



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING AGENDA
May 9, 2024 - 5:00 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 for tonight's Special meeting is for the purpose of permitting citizens in the gallery the opportunity to provide input into the 2024-2028 budget and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment relating to the 2024-2028 budget currently being considered by Council. 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 Special Meeting of Council for May 9, 2024, be approved.

5. Minutes of Previous Meetings - None

6. Petitions and Delegation - None

7. Correspondence - None

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Presentation of the 2024-2028 Financial Plan to the Public - Janice Aver, Acting CFO

Recommended Resolution:

THAT the presentation of the 2024-2028 Financial Plan to the Public be received.

**** Scheduled recess until 7:30pm to accommodate for the special ethnohistory presentation.**

b) Property Tax Distribution Options 2024 - Janice Aver, Acting CFO

Recommended Resolution:

THAT the Property Tax Distribution Options 2024 report be received for information and discussion; and,

THAT Council direct staff to apply the tax rates as outlined in Option ____ to the property Tax Rates Bylaw; and,

THAT staff be directed to prepare the required bylaws related to the 2024-2028 Financial Plan for the May 13, 2024 special meeting of Council.

c) Update: Appointment of Chief Election Officer and Deputy Chief Election Officer – Keir Gervais, CAO

Recommended Resolution:

THAT Council appoint Trish Malfair Deputy Chief Election Officer for the 2024 Village of Sayward by-election.

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

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 provide input into the 2024-2028 budget. 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 - None

18. Adjournment

Village of Sayward

2024-2028 Financial Plan Presentation

Long Term Financial Planning is the key to a sustainable future for the Village of Sayward.

Each year, the Village develops a balanced budget estimate that determines how much money it needs to spend to provide services for that year and how much revenue it will need to fund those services.

The annual budget is part of the Village's Five-Year Financial Plan that forecasts future budgeting to ensure accountability and service delivery to taxpayers. The plan considers external economic opportunities and pressures and the long-term vision for the Village balanced with the need to provide the essential services that residents rely on every day.

The Financial Plan is guided by Council Strategic Plan which outlines the priorities for the Village that flow into a work plan that guides staff.

Council and Staff are always looking to provide services to the community in the most effective way possible for people who live here now and for those who will in the future.

The main categories of the Village's 2024 Financial Plan:

- **Revenue Sources**

Taxation	\$	510,673	13.20%
Fees, Charges & Other Revenue	\$	512,078	13.24%
Federal & Provincial Grants	\$	839,502	69.79%
Capital Funding and Grants	\$	1,860,076	
Appropriation from Surplus/Reserves	\$	-	3.77%
Proceeds from Borrowing	\$	-	0.00%
	\$	3,722,329	100.00%

The revenue budget includes a 10% increase in tax revenue and Council will discuss this evening how that will be distributed between the property classes.

Fees and charges for Water include a 3.0% increase, for Sewer a 3.5% increase and Solid Waste fees a 7.0% increase.

- **Department Operating Budget**

General Government Services	\$ 787,666	40.59%
Fire, Emergency & Protective Services	\$ 78,638	4.05%
Public Works, Roads, Drainage	\$ 158,521	8.17%
Parks & Recreation	\$ 339,799	17.51%
Sewer Utility	\$ 96,020	4.95%
Water Utility	\$ 154,853	7.98%
Solid Waste Operations	\$ 48,500	2.50%
Interest Payment on Municipal Debt	\$ 16,396	0.84%
Amortization	\$ 260,038	13.40%
	<u>\$ 1,940,430</u>	<u>100.00%</u>

General Government services are partially offset by Grants in the amount of \$207,800 which pays for contractors who are hired to complete projects for, Development Process review, Emergency Planning, Zoning Review and Economic Development.

- **Capital, Reserves, Debt and Amortization**

General Capital Expenditures	\$ 1,860,076
Sewer Capital Expenditures	\$ -
Water Capital Expenditures	\$ -
Principal Payment on Municipal Debt	\$ 35,929
Adjustment for Non-Cash Items	-\$ 260,038
Transfers Between Funds	
Statutory Reserve Funds - Expense	\$ -
Surplus/Reserve Accounts - Expense	\$ 145,932
	<u>\$ 1,781,899</u>

In total these categories balance to zero to create what we call a balanced budget, Total Revenues Less Department Expenditures and Capital Expenditures, Reserve Transfers, Debt Repayment and Non-cash items equal zero.

Revenue Sources	\$ 3,722,329
Department Operating Budget	-\$ 1,940,430
Capital, reserves, Debt and Amortization	-\$ 1,781,899
	<u><u>-\$ 0</u></u>

Distribution of Municipal Property Taxes Across Property Classes

CLASS	DESCRIPTION	OPTION 1			OPTION 2			OPTION 3			OPTION 4		
		Status Quo - Same percentage all classes			Shift to Business and Light Industry			Shift to Business and Light Industry			Shift to Business and Light Industry		
		Taxes Collected	%%%	Tax Increase	Taxes Collected	%%%	Tax Increase	Taxes Collected	%%%	Tax Increase	Taxes Collected	%%%	Tax Increase
1	Residential	257,917.98	56.50%	10.00%	253,228.98	55.47%	8.00%	248,539.98	54.45%	6.00%	243,849.98	53.42%	4.00%
2	Utilities	3,423.69	0.75%	10.00%	3,423.69	0.75%	10.00%	3,423.69	0.75%	10.00%	3,423.69	0.75%	10.00%
5	Light Industry	151,783.59	33.25%	10.00%	155,675.46	34.10%	12.82%	159,567.33	34.96%	16.79%	163,460.03	35.81%	18.46%
6	Business & other	30,813.21	6.75%	10.00%	31,610.34	6.92%	12.84%	32,407.47	7.10%	15.68%	33,204.77	7.27%	18.53%
7	Managed Forest	11,412.30	2.50%	10.00%	11,412.30	2.50%	10.00%	11,412.30	2.50%	10.00%	11,412.30	2.50%	10.00%
8	Recreation/Non Profit	1,141.23	0.25%	10.00%	1,141.23	0.25%	10.00%	1,141.23	0.25%	10.00%	1,141.23	0.25%	10.00%
Total Taxes Collected		456,492.00			456,492.00			456,492.00			456,492.00		

Municipal Tax Increase on an average Residential Property		\$ 141.48	\$ 112.16	\$ 82.84	\$ 53.52
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STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **Update: Appointment of Chief Election Officer and Deputy Chief Election Officer**
Meeting date: May 9, 2024

PURPOSE

To appoint a Deputy Chief Election Officer for the purposes of conducting the 2024 Village of Sayward by-election.

BACKGROUND

Section 58(1) of the Local Government Act (LGA) requires that local governments appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO) to carry out the responsibilities for conducting an election. The LGA also empowers the CEO to appoint election officials required for the administration and conduct of the election.

At its May 7, 2024 Regular meeting, Council resolved the following:

THAT Edith Watson be appointed Chief Election Officer for conducting the 2024 Village of Sayward by-election with power to appoint other election officials as required for the administration and conduct of the 2024 by-election.

DISCUSSION

The need for Council to appoint a DCEO remains. The Village has a new Finance/Administration Assistant beginning Monday, Trish Malfair. The CAO and Edith Watson have spoken about the opportunity for Trish to fill the DCEO role. Edith has spoken with Trish about the election process and her level of comfort taking on the role. We both agree that Trish possesses the attributes required for the role, and that it will serve Trish and the Village well in the future for her to become familiar with the municipal local government election process now.

The legislative requirement to appoint both a CEO and DCEO is in place should either the CEO or DCEO, for any reason, be unable to carry out their duties outlined in Section 59 (1) and (2) of the LGA.

With the appointment of the CEO approved, and taking into account all the statutory requirements for holding a by-election, the date of the by-election will be Saturday July 20, 2024.

STAFF RECOMMENDATIONS

THAT Council appoint Trish Malfair Deputy Chief Election Officer for the 2024 Village of Sayward by-election.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'KG' with a large loop, positioned above a horizontal line.

Keir Gervais
CAO