	50					4	3			\$	24,000.00
28	Roads	paved		227.65	Kelsey Way	50					4	3			\$	201,000.00
32	Roads	rough		671.34	-	25					4	3			\$	364,000.00
33	Roads	paved		94.98	Ambleside Dr	50					4	3			\$	84,000.00
34	Roads	loose		88.36	unsigned	10					4	3			\$	49,000.00
35	Roads	paved		132.45	MacMillan Dr	50					4	3			\$	117,000.00
37	Roads	paved		92.56	Seaview St	50					4	3			\$	82,000.00
38	Roads	paved		31.55	-	50					4	3			\$	28,000.00
39	Roads	loose		131.42	-	10					4	3			\$	72,000.00
40	Roads	paved		178.95	Ambleside Dr	50					4	3			\$	158,000.00
41	Roads	paved		252.54	Hkusam Way	50					4	3			\$	223,000.00
43	Roads	loose		114.77	-	10					4	3			\$	63,000.00
44	Roads	loose		167.63	-	10					4	3			\$	92,000.00
45	Roads	paved		212.87	Kelsey Way	50					4	3			\$	188,000.00
46	Roads	paved		112.54	Dyer Dr	50					4	3			\$	100,000.00
47	Roads	rough		577.61	-	25					4	3			\$	315,000.00
48	Roads	rough		931.68	-	25					4	3			\$	508,000.00
49	Roads	paved		198.95	Kelsey Way	50					4	3			\$	176,000.00
50	Roads	paved		96.69	Kelsey Way	50					4	3			\$	86,000.00
52	Roads	paved		97.50	Ambleside Dr	50					4	3			\$	86,000.00
53	Roads	loose		22.31	-	10					4	3			\$	13,000.00
54	Roads	loose		270.49	-	10					4	3			\$	148,000.00
55	Roads	loose		136.70	-	10					4	3			\$	78,000.00
56	Roads	paved		31.20	Ambleside Dr	50					4	3			\$	28,000.00
57	Roads	paved		99.26	Kelsey Lane	50					4	3			\$	88,000.00
58	Roads	paved		202.68	Kelsey Way	50					4	3			\$	179,000.00
59	Roads	paved		51.09	Hemlock St											

62	Roads	rough	812.36	-	25				4		3			\$	443,000.00
63	Roads	loose	311.68	-	10				4		3			\$	170,000.00
64	Roads	paved	92.81	Seaview St	50				4		3			\$	82,000.00
65	Roads	loose	308.18	-	10				4		3			\$	168,000.00
66	Roads	loose	521.82	-	10				4		3			\$	285,000.00
67	Roads	paved	25.77	-	50				4		3			\$	23,000.00
69	Roads	paved	84.75	Sawward Rd	50				4		3			\$	75,000.00
70	Roads	paved	43.57	MacMillan Dr	50				4		3			\$	39,000.00
71	Roads	paved	19.30	-	50				4		3			\$	18,000.00
72	Roads	loose	50.06	unsigned	10				4		3			\$	28,000.00
73	Roads	loose	271.38	-	10				4		3			\$	148,000.00
74	Roads	paved	112.58	Balsam St	50				4		3			\$	100,000.00
75	Roads	paved	46.55	Sayward Hts	50				4		3			\$	42,000.00
76	Roads	loose	375.61	-	10				4		3			\$	205,000.00
1	Watermain	200 PVC	592.39	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	516,000.00
29	Watermain	200 PVC	21.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	19,000.00
30	Watermain	200 PVC	21.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	19,000.00
31	Watermain	200 PVC	21.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	19,000.00
32	Watermain	200 PVC	21.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	19,000.00
33	Watermain	200 PVC	21.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	19,000.00
34	Watermain	200 PVC	20.65	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	18,000.00
35	Watermain	200 DI	27.52	Sayward Rd	80	33	41%	100%	3	3	3	2070	2150	\$	24,000.00
36	Watermain	200 PVC	42.24	Sayward Rd	85	33	39%	100%	3	3	3	2075	2160	\$	37,000.00
37	Watermain	200 PVC	212.95	Kelsey Way	85	33	39%	100%	3	3	3	2075	2160	\$	186,000.00
38	Watermain	200 PVC	48.68	unsigned	85	33	39%	100%	3	3	3	2075	2160	\$	43,000.00
39	Watermain	200 PVC	113.73	Kelsey Way	85	33	39%	100%	3	3	3	2075	2160	\$	99,000.00
40	Watermain	200 PVC	63.86	Kelsey Way	85	33	39%	100%	3	3	3	2075	2160	\$	56,000.00
47	Watermain	250 PVC	160.64	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	152,000.00
48	Watermain	200 PVC	381.04	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	332,000.00
49	Watermain	200 PVC	278.39	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	243,000.00
50	Watermain	100 PVC	10.33	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	7,000.00
51	Watermain	200 PVC	77.66	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	68,000.00
52	Watermain	100 PVC	62.31	Sayward Rd	85	19	22%	100%	3	3	3	2089	2174	\$	42,000.00
15	Storm Main	600 CMP	42.90	MacMillan Dr	50	22	44%	100%	3	3	3	2051	2101	\$	68,000.00
24	Storm Main	200 PVC	59.34	MacMillan Dr	85	24	28%	100%	3	3	3	2084	2169	\$	69,000.00
27	Storm Main	300 PVC	36.40	-	85	27	32%	100%	3	3	3	2081	2166	\$	48,000.00
16	Sewer Main	150 AC	75.98	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	88,000.00
18	Sewer Main	150 AC	56.75	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	65,000.00
23	Sewer Main	150 AC	142.19	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	163,000.00
25	Sewer Main	200 AC	105.56	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	129,000.00
28	Sewer Main	150 AC	63.14	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	73,000.00
29	Sewer Main	150 AC	57.33	Sawward Hts	60	55	92%	300%	1	3	3	2028	2088	\$	66,000.00
30	Sewer Main	150 AC	74.18	Ambleside Dr	60	55	92%	300%	1	3	3	2028	2088	\$	85,000.00
31	Sewer Main	150 AC	51.56	Ambleside Dr	60	55	92%	300%	1	3	3	2028	2088	\$	60,000.00
33	Sewer Main	150 AC	44.25	Seaview St	60	55	92%	300%	1	3	3	2028	2088	\$	51,000.00
34	Sewer Main	150 AC	14.41	Seaview St	60	55	92%	300%	1	3	3	2028	2088	\$	17,000.00
35	Sewer Main	150 AC	50.83	Seaview St	60	55	92%	300%	1	3	3	2028	2088	\$	59,000.00
44	Sewer Main	150 AC	73.78	-	60	55	92%	300%	1	3	3	2028	2088	\$	85,000.00
45	Sewer Main	150 AC	40.45	Seaview St	60	55	92%	300%	1	3	3	2028	2088	\$	47,000.00
46	Sewer Main	150 AC	104.35	Dyer Dr	60	55	92%	300%	1	3	3	2028	2088	\$	120,000.00
47	Sewer Main	150 AC	97.86	Dyer Dr	60	55	92%	300%	1	3	3	2028	2088	\$	113,000.00
48	Sewer Main	150 AC	74.19	Ambleside Dr	60	55	92%	300%	1	3	3	2028	2088	\$	85,000.00
49	Sewer Main	150 AC	36.40	Spar St	60	55	92%	300%	1	3	3	2028	2088	\$	42,000.00
55	Sewer Main	150 AC	13.15	-	60	55	92%	300%	1	3	3	2028	2088	\$	16,000.00
58	Sewer Main	200 AC	58.94	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	72,000.00
73	Sewer Main	150 AC	55.54	MacMillan Dr	60	55	92%	300%	1	3	3	2028	2088	\$	64,000.00
79	Sewer Main	150 AC	32.26	-	60	55	92%	300%	1	3	3	2028	2088	\$	37,000.00
3	Equipment			Fob & Alarm System	5	2	40%	100%	3	3	3	2026	2031	\$	15,000.00

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> Sanitary Lift Station Sanitary Manhole Water Hydrant Water Faucet Water Meter Water Service Water Valve Water Vault Catch Basin Storm Manhole | <ul style="list-style-type: none"> Sewer Outfall Gravity Sewer Sanitary Force mains Hydrant Leads Watermain Culverts Storm Sewer Stream Wetland Waterbody | <p>Capital Projects</p> <ul style="list-style-type: none"> High Risk Low Risk Village of Sayward Administrative Boundary Service Boundary |
|--|---|---|

Capital Project: #7
\$424,000
- 1200mm CMP replacement

Capital Project: #6
\$689,210
- 150mm water
main replacement

Capital Project: #5
\$733,070
- 150mm and
200mm sanitary
main replacement

Capital Project: #3
\$296,918
- 150mm and 200mm
sanitary main replacements

Capital Project: #2
\$158,970
- 200mm water
main replacement
- 300mm CMP
replacement

Capital Project: #1
\$1,722,100
- Lift station replacement
- 200mm force main replacement
- 200mm water main replacement

Strait Salmon Bay
Johnstone



Village of
Sayward

200

Metres
Package Page #96

Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD ;
Bays and Channels provided by Freshwater Atlas; Roads provided by Digital Road Atlas

DATE: March 15, 2024
TO: Keir Gervais - Village of Sayward
CC: Colin Read - Village of Sayward
FROM: Steven Olson - Urban Systems
FILE: 2906.0008.01
SUBJECT: Asset Management Policy Update

1.0 INTRODUCTION

This memorandum has been created for the Village of Sayward to provide proposed updates to the Asset Management Policy originally approved in October 2016. The following will show the revised Sections 2.0 and 2.1 to allow for a more brief, feasible set of policy guidelines.

2.0 POLICY UPDATES

To construct a clear and concise policy the following is proposed in replacement of Section 2.0 Policy of the Asset Management Policy:

2.0 POLICY

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The Village of Sayward will:

- Create a maintenance management plan for capital assets and monitor compliance;
- Manage municipal capital asset inventories to support public safety, community well-being and community goals;
- Monitor standards and service levels to ensure that they meet/support community and Council goals and objectives;
- Plan for stable long-term funding to replace and/or renew and/or decommission capital assets; and
- Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

To construct a clear and concise policy the following is proposed in replacement of Section 2.1 Policy Principles of the Asset Management Policy:

2.1 Policy Principles

The key principles of the Municipal Asset Management Policy are outlined in the following list. The Village of Sayward shall:

- Make informed decisions, by pursuing best practices and identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with capital assets;
- Integrate corporate, financial, business, technical and budgetary planning for capital assets;
- Establish organizational accountability and responsibility by consulting with stakeholders when appropriate;

DATE: March 15, 2024
SUBJECT: Asset Management Policy Update

FILE: 2906.0008.01

PAGE: 2 of 2

- Define and articulate service, maintenance and replacement levels and outcomes minimizing the total life cycle costs;
- Consider environmental, social, and sustainability goals;
- Minimize risks to users and risks associated with failure; and
- Report the performance of its asset management program.

3.0 CONCLUSION

The goal of this memorandum was to provide guidance for updating the Village of Sayward's Asset Management Policy. Further discussion with the village will take place to ensure that all priorities have been met within the updated policy.

Sincerely,

URBAN SYSTEMS LTD.

Steven Olson, EIT
Project Engineer

Eric Sears, P.Eng
Municipal Engineer

cc: Cassidy Hemphill – Urban Systems

/Ch
Enclosure:

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”

DATE: June 14, 2024
TO: Keir Gervais - Village of Sayward
CC: Colin Read - Village of Sayward
FROM: Steven Olson - Urban Systems
FILE: 2906.0008.01
SUBJECT: Asset Management Strategy Update

1.0 INTRODUCTION

In 2016, the Village of Sayward completed an Asset Management Program including a strategy and policy for roads, linear water, sanitary sewer, and storm drainage infrastructure that was adopted the following year by Village Council. Several next steps were later identified by staff and Council members to help the strategy become more implementable and capable of guiding decision-making processes for prioritizing capital project planning.

This memorandum has been created for the Village of Sayward to provide proposed updates to the existing Asset Management Strategy Document. The following will show the revised Section 6 to create for a more brief, feasible strategy improvement plan.

2.0 UPDATES

To construct a clear and concise improvement plan the following is proposed in replacement of Section 6.0 – Asset Management Improvement Plan:

The following table contains tasks that are needed to achieve the objectives in the updated Asset Management Policy and this Asset Management Strategy. The table also assigns the tasks to the Village of Sayward's organization to appoint responsibility.

Task #	Task	Responsibility	Timeline	Resources
1	Adopt individual asset management plans for Roads, Water, Sanitary Sewer, and Storm Drainage	Council	2023 – 2024	Consultant, CAO, Public Works Staff
2	Review and refer to prepared Capital Priority Plan when creating financial budgets and projects	CAO, Council	Ongoing Update yearly	Consultant, CAO, Council
3	Review and refer to Asset Management Policy	CAO, Council	3- 5 year intervals	Consultant, CAO
4	Update Asset Management Strategy	CAO, Council	3- 5 year intervals	Consultant, CAO
5	Create a new/ updated Maintenance Management Plan	Council	3- 5 year intervals	Consultant, CAO, Public Works Staff
6	Create a funding strategy and implementation document	CAO	June 2024	Consultant, CAO

DATE: June 14, 2024
SUBJECT: Asset Management Strategy Update

FILE: 2906.0008.01

PAGE: 2 of 2

3.0 CONCLUSION

The goal of this memorandum was to provide guidance for updating the Village of Sayward's Asset Management Strategy. Further discussion with the village will take place to ensure that all priorities have been met within the updated table.

Sincerely,

URBAN SYSTEMS LTD.

Steven Olson, EIT
Project Engineer

Eric Sears, P.Eng
Municipal Engineer

cc: Cassidy Hemphill – Urban Systems

/Ch
Enclosure:

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Maintenance Management Plan Village of Sayward

March 2024

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Introduction

Objective

The objective of the Maintenance Management Plan (MMP) is to provide the Village of Sayward with an organized and systematic tool for the operations team leader to effectively maintain the community's capital assets, as well as:

- Reduce risk of safety and environmental hazards;
- Track completed maintenance and provide an accountability protocol for existing and future Sayward maintenance staff;
- Develop and maintain maintenance records and history;
- Provide a rationalization for establishing annual operations and maintenance budgets; and
- Extend the life of capital assets.

The amount of effort invested in maintaining an asset should be dependent on the potential consequences of premature failure or damage. The level of service for each asset is set based on a combination of factors including:

- Value of the asset
- Safety risk to the public, community members and employees, and the environment
- Aesthetic value of the asset

The Village of Sayward will be responsible for operating and maintaining the entire sanitary sewer system, water system, and storm water management system. This manual reflects the responsibilities and operational tasks that will be required to be completed to meet safety regulations and upkeep assets.

Methodology

This plan was prepared in conjunction with Village of Sayward management. Maintenance tasks were developed based on asset maintenance requirements. Estimates of task duration, recurrence interval, and manpower required were estimated from our experience with other systems of similar nature.

Components of the MMP and Implementation Instructions

This maintenance management system, which includes an activity index, task descriptions, annual wall schedule, and weekly report forms is designed as a guide to trigger the completion of tasks that will help the Village of Sayward ensure that public infrastructure is kept in a satisfactory condition.

There are two components to this system – triggering maintenance and tracking maintenance. The triggering system includes an annual schedule/calendar and a weekly form. The annual schedule shows all operations and maintenance tasks and when those tasks are scheduled during the year. The weekly form includes all the tasks that require completion during that week. The weekly form doubles as a reporting form for completed maintenance. This allows management to track maintenance that has been completed and tasks that have been postponed. Once a task is completed, the weekly form is filled out with the date of completion.

General process of implementation of the MMP:

1. Team leader to review previous week's report and transfer deferred maintenance items to current week's form.
2. Team meeting to take place so the week's tasks can be assigned to public works employees.
3. As tasks are completed, the weekly form can be updated.
4. At the end of the week the weekly report is filled out.

For every task, a sheet describing the activity, time and number of people required, and suggestions for equipment and tools is included. Every task is assigned a unique numeric "task code" which helps identify that particular task. The task sheets are intended to act as a guide for workers unfamiliar with the activity. It is intended that the task sheets be updated and revised on a regular basis to suit the needs of the workers and the Village of Sayward. For example, some task sheets only have a short general description of the work; the operator may find it useful to add detail to these sheets clarifying the tasks or outlining procedures.

The annual schedule includes weekly totals of labour requirements. These will allow the operator to formulate more accurate budgets and to assess how to utilize personnel more effectively.

Schedule is for maintenance tasks only and does not include time for training.

During busy weeks it is important to effectively prioritize the week's tasks. The order of importance when prioritizing tasks should be as follows:

1. Public health and safety
2. Safety of the environment
3. Asset life
4. Aesthetics

In light of the information contained within this plan, such as labour requirements, it is recommended that the annual operations and maintenance budget be updated to reflect the anticipated resource and equipment demands.

The MMP should be updated annually by the operator. New assets and activities must be integrated into the system to ensure its effectiveness and continued relevance.

Section 1: Task Descriptions

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

ACTIVITY INDEX

001. GENERAL ADMINISTRATION

01. Weekly Work Planning

NUMBER:	001.01
ACTIVITY:	WEEKLY WORK PLANNING – FOR ALL PUBLIC WORKS DUTIES

Task Description:	Early in the week the Public Works Foreman plans tasks, issues, and requirements. Discusses with other members of village staff when required.
Recurrence:	Once per week (Monday morning preferred)
Equipment:	None
Materials Required:	None
Time Required:	approximately 15-30 minutes
No. People Required:	Public Works Foreman
1. Take note of deferred maintenance from previous weeks with the Operations and Maintenance Team. Arrange to have deferred maintenance completed this week. 2. Take note of the weeks scheduled activities with Operations and Maintenance Team. 3. Identify material and equipment requirements for upcoming tasks. 4. Arrange sufficient man-power to ensure the week's tasks can be completed. 5. Arrange a work plan for the week to ensure completion of planned and deferred tasks. 6. Review Safety procedures and discuss issues. 7. If required, discuss relevant budget and expenditure issues. 8. If required, discuss education and training requirements as required.	

02. Weekly Report

NUMBER:	001.02
ACTIVITY:	WEEKLY REPORT

Task Description:	Completion of weekly report
Recurrence:	Once per week (preferably on Friday)
Equipment:	None
Materials Required:	None
Time Required:	30 minutes
No. People Required:	Public Works Foreman
1. During the week the foreman is to keep track of tasks completed. 2. At the end of the week, complete one weekly task form identifying all completed tasks and deferred tasks. 3. For all deferred tasks include a description of why it was postponed.	

03. Monthly Report

NUMBER:	001.03
ACTIVITY:	MONTHLY REPORT

Task Description: Completion of Monthly report.

Recurrence: Once per month (month end)

Equipment Required: Computer, printer, etc.

Materials Required: None

Time Required: 2 hours

People Required: 1 Person (Public Works Foreman)

1. Compile Monthly Report of all tasks completed, tasks deferred and reasons for deferring, note issues and concerns.

04. Monthly Budget Review

NUMBER:	001.04
ACTIVITY:	MONTHLY BUDGET REVIEW – FOR ALL PUBLIC WORKS DUTIES

Task Description:	Monthly budget review to ensure expenditures are on track
Recurrence:	Once per month
Equipment:	None
Materials Required:	None
Time Required:	1 hour
No. People Required:	Public Works Foreman

1. Review expenses and expenditures for the previous month and compare with projected budget.

05. Prepare Annual Budget

NUMBER:	001.05
ACTIVITY:	PREPARE ANNUAL BUDGET – FOR ALL PUBLIC WORKS DUTIES

Task Description: Prepare annual budget
Recurrence: Once per year
Equipment: None
Materials Required: None
Time Required: 8 hours
No. People Required: Public Works Foreman and Village of Sayward Staff Member

1. Obtain compiled detailed account of previous year's expenditures.
2. Identify projected expenses for coming year.
3. Review changes made to equipment if necessary.
4. Review and evaluate level of service provided.
5. Prepare annual work plan including schedule.
6. Update weekly sheets.
7. Prepare budget.
8. Compare last year's actual time, equipment and material costs to next year's forecasts.

002. WASTEWATER SYSTEMS**01. Gravity Sewer***01. Manhole Inspection*

NUMBER:	002.01.01
ACTIVITY:	MANHOLE INSPECTION

Task Description:	Inspect manholes
Recurrence:	Once every 3 months
Equipment:	Manhole lifter, traffic control signs etc.
Materials Required:	None
Time Required:	2 hours
No. People Required:	1 person
1. Locate manhole and place traffic control signs in position visible to all vehicles. 2. Remove manhole lid and inspect for debris and blockages. 3. Clean and flush manhole as required.	

02. Flushing of Gravity Sewers

NUMBER:	002.01.02
ACTIVITY:	FLUSHING OF GRAVITY SEWERS

Task Description: Flush gravity sewer mains

Recurrence: Once every year

Equipment: None

Materials Required: None

Time Required: 8 hours

No. People Required: 1 person

1. Hire qualified contractor to flush gravity sewers.
2. Locate manholes for Contractor.
3. Supervise sewer flushing and prepare records of completed work.

Note: Typical flushing frequency is once every 5 years; however, due to minimal sewer grades flushing is recommended annually. Flushing frequency may be reduced based on system performance observed during video inspection.

03. Video Inspection of Gravity Sewers

NUMBER:	002.01.03
ACTIVITY:	VIDEO INSPECTION OF GRAVITY SEWERS

Task Description:	Video inspection of sewers
Recurrence:	Once every year prior to sewer flushing
Equipment:	None
Materials Required:	None
Time Required:	8 hours
No. People Required:	1 person
1. Schedule qualified contractor to inspect Village of Sayward's sewers and record video of results. 2. Ensure video inspection occurs prior to sewer flushing to investigate actual sediment and solids build-up in the pipes. 3. Follow up with Contractor to obtain video inspection reports and condition assessment that has been certified by a qualified consultant.	
Note:	Typical video inspection is once every 5 years; however, due to minimal sewer grades video inspection is recommended annually.

02. Community Pump Stations

01. Inspection of Community Pump Stations

NUMBER:	002.02.01
ACTIVITY:	INSPECTION OF COMMUNITY PUMP STATIONS

Task Description:	Visually inspect each individual pump station and perform maintenance if necessary
Recurrence:	Once per year
Equipment:	Flashlight, Lid key, hose, tools
Materials Required:	None
Time Required:	16 hours
No. People Required:	1 person
1. Walk around each pump station and look for signs of problems. 2. Unlock the wet well and inspect the interior of the chamber. 3. Ensure that pumps are off during the inspection. 4. Wash down the tank and pump with hose. 5. Remove pump and inspect the pump and piping. 6. If the pump is not operating properly, consult the pump supplier for troubleshooting assistance. Refer to the Village of Sayward's Operations And Maintenance Manual for pump specifications and supplier contact information. 7. Place pump back into wet well and ensure pump operates properly. 8. Lock the pump station lid.	

003. WATER SYSTEM

01. Water Supply

01. Intake Inspection

NUMBER:	003.01.01
ACTIVITY:	WATER INTAKE INSPECTION

Task Description:	Thorough inspection of well and appurtenances.
Recurrence:	Once every ten years or if drawdown levels increase by 10%
Equipment Required:	Service Truck, CCTV Camera Equipment
Materials Required:	Miscellaneous Shop Supplies
Time Required:	8 hours
People Required:	1 Person (Operator) + Qualified Well Pump Installer
1. Contact a provincially qualified contractor to complete the inspection. 2. Ensure that the reservoir is full prior to initiating the inspection. 3. Inspect one at a time using the other well to supply the system as required. The well that is being inspected should be set to OFF. The well that is supplying the system should be set to AUTO. 4. The contractor should pull the submersible well pump and drop pipe, inspect the condition, and complete any minor repairs. 5. The contractor should inspect the intake and screen using CCTV camera equipment. 6. Ensure that the well pump, drop pipe, probe wires, etc. are reinstalled properly. 7. After the inspection is completed, run the well on manual to ensure that it is operating properly and record the well drawdown (specific capacity). 8. Repeat steps 3 to 7 for the second well. 9. Have the well contractor submit a written report of the inspection and make arrangements for any major repairs (redevelopment, pump replacement, etc.)	

02. Intake Flushing

NUMBER:	003.01.02
ACTIVITY:	INTAKE FLUSHING

Task Description:	Flush supply wells.
Recurrence:	Twice per year (or if wells have been disinfected or redeveloped)
Equipment Required:	None
Materials Required:	None
Time Required:	2 hours
People Required:	2 People (Operators)
1. Ensure that the reservoir is full prior to initiating the task. 2. Set both wells to the OFF position. 3. Close the isolation valve for the Well #1 supply line and open the corresponding valve on the Well #1 flush line. 4. Turn Well #1 to HAND and allow the well pump to run for 15 minutes. 5. Monitor the water flow from the well flush line and ensure that it is dissipating to ground or to the nearby swale. 6. Turn Well #1 to the OFF position and return the valves to their original position. 7. Repeat steps 3 to 6 for Well #2. 8. Once the flushing is complete turn both wells back to the AUTO position and ensure that all valves are in their original position.	

03. Replacement Level Transmitter Desiccant

NUMBER:	003.01.03
ACTIVITY:	REPLACE LEVEL TRANSMITTER DESICCANT

Task Description: Well and reservoir level transmitter maintenance.

Recurrence: Once per year

Equipment Required: Screwdriver, Crescent Wrench

Materials Required: None

Time Required: 2 hours

People Required: 1 Person (Operator)

1. Desiccant boxes keep the moisture out of the level transmitter. The boxes are located inside junction boxes; one at each of the well heads, and the other at the reservoir.
2. Open junction boxes, remove old desiccant box and replace with new as per suppliers instruction sheet.

02. Pumphouse

01. Daily Pumphouse Inspection

NUMBER:	003.02.01
ACTIVITY:	DAILY TREATMENT PLAN INSPECTION

Task Description:	General inspection of interior and exterior of the building.
Recurrence:	Once per week day
Equipment Required:	Broom, Dust Pan
Materials Required:	None
Time Required:	1 hour
People Required:	1 Person (Operator)
1. Walk around the exterior of the Treatment plant and confirm that all exhaust ducts, louvers, lights, etc. are intact and there are no concerns regarding the building exterior. 2. Walk through the interior of the Treatment plant and complete a general inspection of the mechanical and electrical components. 3. Ensure that the settings on the control panel are in their normal operating positions. 4. Complete a general inspection of the chlorination equipment. Ensure that there are no leaks in the system and check the level in the hypochlorite drum. 5. Sweep the floors and tidy up the facility as required. 6. Complete the daily report form.	

02. Test Safety Equipment

NUMBER:	003.02.02
ACTIVITY:	TEST SAFETY EQUIPMENT

Task Description:	Confirm that safety equipment is operational.
Recurrence:	Once per month
Equipment Required:	None
Materials Required:	None
Time Required:	1 hour
People Required:	1 Person (Operator)
1. Confirm that the fire extinguisher is in its proper location. Check the tag to confirm that the extinguisher is not due for service. 2. Confirm that the exhaust fan in the chlorination room is operational. 3. Confirm that personal protective equipment including gloves, aprons and goggles are available and accessible. 4. Confirm that the emergency eyewash and shower are operational. The water temperature should be "luke warm". 5. Confirm that there are no tripping hazards or other safety concerns inside or around the disinfection facility.	

03. Chlorine Dosing System Regular Check

NUMBER:	003.02.03
ACTIVITY:	CHLORINE DOSING SYSTEM REGULAR CHECK

Task Description:	Inspection of entire chlorine dosing system.
Recurrence:	Once per month
Equipment Required:	Torque wrench Allen wrench
Materials Required:	Dry, clean cloth (to clear surfaces)
Time Required:	1 hour
People Required:	1 Person (Operator)
1.	Check the dosing performance
2.	Check the strainer and clean if necessary
3.	Maintain the dosing pump - Follow instructions for regular maintenance outlined in the DDA Installation and Operating Instructions manual.
4.	Maintain the back pressure and pressure relief valve - Follow manual for installation and maintenance of back pressure valves and pressure relief valves.
5.	Check all accessories such as pulsation dampeners and level switches to confirm proper operation.

04. Chlorine Dosing System Check & Repair

NUMBER:	003.02.04
ACTIVITY:	CHLORINE DOSING SYSTEM CHECK & REPAIR

Task Description: Inspection of entire chlorine dosing system.

Recurrence: Once per year

Equipment Required: Torque wrench
Allen wrench

Materials Required: Service kit for wearing parts (if necessary)

Time Required: 2 hours

People Required: 1 Person (Operator)

1. Check entire dosing system installation.
2. Replace gaskets, O-rings, diaphragms, and other wear parts if necessary.
3. Note that unit will signal a service requirement when replacement of wearing parts are due.
4. Follow instructions outlined in the DDA Installation and Operating Instructions manual.

05. Calibrate Chlorination System

NUMBER:	003.02.05
ACTIVITY:	CALIBRATE CHLORINATION SYSTEM

Task Description: Calibrate chlorine metering pumps.

Recurrence: Twice per year or as required

Equipment Required: Stop Watch

Materials Required: O&M Manual – Manufacturer's Instructions

Time Required: 2 hours

People Required: 1 Person (Operator)

1. Use the calibration column on the chlorination system panel to complete a 5 to 10 minute drawdown test to confirm the flow rate for the chlorine metering pumps. Refer to the O&M Manual for drawdown test procedure.
2. The injection dosing rate can be adjusted based on free chlorine residual readings throughout the distribution system.
3. If adjusting the dosing rate does not address issues regarding free chlorine residuals, contact the Circuit Rider to assist with adjusting the setting on the metering pumps.
4. If additional assistance is required, contact the supplier.

06. Major Cleaning of Pumphouse

NUMBER:	003.02.06
ACTIVITY:	MAJOR CLEANING OF PUMPHOUSE

Task Description:	Annual major cleaning of the pumphouse building.
Recurrence:	Once per year
Equipment Required:	Pressure Washer, Steel Rake
Materials Required:	Mop and Bucket
Time Required:	4 hours
People Required:	2 people (Operators)

1. Pressure wash the exterior walls of the building.
2. Level any rough areas of the granular compound using a steel rake.
3. Scrub the interior floors of the facility.
4. Complete any other required maintenance or cleaning required.

03. Dissolved Air Flotation (DAF)

01. Daily DAF Inspection

NUMBER:	003.03.01
ACTIVITY:	DAILY DAF INSPECTION

Task Description:	General Inspection of equipment and surrounding
Recurrence:	Once per day
Equipment Required:	None
Materials Required:	
Time Required:	1 hour
People Required:	1 Person (Operator)
 1. Check all control system alarms are intact and engaged. 2. Monitor the influent flow rate and effluent quality/ turbidity. 3. Clean air filter/regulator and set air flow settling in pneumatic panel. 4. Inspect system for leaks in pipes and pumps. 5. Eject sediment from drain valves and check for clogging in aeration valves. 6. Monitor skimmer system for smooth operation and correct tension. 7. Check and set chemical dosing rates and inspect chemical supply.	

02. Cleaning DAF Unit

NUMBER:	003.03.02
ACTIVITY:	CLEANING DAF UNIT

Task Description: Draining and cleaning the DAF unit

Recurrence: Once per week

Equipment Required: None

Materials Required:

Time Required: 1 hour

People Required: 1 Person (Operator)

1. Drain the DAF unit.
2. Clean the emptied unit. While emptied inspect strainers and filters and replace as necessary.
3. Inspect and clear tanks and sumps of sediment

03. Grease and Oiling

NUMBER:	003.03.03
ACTIVITY:	GREASE AND OILING

Task Description:	Grease and oiling of frequently used components
Recurrence:	Once per month
Equipment Required:	None
Materials Required:	Oil and grease
Time Required:	1 hour
People Required:	1 Person (Operator)

1. Grease all bearings
2. Apply anti-seize to frequently used threaded parts
3. Check skimmer/auger drive oil and recycle pump oil/grease

04. Alternating Pumps

NUMBER:	003.03.04
ACTIVITY:	ALTERNATING PUMPS

Task Description: Alternating pumps and motors.

Recurrence: Once per month

Equipment Required:

Materials Required:

Time Required: 1 hour

People Required: 1 Person (Operator)

1. Alternate the motors and pumps associated with the DAF system.

04. Reservoir

01. Reservoir Inspection

NUMBER:	003.04.01
ACTIVITY:	RESERVOIR INSPECTION

Task Description:	Inspect reservoir and surrounding area.
Recurrence:	Once per week
Equipment Required:	Manhole Lifter, Vegetation Clearing Equipment
Materials Required:	Flashlight
Time Required:	1 hour
People Required:	1 Person (Operator)
1.	Walk around the exterior of the reservoir and visually inspect for any vandalism, cracks, leaks, etc.
2.	Trim any vegetation that is encroaching around the reservoir or access road.
3.	Ensure that the reservoir access hatch is closed, locked and secure.
4.	Confirm that the vent pipes are clear and that the screens are intact.

02. Annual Reservoir Inspection

NUMBER:	003.04.02
ACTIVITY:	ANNUAL RESERVOIR INSPECTION

Task Description:	Annual inspect of reservoir and surrounding area.
Recurrence:	Once per year
Equipment Required:	Service Trucks, Chain Saw, Manhole Lifter, Vegetation Clearing Equipment
Materials Required:	Flashlight
Time Required:	4 hours
People Required:	1 Person (Operator)
1.	Inspect and arrange to remove all trees which can fall onto the fence, road, antenna, or reservoir site.
2.	Open reservoir hatches and shine a light onto the floor and check for sediment build up.
3.	Ensure that the reservoir access hatch is closed, locked and secure.
4.	Remove any overgrown brush from within the fenced area.
5.	Inspect the lock block retaining wall for movement.

03. Reservoir Cleaning

NUMBER: 003.04.03

ACTIVITY: RESERVOIR CLEANING

Task Description: Clean inside of reservoir structure.

Recurrence: Once every five years – confirm by inspection

Equipment Required: Valve Key, Hydrant Wrench, Pressure Sustaining Valve, Cleaning and Disinfection Equipment

Materials Required: Record Drawings, Cleaning Solution, Chlorine, Bacteriological Sample Bottles

Time Required: 24 hours each well

People Required: 2 People (Operators) + Specialized Contractor

Taking the Reservoir Offline:

1. Contact a specialized contractor that is trained and certified in confined space entry to complete this task.
2. Contact the fire department so that they are aware that the reservoir will be offline and inform the community so that they can conserve water.
3. Turn off the well pumps the day before the cleaning and allow the community to draw down the water level in the reservoir.
4. Drain the remainder of the reservoir.
5. Re-route the water from the pumphouse through the reservoir bypass by opening the reservoir bypass valve and closing the inlet and outlet valves.
6. A pressure sustaining valve (PSV) attached to a system hydrant may be required to relieve excess pressure from the well pumps.
7. While the reservoir is offline, supply the system by running one well pump on HAND mode. Any excess pressure will be discharged to atmosphere by the PSV.

Cleaning the Reservoir:

1. The contractor should clean all inside surfaces and internal components of the reservoir.
2. After the cleaning is complete, the reservoir should be disinfected in accordance with AWWA C652-02.
3. The contractor should note any issues observed with the structure or internal components (level transmitter, interior ladder, etc.)

Bringing the Reservoir Back Online:

1. Refill the reservoir by opening the inlet valve. The outlet valve should remain closed and the bypass valve should remain open so that the distribution system continues to be supplied directly from the wells.
2. Once the reservoir is full, close the inlet valve and collect water samples from the reservoir in accordance with AWWA C652-02.
3. Provided that the bacteriological testing and chlorine residuals satisfy the requirements of AWWA C652-02, the reservoir can be put back online.
4. Re-route the water from the pumphouse back through the reservoir by opening the inlet and outlet valves and closing the bypass valve.
5. Turn both well pumps back to the AUTO position.
6. Remove the pressure sustaining valve from the hydrant.
7. Monitor the system to ensure that it returns to the normal operating condition.
8. Obtain an inspection report from the contractor.

Note: Alternatively, the reservoir can be cleaned while remaining online if divers are used. For this option a detailed plan and procedure should be requested from a specialized contractor.

05. Distribution System

01. Valve Exercising

NUMBER:	003.05.01
ACTIVITY:	VALVE EXERCISING

Task Description:	Exercising isolation valves throughout distribution system.
Recurrence:	Once per year (spring)
Equipment Required:	Valve Key, High Visibility Vest, Blue Spray Paint, Metal Detector, Shovel
Materials Required:	Record Drawings
Time Required:	8 hours
People Required:	1 Person (Operator)
1. Locate all main line and hydrant isolation valves in the system and clear any debris away from the valve box covers. 2. Mark the location of the valves using blue spray paint. 3. Slowly open and close each valve several times. 4. Record the number of turns required to completely close the valve. 5. Compare to previous records to ensure full gate travel. 6. Ensure that valves are left in their normal position.	

02. Watermain Inspection

NUMBER:	003.05.02
ACTIVITY:	WATERMAIN INSPECTION

Task Description:	Visual inspection of watermain alignment.
Recurrence:	Once per year
Equipment Required:	None
Materials Required:	None
Time Required:	2 hours
People Required:	1 Person (Operator)
1. Walk the alignment of the watermain throughout the system. 2. Visually inspect for any signs of leakage (ie. wet spots, areas where grass is higher, etc.) 3. Inspect all slopes for any signs of erosion or instability. 4. If leaks, erosion, or any other concerns are observed, discuss remedial actions with the Water Leader.	

03. Hydrant Inspection

NUMBER:	003.05.03
ACTIVITY:	HYDRANT INSPECTION

Task Description:	Inspection of fire hydrants.
Recurrence:	Twice per year
Equipment Required:	Hydrant Wrench, Valve Key, Diffuser, Sodium Thiosulphate Pucks
Materials Required:	Wire Brush, Paint, Paint Brush, Solvent
Time Required:	8 hours
People Required:	2 People (Operators)
1. Confirm that all hydrants are accessible, and that the surrounding area is free of debris or any other potential obstructions. 2. Ensure that each hydrant is functional and operating properly. 3. Use the diffuser and de-chlorinating pucks as required to control the discharge of the water being flushed from the hydrant. 4. If a problem with the hydrant exists, contact the Circuit Rider or a qualified contractor to service the hydrant. 5. Use a wire brush to remove any loose paint or debris from the hydrant. Clean the surface with solvent and repaint the hydrant as necessary.	

04. Hydrant Maintenance

NUMBER:	003.05.04
ACTIVITY:	HYDRANT MAINTENANCE

Task Description:	Regular hydrant maintenance.
Recurrence:	Once per year
Equipment Required:	Hydrant Wrench, Miscellaneous Tools
Materials Required:	Typical Hydrant Components (ie. gaskets)
Time Required:	8 hours
People Required:	1 Person (Operator) + Circuit Rider

1. Inspect each hydrant and correct minor deficiencies by replacing and / or lubricating parts.
2. Report any major repairs required to the Water Leader.
3. Document the hydrant maintenance activities in the weekly report.

05. Distribution System Flushing

NUMBER:	003.05.05
ACTIVITY:	DISTRIBUTION SYSTEM FLUSHING

Task Description:	Flush distribution system and hydrants.
Recurrence:	Once per year in conjunction with hydrant inspection.
Equipment Required:	Hydrant Wrench, Valve Key, Diffuser, Sodium Thiosulphate Pucks
Materials Required:	None
Time Required:	24 hours
People Required:	2 People (Operators)
1. Notify all affected water users that the system is being flushed. 2. Locate each hydrant and ensure discharged water can drain safely. Take care to avoid flooding and erosion from discharged water. 3. Use a diffuser and de-chlorinating pucks as required to control the discharge of the water being flushed from the hydrant. 4. Flush the system unidirectionally starting at the hydrant closest to the reservoir and moving to the extremities of the system. Each hydrant should be flushed for 10 minutes or until the flow runs clear. 5. Monitor the level of the reservoir. If the level drops significantly, allow the well pumps to refill the reservoir prior to resuming flushing. Do not drain down reservoirs below 50% full. 6. After flushing is completed, slowly close each fire hydrant to minimize the risk of surging the water mains. Leave cap loose until the hydrant completely drains and then secure the cap. 7. Advise community members that flushing is complete and recommend that they open their taps for a short period to ensure any materials that have been stirred up are flushed through the household plumbing system.	

06. Distribution System Swabbing

NUMBER:	003.05.06
ACTIVITY:	DISTRIBUTION SYSTEM SWABBING

Task Description:	Swab distribution system mains.
Recurrence:	Only if recommended by Engineer
Equipment Required:	Manhole Opener, Valve Key
Materials Required:	Record Drawings
Time Required:	8 hours
People Required:	1 Person (Operator) + Specialized Contractor
1. Contact a specialized contractor that is trained and certified in confined space entry to complete this task. 2. Inform the contractor of the location of the swab launch location, reservoir bypass valve, isolation valves, and hydrants. 3. Obtain a swabbing plan from the contractor and review with the engineer. 4. Notify all affected water users that the system is being swabbed. 5. Monitor the reservoir level to ensure that it does not drop too low. If necessary, pause the swabbing to allow the reservoir to refill. 6. Confirm that the water that is discharged from hydrants during the swab retrieval does not cause any erosion or other concerns. 7. Advise residents that swabbing is complete and recommend that they open their taps for a short period to ensure any materials that have been stirred up are flushed through the household plumbing system.	

06. Water Quality Testing

01. Daily Chlorine Residual Testing

NUMBER:	003.06.01
ACTIVITY:	DAILY CHLORINE RESIDUAL TESTING

Task Description:	Daily testing of free chlorine residual in the water system.
Recurrence:	Once per day
Equipment Required:	Portable Chlorine Residual Analyzer and Free Chlorine Reagent
Materials Required:	Key and Hand Pump for Eclipse Sampling Station
Time Required:	1 hour
People Required:	1 Person (Operator)

Supply Main:

1. The free chlorine residual at the end of the dedicated reservoir supply main can be measured by obtaining a sample from the sampling station.
2. Turn on the tap at the sampling station and allow the water to run for about 5 minutes.
3. Test the free chlorine residual using the portable chlorine residual analyser and record the results on the daily record sheet.
4. Compare to previous results. Note that the residual must be at least 0.2 mg/L, but will likely be slightly higher at this location.
5. If the free chlorine residual is less than 0.2 mg/L, retest to confirm results. If a low residual is confirmed, adjust the chlorine dosage at the control panel in the pumphouse.
6. Use the hand pump to drain the water from the sampling station to prevent freezing.
7. Lock the sampling station to protect from vandalism or tampering.

Distribution System:

1. Test the free chlorine residual using an outside tap at a home or building within the distribution system. The test should be completed at different locations each day so that over time a representation of the residuals throughout the system is obtained.
2. Before obtaining the sample allow the water to run for about 5 minutes.
3. Test the free chlorine residual using the portable chlorine residual analyser and record the results on the daily record sheet. Also record the location of the test.
4. If the free chlorine residual is less than 0.2 mg/L, retest to confirm results. If low residuals are consistently observed, adjust the chlorine dosage at the control panel in the pumphouse.

General:

1. Submit a summary of free chlorine residuals to the Environmental Health Officer as required.
2. If required, the total chlorine residual can be tested at any point within the system using the portable chlorine residual analyser and a total chlorine reagent package.

02. Weekly Microbiological Testing

NUMBER:	003.06.02
ACTIVITY:	WEEKLY MICROBIOLOGICAL TESTING

Task Description: Weekly bacteriological sampling in distribution system.

Recurrence: Once per week

Equipment Required: Wrench

Materials Required: Rubber Gloves, Sample Bottles, Lighter, Alcohol Swabs

Time Required: 2 hours

People Required: 1 Person (Operator)

1. Refer to the *Procedures for Collecting and Preserving Samples for Total Coliforms and E.coli* in **Appendix H** for detailed instructions regarding sample collection.
2. Obtain samples from two different locations in the distribution system to be tested for Total Coliforms and E.coli.
3. Change sampling locations from week to week to ensure that the quality of the water throughout the distribution system is being tested regularly.
4. Test samples using Colilert system.
5. Make a record of the sampling in the weekly report.

03. Quarterly Water Quality Testing

NUMBER:	003.06.03
ACTIVITY:	QUARTERLY WATER QUALITY TESTING

Task Description: Quarterly bacteriological sampling of raw water from supply wells and disinfection by-product testing.

Recurrence: Once every three months

Equipment Required: None

Materials Required: Rubber Gloves, Sample Bottles, Alcohol Swabs

Time Required: 2 hours

People Required: 1 Person (Operator) + Environmental Health Officer

Bacteriological Testing of Raw Water:

1. Refer to the attached *Procedures for Collecting and Preserving Samples for Total Coliforms and E.coli* in Appendix H for detailed instructions regarding sample collection.
2. Obtain samples from the raw water sampling tap from each well to be tested for Total Coliforms and E.coli.
3. If the well pump is not running at the time that samples are being collected, run the pump on HAND in order to ensure that a true raw water sample is obtained from each well.
4. Test each water sample collected for the following:
 - pH (on-site measurements)
 - Temperature (on-site measurements)
5. Test samples using Colilert system.
6. Make a record of the sampling in the weekly report.

Disinfection By-Product Testing:

1. Schedule a quarterly visit with the Environmental Health Officer (EHO) to obtain samples for disinfection by-product analysis.
2. Assist the EHO as required to obtain the appropriate samples throughout the water system.
3. Make a record of the sampling in the weekly report.

04. Annual Water Quality Testing

NUMBER:	003.06.04
ACTIVITY:	ANNUAL WATER QUALITY TESTING

Task Description:	Annual water quality testing completed by qualified professional.
Recurrence:	Once per year
Equipment Required:	None
Materials Required:	None
Time Required:	2 hours
People Required:	1 Person (Operator) + Environmental Health Officer
1. Schedule an annual visit with the Environmental Health Officer (EHO) to conduct annual testing of an extensive list of parameters. 2. Assist the EHO as required to obtain the appropriate samples throughout the water system. 3. Make a record of the sampling in the weekly report.	

004. STORM SYSTEM

01. Ditches and Culverts

01. Ditch and Culvert Monitoring

TASK CODE:	004.01.01
ACTIVITY:	DITCHES AND CULVERTS ONGOING MONITORING AND MAINTENANCE AS REQUIRED

Task Description:	Frequent monitoring and maintenance of ditches and culverts upstream of the detention ponds
Recurrence:	Daily, if not hourly (during peak freshet and spring events and especially after major rainfall/warming events)
Equipment Required:	Portable steamer or streaming truck, shovels, rakes, excavator (extreme circumstances), pressure washer
Materials Required:	As needed
Time Required:	Varies with amount of maintenance and snow/ice removal required
People Required:	At least 2 people, more required if removal is extensive
1. Monitor the culvert pipe openings at ditch headwalls to check for any debris that is preventing runoff to flow smoothly along ditches and through culverts. 2. Mobilize steaming equipment as required to melt any ice or snow. 3. Mobilize debris removal by shovels and rakes; in extreme circumstances, an excavator may be required to help remove larger debris. 4. File each inspection form and update the task completed on the overall maintenance log. 5. Inspect all culverts checking for blockages, excess vegetation, litter, other restrictions to water flow, or undermining. 6. Remove sand / silt blockages and any litter or debris. 7. Check that culvert inlets and outlets are clear and not undermined for all driveway and road crossings. 8. Remove excess vegetation. 9. Install rock protection and infill undermined culvert inverts, as required.	

02. Detention Ponds

01. Clearing Inlets and Outlets

TASK CODE:	004.02.01
ACTIVITY:	CLEAR DETENTION POND INLETS AND OUTLETS ONGOING MONITORING AND MAINTENANCE AS REQUIRED

Task Description:	Check to make sure all surface water is freely draining into and out of the detention pond
Recurrence:	Monthly, or daily (as needed based on precipitation intensity)
Equipment Required:	Trimmers, gloves, chain-saw (if needed), Face and Eye protection, Closed-Toed shoes
Materials Required:	Disposal bag (if needed)
Time Required:	1 hours for inspection, work as needed
People Required:	1 person (2 person if cleaning required)

1. DO NOT LEAVE ANY DEBRIS AT ENTER OF THE PIPELINE
Visually inspect the headwall and trash-rack of inlet and outlet of the retention pond
2. Identify any debris, weeds, or buildup of other organic material that may cause pooling and are preventing water from flowing into and out of the retention pond
3. Remove debris, weeds, or buildup from the headwall and trash-rack
4. Re-inspect the asset after couple of hours (or as needed for intense precipitation/high melting weather) to ensure no additional blockage
5. File each inspection form and update the task completed on the overall maintenance log.

02. Pond Monitoring and Maintenance

TASK CODE:	004.02.02
ACTIVITY:	OVERALL POND ONGOING MONITORING AND MAINTENANCE AS REQUIRED

Task Description:	Check to make sure detention pond is not overfilling
Recurrence:	Monthly, or daily (as needed based on precipitation intensity)
Equipment Required:	N/A
Materials Required:	N/A
Time Required:	1 hours for inspection, work as needed
People Required:	1 person (2 person if work required)
 1. Inspect the detention pond to ensure that it is not overfilling 2. If over-filling, then open more the outlet gate. Re-check after couple of hours (in instances of heavy precipitation) 3. File each inspection form and update the task completed on the overall maintenance log.	

03. Vegetation Control

TASK CODE:	004.02.03
ACTIVITY:	VEGETATION CONTROL

Task Description:	Trim or remove undesired vegetation
Recurrence:	Three times annually in summer, as required
Equipment Required:	Pruners, trowel, gardening gloves, garden kneeler
Materials Required:	None
Time Required:	2 hours
People Required:	1 person

1. Perform task ideally after rainfall when the ground is soft to aid in vegetation removal.
2. Collect gardening tools including pruners, trowel, gardening gloves, and kneeling cushion.
3. Identify weeds and areas of vegetation that require attention.

04. Fence Repairs

TASK CODE:	004.02.04
ACTIVITY:	REPAIR FENCE AS REQUIRED

Task Description:	Check chain link fencing around detention pond as required.
Recurrence:	Once per year
Equipment Required:	Contractor
Materials Required:	Contractor
Time Required:	4 hours
People Required:	1 person

1. Identify fencing that requires maintenance or repair.
2. Request work be completed by contractor.

05. Snow and Ice Removal from Access

TASK CODE:	004.02.05
ACTIVITY:	REMOVE ICE AND SNOW ON ACCESS ROAD

Task Description:	Remove ice and snow from access road to water treatment plant.
Recurrence:	As required in winter.
Equipment Required:	Shovel, winter gear
Materials Required:	De-icing product and/or sand
Time Required:	5 hours per person per week (average)
People Required:	2 people
1. Wear appropriate winter clothing, boots, and gear. Get shovel and de-icing product. 2. Use shovel to push snow off to the side of the driveways, sidewalks, walkways, and parking lots. 3. Spread sand or de-icing product over the entire driveway and walking paths as required (do not use excessive amounts as this may cause damage to the driveway, lawn, or drains). Ensure de-icing product is appropriate for surface (concrete, asphalt, wood, etc.)	

005. EQUIPMENT AND VEHICLES**01. Vehicles**

TASK CODE:	005.01
ACTIVITY:	VEHICLE SERVICING

Task Description:	Regular scheduled servicing all maintenance vehicles.
Recurrence:	Once every 6 months (or as required)
Equipment Required:	None
Materials Required:	None
Time Required:	8 hours
People Required:	1 person

1. Schedule appointment to have vehicles serviced.
2. Coordinate drop off and pick up of vehicle at service location.

02. Equipment

TASK CODE:	005.02
ACTIVITY:	EQUIPMENT SERVICING

Task Description: Servicing for maintenance equipment

Recurrence: Once per month

Equipment Required: None

Materials Required: None

Time Required: 1 hour

People Required: 2 people

1. Maintenance team to servicing equipment as required, including:
 - Mowers
 - Weed Wackers (Trimmers)
 - Generator
 - Vacuum
 - Leaf Blower
 - Chainsaws
 - Steamers
2. Check all fluids (oil, coolant, fuel) and refill as required.

Section 2:

Annual Work Plan

(Wall Calendar)

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

Village of Sayward Annual Maintenance Schedule 2025

[illegible]

 To be completed by a Contractor
 Requires two operations personnel to complete task

Section 3:

Annual Operations and Maintenance Cost Estimate

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

Operation and Maintenance Average Annual Cost Table

Task Code	Task Description	No. of Occurrences per Year	Task Duration (hrs)	No. of People Required	Village Representative Hours Required per Year	Operations Staff Hours Required Per Year	Assumed Hourly Rate for Village Representative (\$/hr)	Assumed Hourly Rate for Operations Staff (\$/hr)	Cost of Equipment Rental or Contracted Work	Comments	Total Annual Cost for Task
001	GENERAL ADMINISTRATION										
001.01	WEEKLY WORK PLANNING	52	0.5	2	26.0	26.0	\$45	\$35	\$0		\$2,080
001.02	WEEKLY REPORT	52	0.5	1	0.0	26.0	\$45	\$35	\$0		\$910
001.03	MONTHLY REPORT	12	2	2	12.0	12.0	\$45	\$35	\$0		\$960
001.04	MONTHLY BUDGET REVIEW	12	2	2	8.0	8.0	\$45	\$35	\$0		\$640
001.05	PREPARE ANNUAL BUDGET	1	8	2	8.0	8.0	\$45	\$35	\$0		\$640
002	WASTE WATER SYSTEM										
002.01.01	MANHOLE INSPECTION	4	2	1	0	8.0	\$45	\$35	\$0		\$280
002.01.02	FLUSHING OF GRAVITY SEWERS	1	8	1	0	8.0	\$45	\$35	\$10,000	flushing contractor	\$10,280
002.01.03	VIDEO INSPECTION OF GRAVITY SEWERS	1	8	1	0	8.0	\$45	\$35	\$5,000	video inspection contractor	\$5,280
002.02.01	INSPECTION OF VILLAGE PUMP STATIONS	1	16	1	0	16.0	\$45	\$35	\$0		\$560
002.03.01	INSPECTION OF TREATMENT LAGOON SYSTEM	1	16	1	0	16.0	\$45	\$35	\$0		\$560
003	WATER SYSTEM										
003.01.01	INTAKE INSPECTION	0	0	0	0	0.0	\$45	\$35	\$4,000	Every 5 years	\$4,000
003.01.02	INTAKE FLUSHING	2	2	2	0	0.0	\$45	\$35	\$0		\$0
003.01.03	REPLACE LEVEL TRANSMITTER DESICCANT	1	2	1	0	2.0	\$45	\$35	\$0		\$70
003.02.01	DAILY TREATMENT PLANT INSPECTION	365	0.5	1	0	182.5	\$45	\$35	\$0		\$6,388
003.02.02	TEST SAFETY EQUIPMENT	12	1	1	0	12.0	\$45	\$35	\$0		\$420
003.02.03	CHLORINE DOSING SYSTEM REGULAR CHECK	12	1	1	0	12.0	\$45	\$35	\$0		\$420
003.02.04	CHLORINE DOSING SYSTEM CHECK & REPAIR	1	2	1	0	2.0	\$45	\$35	\$0		\$70
003.02.05	CALIBRATE CHLORINATION SYSTEM	2	2	1	0	4.0	\$45	\$35	\$0		\$140
003.02.06	MAJOR CLEANING OF TREATMENT PLANT	1	4	2	0	8.0	\$45	\$35	\$0		\$280
003.03.01	DAILY DAF INSPECTION	365	0.5	1	0	182.5	\$45	\$35	\$0		\$6,388
003.03.02	CLEANING DAF UNIT	52	1	1	0	52.0	\$45	\$35	\$0		\$1,820
003.03.03	GREASE AND OILING	12	1	1	0	12.0	\$45	\$35	\$0		\$420
003.03.04	ALTERNATING PUMPS	12	1	1	0	12.0	\$45	\$35	\$0		\$420
003.03.01	RESERVOIR INSPECTION	52	1	1	0	52.0	\$45	\$35	\$0		\$1,820
003.03.02	ANNUAL RESERVOIR INSPECTION	1	4	1	0	4.0	\$45	\$35	\$0		\$140
003.03.03	RESERVOIR CLEANING	0	0	0	0	0.0	\$45	\$35	\$1,200	Every 5 years	\$1,200
003.04.01	VALVE EXERCISING	1	8	1	0	8.0	\$45	\$35	\$0		\$280
003.04.02	WATERMAIN INSPECTION	2	2	1	0	4.0	\$45	\$35	\$0		\$140
003.04.03	HYDRANT INSPECTION	1	8	2	0	16.0	\$45	\$35	\$0		\$560
003.04.04	HYDRANT MAINTENANCE	1	8	1	0	8.0	\$45	\$35	\$0		\$280
003.04.05	DISTRIBUTION FLUSHING	1	24	2	0	48.0	\$45	\$35	\$0		\$1,680
003.04.06	DISTRIBUTION SYSTEM SWABBING	0	0	0	0	0.0	\$45	\$35	\$5,000	Completed when required	\$5,000
003.05.01	DAILY CHLORINE RESIDUAL TESTING	365	1	1	0	365	\$45	\$35	\$0		\$12,775
003.05.02	WEEKLY MICROBIOLOGICAL TESTING	52	2	1	0	104.0	\$45	\$35	\$0		\$3,640
003.05.03	QUARTERLY WATER QUALITY TESTING	4	2	1	0	8.0	\$45	\$35	\$1,500	Environmental Rep Required	\$1,780
003.05.04	ANNUAL WATER QUALITY TESTING	1	2	1	0	2.0	\$45	\$35	\$2,000	Environmental Rep Required	\$2,070
004	STORM SYSTEM										

Operation and Maintenance Average Annual Cost Table

Task Code	Task Description	No. of Occurrences per Year	Task Duration (hrs)	No. of People Required	Village Representative Hours Required per Year	Operations Staff Hours Required Per Year	Assumed Hourly Rate for Village Representative (\$/hr)	Assumed Hourly Rate for Operations Staff (\$/hr)	Cost of Equipment Rental or Contracted Work	Comments	Total Annual Cost for Task
004.01.01	DITCH AND CULVERT MONITORING AND MAINTENANCE	52	2	1	0	104.0	\$45	\$35	\$0		\$3,640
004.02.01	CLEARING INLETS AND OUTLETS	12	1	1	0	12.0	\$45	\$35	\$0		\$420
004.02.02	POND MONITORING AND MAINTENANCE	12	1	1	0	12.0	\$45	\$35	\$0		\$420
004.02.03	VEGETATION CONTROL	3	3	1	0	9.0	\$45	\$35	\$0		\$315
004.02.04	FENCE REPAIRS	1	4	1	0	4.0	\$45	\$35	\$5,000	Contractor required	\$140
004.02.05	SNOW AND ICE REMOVAL	15	5	1	0	75.0	\$45	\$35	\$0		\$2,625
005	VEHICLES AND EQUIPMENT										
005.01	VEHICLE SERVICING	6	8	1	0	48.0	\$45	\$35	\$0		\$1,680
005.02	EQUIPMENT SERVICING	12	1	1	0	12.0	\$45	\$35	\$0		\$420
	EMERGENCY REPAIRS	1	-	0	0	0.0	\$45	\$35	\$5,000	miscellaneous contracted work	\$5,000
Subtotal:											\$89,050
10% Contingency:											\$8,905
TOTAL:											\$98,000

Section 4: Reporting Templates

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

Section 4.1: Operations and Maintenance Weekly Report

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan



OPERATION AND MAINTENANCE WEEKLY REPORT
VILLAGE OF SAYWARD STORM SYSTEM

Year _____

Week # _____

Dates _____ to _____

Task Code	Task Description	Anticipated Task Frequency	Anticipated Task Hours (hrs)	Anticipated No. of Staff	Actual Task Hours (hrs)	Actual No. of Staff	Date of Task Last Completion	Date of Task Completion	Deferred to Date	Comments

Deferred Maintenance (from previous weeks)

Task	Description	Day Completed	Deferred to Date

Comments (explanation for deferred maintenance, emergencies events, etc.)

Completed by: _____
(System Operator)

Date: _____

Reviewed by: _____
(Village Representative)

Date: _____



OPERATION AND MAINTENANCE WEEKLY REPORT
VILLAGE OF SAYWARD SANITARY SEWER SYSTEM

Year _____

Week # _____

Dates _____ to _____

Task Code	Task Description	Anticipated Task Frequency	Anticipated Task Hours (hrs)	Anticipated No. of Staff	Actual Task Hours (hrs)	Actual No. of Staff	Date of Task Last Completion	Date of Task Completion	Deferred to Date	Comments

Deferred Maintenance (from previous weeks)

Task	Description	Day Completed	Deferred to Date

Comments (explanation for deferred maintenance, emergencies events, etc.)

Completed by: _____
(System Operator)

Date: _____

Reviewed by: _____
(Village Representative)

Date: _____



OPERATION AND MAINTENANCE WEEKLY REPORT
VILLAGE OF SAYWARD WATER SYSTEM

Year _____

Week # _____

Dates _____ to _____

Task Code	Task Description	Anticipated Task Frequency	Anticipated Task Hours (hrs)	Anticipated No. of Staff	Actual Task Hours (hrs)	Actual No. of Staff	Date of Task Last Completion	Date of Task Completion	Deferred to Date	Comments

Deferred Maintenance (from previous weeks)

Task	Description	Day Completed	Deferred to Date

Comments (explanation for deferred maintenance, emergencies events, etc.)

Completed by: _____
(System Operator)

Date: _____

Reviewed by: _____
(Village Representative)

Date: _____

Section 4.2: Pump Station Data Logs

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

Section 4.3: Operators' Certification

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan

Section 4.4: Expenditures

**TO BE COMPLETED BY THE VILLAGE OF SAYWARD AFTER FIRST FULL YEAR OF OPERATION.
REFER TO SECTION 1 TASK 001.04**

Village of Sayward – Sanitary/ Water/ Storm Systems

Maintenance Management Plan



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, CAO
Subject: **Grant Opportunity – FireSmart Community & Fundings Supports**
Meeting date: March 18, 2025

BACKGROUND

To consider an application to the Community Resiliency Investment 2025-2026 FireSmart Community and Funding Supports grant to reduce the Village of Sayward's risk to wildfire.

DISCUSSION

The FireSmart Community Funding and Supports program provides funding to First Nations and local governments in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire. In order to qualify for funding, the Village of Sayward must pass a Council Resolution acknowledging its willingness to provide overall grant management. Eligible applicants with high wildfire risk may apply for up to \$400,000 for the two-year-long funding cycle and may submit one application per intake. The Village of Sayward is designated as Wildfire Urban Interface Risk Class 3 (high risk). There is an open intake for this grant and applications can be submitted between October 1, 2024 and September 30, 2025. Through receiving full administrative and project management support from the Strathcona Regional District, the Village of Sayward would utilize this grant to:

- Provide FireSmart Rebates for to property owners;
- Update its Community Wildfire Resiliency Plan;
- Procure Structural Protection Unit equipment;
- Undertake the following FireSmart Renovations on Firehall #1:
 - Existing windows consist of aluminum frames and a single pane of standard glass. Remove and replace the existing windows with an aluminum framed and a thermal double paned tempered glass unit creating a better fire resistance.
 - Existing siding is a horizontal vinyl product, which is very susceptible to fire damage. This siding has been installed for quite a number of years and is approaching end of its life cycle. Remove the existing siding and replace with a red metal siding.

- Existing front entrance consists of a wood door and frame. The seals on all sides of the door are compromised. Replace existing wooden entrance door and frame with a fire rated steel door assembly.
- Provide funding to the Strathcona Regional District for continued access to their Wildfire Risk Reduction Coordinator to support the Village with administering the activities through this grant; and
- Support members of the Sayward Volunteer Fire and Rescue Department with wildfire training and attending the annual BC Wildfire Resiliency Summit.

Community Wildfire Resiliency Plan

A Community Wildfire Resiliency Plan focuses on the Village's boundaries and integrates the seven FireSmart principles of education, emergency planning, vegetation management, legislation, development considerations, interagency cooperation, and cross-training. The key goals of the Community Wildfire Resiliency Planning process are to:

- Increase communities' capacity and understanding of wildfire risk;
- Foster greater collaboration within and across administrative boundaries; and
- Develop achievable and accountable action items.

In order to continue to be eligible for CRI funding the Village must update it's CWRP every 5-years

FireSmart Rebates

Village property owners could apply for a FireSmart rebate for any amount between \$500 and \$5000. The rebate is a 50% cost share with the property owner. This means one must complete \$1,000 worth of mitigation work to receive \$500, \$10,000 or more to receive \$5,000 and anything in between.

Structural Protection Unit Equipment

Structure Protection Units (SPU) are trailers used by structure protection crews. They contain pertinent equipment such as pumps, hoses, sprinklers and water delivery attachments for structure protection and defense.

Wildfire Resiliency Summit

Once a year, the Wildfire Resiliency Summit brings together wildfire practitioners from all over BC and beyond. With speakers and workshops, attendees explore how to make homes, communities, and the landscape more wildfire resilient.

The grant is 100% fully funded. SRD Emergency Services would provide overall supervision of the project. The proposed budget for this grant is below.

Item	Cost
2025	
FireSmart Renovations on Firehall #1 • Replace doors to ensure no gaps • Replace windows with tempered glass • Metal Siding	\$116,000
Structural Protection Unit Equipment	\$50,000
Wages: Strathcona Regional District Wildfire Risk Reduction Coordinator – grant project assistance	\$30,000
Update Community Wildfire Resiliency Plan	\$18,000
Wildfire Training for Sayward Volunteer Fire & Rescue Department	\$10,000
FireSmart Standup Tent	\$2,200
FireSmart Community Education Materials • Toques • Mug • Flashlight • Gardening Gloves	\$2,000
2026	
FireSmart Rebates	\$100,000
Wages: Strathcona Regional District Wildfire Risk Reduction Coordinator – grant project assistance	\$30,000
SPU Equipment	\$25,000
Wildfire Resiliency & Training Summit attendance • 3 members of Tahsis Volunteer Fire Department	\$8,800
Wildfire Training for Sayward Volunteer Fire & Rescue Department	\$8,000
Total	\$400,000

RECOMMENDATION

1. THAT the report from the A/Chief Administrative Officer be received.
2. THAT as part of the Village of Sayward's ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2025-2026 FireSmart Community and Funding Supports grant be authorized for submission to the Union of BC Municipalities; and THAT the Village of Sayward commits its willingness to provide overall grant management if the application is successful.

Respectfully submitted,

John Thomas, CAO

Written by: Shaun Koopman – Manager of Emergency Services

DRINKING WATER SYSTEM INSPECTION REPORT

Health Protection

SYSTEM NAME Village of Sayward		E.H.O. NAME Mia Sonnenburg	
ADDRESS 601 Kelsey Way, Sayward		POSTAL CODE V0P 1R0	SYSTEM NUMBER 1440177
OPERATOR Village of Sayward		INSPECTION DATE (DMY) 10 / 03 / 25	TIME SPENT (Hrs. - nearest 1/4) 2.0

SYSTEM TYPE(CHECK One) ☐ > 20,000 (DWP) ☐ 10,001 - 20,000 (DWM) ☐ 301 - 10,000(DWT) ☒ 15 - 300(DWC) ☐ 2 - 14(DWS) ☐ 1 - SERVES PUBLIC (DWQ) ☐ 1 HAULER (DWH)		TYPE OF INSPECTION ☐ INITIAL ☒ ROUTINE ☐ COMPLAINT ☐ FOLLOW-UP
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CRITICAL HAZARD

These items relate to Public Health Safety & **MUST RECEIVE IMMEDIATE ATTENTION**

Microbiological Contamination of Raw Water Supply Due to:

☐ 301 Flood
☐ 302 Sewage
☐ 303 Industrial
☐ 304 Agriculture
☐ 305 Other (Specify) _____
☐ 306 Chemical Contamination of Raw Water Supply
☐ 307 Contamination of Finished Water - Reservoir
☐ 308 Contamination of Finished Water - Mains
☐ 309 Cross-Connection
☐ 310 Use of Unapproved Source
☐ 311 Interruption of Treatment
☐ 312 Inadequate Treatment
☐ 313 Other (Specify) _____

SANITATION & MAINTENANCE

These items must be corrected within a designated time period

☐ 314 Improper Maintenance of Distribution System
☐ 315 Improper or No Disinfection of New or Repaired Main
☐ 316 Source Unprotected and Subject to Contamination
☐ 317 Inadequate or Improper Construction of Water Works
☐ 318 Inadequate Microbiological Analysis Data
☐ 319 Inadequate Chemical Analysis Data
☐ 320 Interruption of Treatment
☐ 321 Inadequate Treatment
☒ 322 Emergency Response Plan
☐ 323 Other (Specify) _____

CODE	FINDINGS AND ACTIONS REQUIRED
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Routine inspection conducted.

The following items as per the Routine inspection of November 30, 2023 have been corrected:

317 - Inadequate or Improper Construction of Water Works

The streaming current monitor for the dissolved air flotation (DAF) plant has been connected and is operational.

323 - Annual Report

Annual report for 2022 operating year was submitted to Drinking Water Officer (DWO) on January 16, 2024.

323 - Written Operations and Maintenance Procedures

DWO observed manuals for DAF plant during routine inspection of March 10, 2025.

The following item as not yet been corrected as per the Routine inspection of November 30, 2023:

SANITATION and MAINTENANCE

322 - Emergency Response Plan

Observations: Written system does not have a comprehensive written Emergency Response Plan in place.

Corrective Action: Operator to further develop an Emergency Response Plan for the water system (including a drought plan) and forward a copy of the plan to the DWO for review by September 1, 2025.

Page 1 of 2

At the time of inspection this system has a hazard rating of ☐ HIGH ☐ MODERATE ☒ LOW ☐ Issue Permit ☐ Conditions of Permit

FOLLOW UP ☐ VISIT ☐ PHONE Date / /

RECEIVED BY Emailed to operator LS on March 11, 2025	PRINT NAME	E.H.O. Mia Sonnenburg 
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Health Protection
and Environmental Services

INSPECTION SUPPLEMENTARY REPORT

REFERENCE # _____

Village of Sayward

March 10, 2025

NAME

DATE

CODE	REMARKS	CORRECTION DATE
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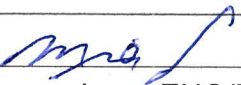
GENERAL COMMENTS

- Aluminum monitoring of distribution system: Quarterly samples are to be taken at the highest-risk point in the distribution system and submitted to an accredited lab for analysis, with results forwarded to the DWO.
- Aluminum monitoring of finished (treated) water aluminum levels (pre-distribution): To be continued to be taken at a point post-filtration but prior to the distribution system, on a daily basis and recorded, and handheld monitor is to be calibrated on a regular basis and verified twice annually at minimum. Monthly averages are to be determined and records kept, with data forwarded to DWO each 12-month period for review (this information could be included in the water system's annual report, if preferred).
- Monitoring for disinfection by-products (THMs/HAA5s) is to be conducted quarterly (every 3 months) every 5 years and results forwarded to DWO for review.
- Full (general) chemical/physical analysis is due by December 31, 2025. Ensure results are forwarded to DWO for review.
- Bacteriological sampling is being done at the required frequency and results are satisfactory.

PAGE: 2 OF: 2

Received By: Emailed to operator LS on March 11, 2025

Printed Name: _____

Inspected By: 

Printed Name: Mia Sonnenburg, EHO/DWO

Dec 2004

WHITE - OPERATOR

YELLOW - DATA ENTRY

PINK - INSPECTOR

STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Recreation Centre Report January 2025.
Meeting date: March 2025.

This report summarizes the various activities of the Recreation Centre for January 2025.

Special Events:

- Annual Polar Bear Swim Jan 1st
- RC Club (remote control Cars) Jan 2nd
- School back in session Jan 6th
- Cancelled Seniors Luncheons January 15th
- Facility Hours Reduced January 15th
- Cancelled Seniors Bowling January 15th
- Muay Thai runs twice a week
- Pickle Ball every Monday Night

Pool:

- Pool remains closed.
- Cancelled Family Swim Jan 3rd
- Cancelled Intro to Weight Room to Water 8 weeks Jan 6th
- Cancelled Swim Length Challenge Jan 6th
- Cancelled School aged Swim lessons Jan 6th 4 weeks
- Cancelled Parent & Tot lessons Jan 13th 8weeks
- Cancelled Fluid Motion (Chronic Disease Management) Jan 13th

After School Program:

- ASP running 5 days a week.

Teen Program:

- Teen Night Friday's

January Stats:

- **Aerobics**

Total Patrons: 29

Townsite: 24

Valley: 5

- **Weight Room**

Total Patrons: 33

Townsite: 29

Valley: 4

- **After School Program**

Total Patrons: 107

Townsite: 35

Valley: 72

- **Teen Night**

Total Patrons: 15

Townsite: 8

Valley: 7

- **Carpet Bowling: (Free Program)**

Total Patrons: 6

Townsite: N/A

Valley: N/A

- **Seniors Social**

Total Patrons: 4

Townsite: 3

Valley: 1

Open Gym – Sports

Total Patrons: 8

Townsite: 5

Valley: 3

Swim Lessons

Total Patrons: 0

Townsite: 0

Valley: 0

Pool

Total Patrons: 0

Sauna

Total Patrons: 29

Townsite: 22

Valley: 7

Muay Thai

Total Patrons: 58

Townsite: 20

Valley: 38

Special Events

Polar bear swimmers 25

Pro D Day Camp 12

RC Club 8