

# VILLAGE OF SAYWARD

## 2006 ANNUAL REPORT



## **2006 ANNUAL REPORT FOR THE VILLAGE OF SAYWARD**

**PRESENTED TO MEMBERS OF THE PUBLIC ON JUNE 20, 2007**

From Mayor Heather Sprout:

On behalf of Village Council, I am pleased to share the 2006 Annual Report for the Village of Sayward. The Annual Report includes the previous year's financial statements and highlights some of our major initiatives and accomplishments. I am proud to be a part of this Council and able to say that they have worked hard to express and reflect our municipality's needs and values. Through the commitment of the members of Council, the Village has increased its financial position and continues to strive to meet and to exceed the expectations of the Village of Sayward's residents in the delivery of our public services.

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Mayor Heather Sprout

Councillor Pat Cunningham  
Councillor Heidi Schrader  
Councillor Debbie Coates  
Councillor John MacDonald

### Annual Report

Council is required to prepare an annual report and then subsequently host a meeting for members of the public to make submissions and ask questions about the report. The Annual Meeting will be held on June the 20<sup>th</sup>, 2007 at 7:00 p.m. at the Village Offices, 601 Kelsey Way, Sayward, BC.

### Contents of the Annual Report

1. Audited Financial Statements (Appendix A)
2. Statement of Property Tax Exemptions
3. Municipal Services and Operations for 2006
4. Previous Year's Objectives
5. Declarations of Disqualification
6. Current and Next Year's Objectives
7. Report of Remuneration and Expenses for Employees
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10. Payments Made for the Provision of Goods and Services
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## **2006 ANNUAL REPORT**

### **1. Audited Financial Statements**

Audited Financial Statements for the Year Ended December 31, 2006 prepared by Moeller & Company attached as Schedule "A".

### **2. Statement of Property Tax Exemptions**

In accordance with Section 98(2)(b) of the *Community Charter*, the following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2006:

| <b><u>Legal Description</u></b>                           | <b><u>Civic Address</u></b> | <b><u>Organization</u></b>                         | <b><u>Value of Permissive Exemption</u></b> |
|---|-----------------------------|--|---|
| Lot 2, Plan 14387<br>Sayward District<br>Roll No. 704.022 | 699 Sayward Rd              | Royal Canadian Legion<br>Sayward Valley Branch 147 | \$940.11                                    |
| District Lot 1439<br>Roll No. 27410.000                   | 16 Sayward Rd               | Sayward Futures Society                            | \$5468.08                                   |

### **3. Municipal Services and Operations for 2006**

#### **Community Networking Infrastructure Grant**

Work began on installing high-speed Internet for Village residents in mid-2006 with the first services becoming available on November the 15<sup>th</sup>, out to the Village boundary. Long available in other larger communities, high speed internet allows us to be 'wired' to the world with the speed needed today to keep in-touch with friends and for businesses to more easily promote their services and products. This project was completed in a partnership with the Village of Sayward, Community Futures, Comox Strathcona Regional District and the Province of British Columbia. The installation was provided by Sayward Valley Communications. A Community Networking Infrastructure Grant of \$20,000 grant from the Provincial Government was awarded to the Village and became the Village's share of the funding.

#### **Personnel**

In late 2006 Laurie Taylor resigned as Village Administrator. During her tenure here she modernized many of the Village processes and brought a fresh outlook to the municipal services. Mike Atchison, in his second year as Foreman of the Public Works area, showed us how his energy and enthusiasm helped improve many aspects of the parks, water, sewer and road maintenance sections. Mr. Atchison also is the Fire Chief and

spends many hours of his 'after Village hours' to respond to fire calls and in training the members of our volunteer fire department. Diane Mason was the steady hand and kept the administrative aspect of the Village operations on an even keel while there was a turnover in the administrator's position. Ms. Mason took on the role of Deputy Clerk-Treasurer, which included certain duties such as signing authorities and as a Commissioner of Oaths. Late in 2006 a new administrator was hired to replace Laurie Taylor (the 2007 report will note his departure in early 2007). Pat Massie left the position of Manager of the Kelsey Recreation Centre in July of 2006 and she too should be recognized for her hard work and creativity in operating the Centre. Laura Thiessen took over and continued to serve the recreation needs in this challenging area.

### **Water & Sewer Utilities**

The Village raised the fees for water and sewer charges to establish a cost recovery program and to increase the capital reserves of these two utilities. The increase was \$115.09 per single family dwelling.

### **Task Forces**

Task Forces of Council were established in the following areas: bylaws review, tourism, and OCP/zoning bylaws. The Task Forces are expected to report out in 2007.

### **Fire Boundary Expansion**

Discussions were initiated with the Regional District of Comox Strathcona to extend the fire response boundaries further down the Valley. The final agreement was signed in early 2007.

### **Building Repairs and Upgrades**

The Kelsey Recreation Centre roof was repaired due to a significant number of leaks. A generator set was installed at the Village offices, which will allow the operation of most of the electrical circuits in the building when there is a power outage. A hot water tank was installed in the campground washroom building, a welcome addition to the campers. Energy efficient lighting upgrades were completed at the RCMP building and the Fire Hall. The Village received a refund from BC Hydro of \$785.05.

### **Council – Boards, Committees, Workshops**

Members of Council, representing the Village of Sayward, attended: Mid-Island Forest Lands Advisory Group (MIFLAG), Comox-Strathcona Regional District Board, Vancouver Island Regional Library Board, Sayward Recreation Commission, Sayward Harbour Authority, First Nations Treaty Summits, Vancouver Island Economic Development Association of Vancouver Island Coastal Communities, Union of BC Municipalities, Newly Elected Workshops, North Island Health Coalition, Community Economic Development, Provincial Emergency Planning.

#### 4. Previous Years Objectives

##### 2006

| Objective  | Measures   | Outcomes                   |
|--|--|----------------------------|
| Perform all accounting functions in-house  | All accounting functions, including printing of tax notices and payroll done in-house. | Completed                  |
| Review of Official Community Plan and Zoning Bylaw   | Adoption of revised OCP and Zoning Bylaw.  | Ongoing into 2007          |
| Continuation of Paving Program   | Completion of paving of Spar Street and Sayward Heights.                               | Cancelled, lack of funding |
| Reduce the 2006 Light Industrial Tax Rate by \$2.75 per thousand as per Phase 2 Transition Study in December of 2003 | Set 2006 the municipal portion of the Light Industrial Tax Rate no higher than 29.50.  | Completed                  |
| Secure Broadband for the Village residents   | Completion of the last mile under Provincial Digital Divide program.                   | Completed                  |
| Update Website according to policy set in 2005   | Release of additional information on website   | Ongoing into 2007          |

#### 5. Declaration of Disqualification of Council Members made Under Section 111 of the Community Charter

None

#### 6. Current and Next Years Objectives

##### 2007 Objectives

| Objective   | Measures   |
|---|--|
| Receipt and equipping of the new Fire Truck.  | Making the new truck operational; start of training the FD members on the truck's capabilities.  |
| Update and improve the Village's Website.   | Improve the user friendliness of the website; release of additional and new information on web-site.   |
| Review the timetable for the development of the annual budget; review the opportunities for public input including written submissions. | Completion by Council of a review of the timetable for budget discussions with the objective of completing the Village's portion of the property tax rates by December 2007. |
| Tourism Strategy.   | Completion of draft tourism plan by  |

|  |   |
|--|---|
|  | Tourism Task Force and adoption of plan by Council.   |
| Community Tourism Grant.   | Receipt of the \$15,277 grant; selection and implementation of a project(s) that fits the grant's guidelines.                                 |
| Review petition on tree cutting for views.   | Completion of the review.   |
| Towns for Tomorrow Grants:<br>- Pond aeration<br>- Sewer water infiltration works  | Should the grants be received – completion of the pond project and the initiation of the infiltration project (a three to four-year project). |
| Review Council's practice of receiving public input at regular Council meetings.   | Completion of the review.   |
| Review the provision of community recreation services, the recreation mandate and the programs offered through the Kelsey Recreation Centre. | Preparation of the strategic directions for recreation services; review of the programs and services.   |
| Review changing the name of the Village of Sayward to the Village of Kelsey Bay.   | Development of the implications of changing the name of the Village.  |
| Review with auditor the financial statements in relationship to reserves, surpluses and account categories.                                  | Completion of the review.   |
| Investigate green energy alternatives.   | Completion of a preliminary feasibility investigation for green energy opportunities.   |

## 2008 Objectives

| Objective   | Measures   |
|---|--|
| Development of a 10 to 20-year capital plan for infrastructure such as roads, sewer, and water.             | Completion of the plan.  |
| Storm water inflow project; continuation of the capital works program (Towns for Tomorrow grant dependent). | Continuation and completion of certain sections of the capital works.                                |
| Community Tourism Grant – selection of a new tourism initiative funded by through the tourism grant.        | Completion of the selected project.  |
| Prepare a long-range strategy to utilize the Community Works Fund (CWF) grant.                              | Implement one of the selected projects from the strategy.  |
| Review and improve the public awareness and enforcement of the Village's bylaws.                            | Improved public awareness and improved enforcement.  |
| Develop and start the implementation of improvements to the water distribution infrastructure.              | Creation of a funding, capital works and maintenance plan for the water distribution infrastructure. |

## 7. 2006 Report of Remuneration and Expenses for Employees

Section 2(2) & (3) of *Financial Information Act*  
 Schedule 1, Sections 6 & 7, *Financial Information Regulation of Financial Information Act*

|  | Remuneration  | Expenses    |
|--|---------------|-------------|
| Consolidated Total for each Employee paid less than \$75,000, including taxable benefits | 174000        | 2615        |
| Totals   | <u>174000</u> | <u>2615</u> |

### **BREAKDOWN:**

| <b>EMPLOYEE</b>   | Remuneration  | Expenses    |
|-------------------|---------------|-------------|
| Atchison, Michael | 52073         | 1107        |
| Braybrook, Alan   | 9037          |             |
| Cavanagh, Cara    | 309           |             |
| Coates, Kevin     | 1503          |             |
| Coates, Melissa   | 3285          |             |
| Fremantle, Ian    | 9289          | 724         |
| Hoolsema, Fran    | 1563          |             |
| Jerome, Memery    | 3860          |             |
| Keo, Samantha     | 47            |             |
| Mason, Diane      | 27011         |             |
| Massie, Pat       | 5716          | 169         |
| Partridge, Nicole | 506           |             |
| Taylor, Laurie    | 55643         | 98          |
| Thiessen, Laura   | 4158          |             |
| Volunteers        |               | 517         |
| Totals            | <u>174000</u> | <u>2615</u> |

### STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Village of Sayward and its employees during the fiscal year 2006.

Prepared under Schedule 1, Section 6(8) *Financial Information Regulation of Financial Information Act*

## **8. 2006 Report of Remuneration & Expenses for Elected Officials**

Section 168 *Community Charter*  
Section 2(2) & (3) of *Financial Information Act*  
Schedule 1, Sections 6 & 7, *Financial Information Regulation of Financial Information Act*

| <b>ELECTED OFFICIAL</b>        | Remuneration | Expenses    |
|--------------------------------|--------------|-------------|
| Mayor Heather Sprout           | 4400         | 723         |
| Councillor Debra Coates        | 2400         | 664         |
| Councillor Patricia Cunningham | 2400         | 996         |
| Councillor John MacDonald      | 2400         | 1501        |
| Councillor Heidi Schrader      | 2400         | 826         |
| Totals                         | <u>14000</u> | <u>4710</u> |

Section 168(1)(c) of the *Community Charter*:

Accident Insurance

The Village of Sayward provides personal accident insurance for Council members.

## **9. Report of Remuneration and Expenses for Employees and Elected Officials Summary**

Section 2(2) & (3) of *Financial Information Act*  
Schedule 1, Sections 6 & 7, *Financial Information Regulation of Financial Information Act*

RECONCILIATION:

Total Remuneration

|                   |                  |
|-------------------|------------------|
| Elected Officials | \$ 18,710        |
| Employees         | <u>\$176,615</u> |
| Subtotal          | <u>\$195,325</u> |

|                   |           |
|-------------------|-----------|
| Reconciling Items | \$ 35,396 |
|-------------------|-----------|

|   |                         |
|---|-------------------------|
| Total Personnel Costs as per Financial Statements | <u><u>\$230,721</u></u> |
|---|-------------------------|

Variance\*      The Personnel Costs (wages plus payroll costs) shown on the Expenditures by Object in the audited financial statements includes federal contributions, pension contributions, WCB premiums and benefit premiums for staff.



## 10. Payments Made for Provision of Goods and Services

Section 2(2) & (3) of *Financial Information Act*  
 Schedule 1, Section 7 of *Financial Information Regulation of Financial Information Act*

### 1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

| Supplier name                                    | Aggregate amount paid to supplier |
|--|-----------------------------------|
| BC Hydro   | 29693                             |
| LeeMac Electric Ltd                              | 35777                             |
| Minister of Finance                              | 47474                             |
| Municipal Pension Plan                           | 28006                             |
| Nelson Roofing Ltd.                              | 25413                             |
| Receiver General of Canada                       | 56801                             |
| Regional District Comox-Strathcona               | 98094                             |
| Super Save Enterprises Ltd.                      | 42452                             |
| <b>Total Suppliers Equal &amp; Over \$25,000</b> | <b><u>363710</u></b>              |

### 2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

**370004**

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

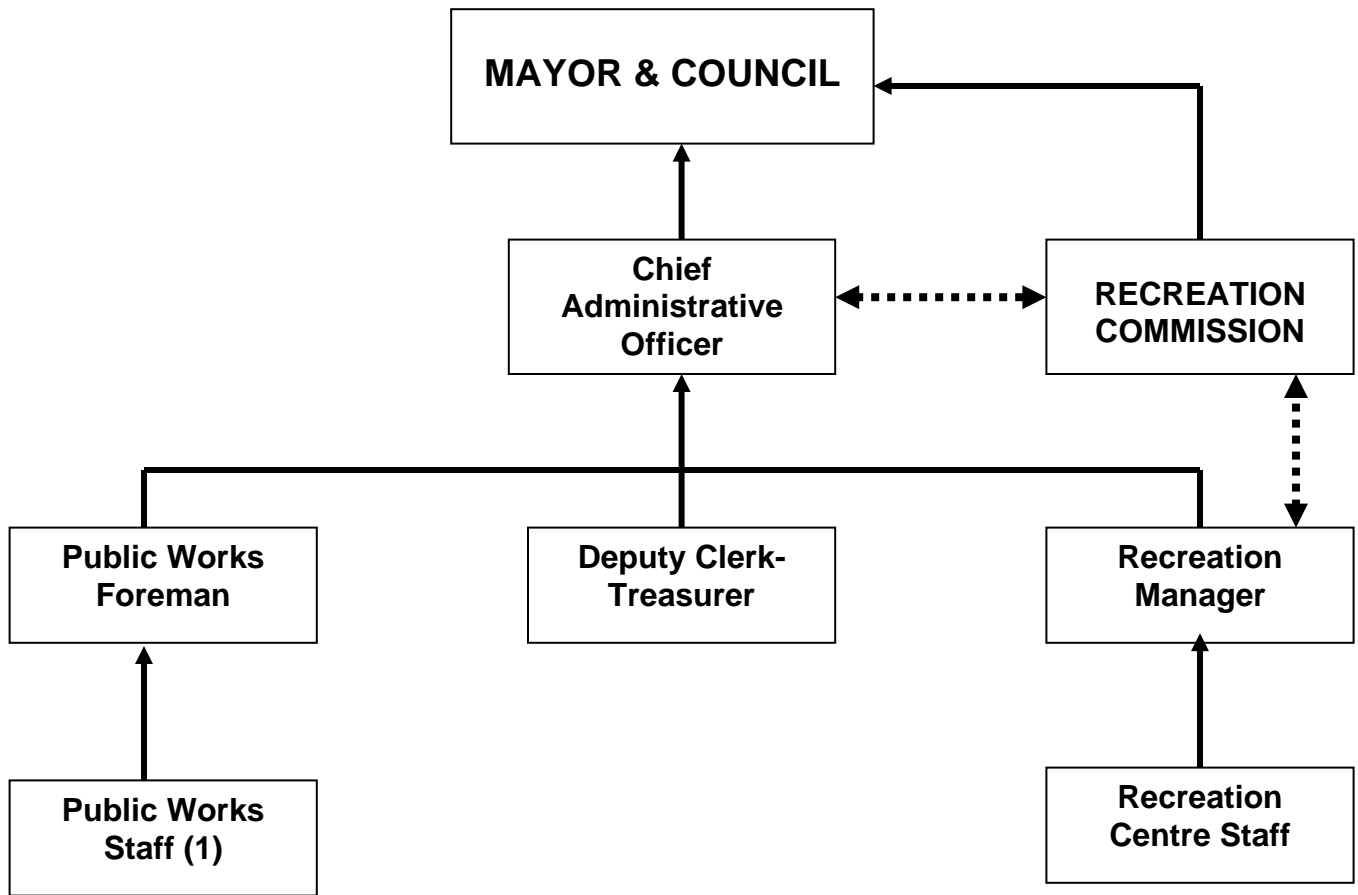
|   |     |
|---|-----|
| Consolidated total of grants exceeding \$25,000                       | NIL |
| Consolidated total of contributions exceeding \$25,000                | NIL |
| Consolidated total of all grants and contributions exceeding \$25,000 | NIL |


### 4. Reconciliation

|   |                  |
|---|------------------|
| Total of aggregate payment exceeding \$25,000 paid to suppliers       | <u>\$363,710</u> |
| Consolidated total of payments of \$25,000 or less paid to suppliers  | <u>\$370,004</u> |
| Consolidated total of all grants and contributions exceeding \$25,000 | <u>\$ NIL</u>    |
| Reconciling items: payroll, etc.                                      | <u>\$141,979</u> |
| Total per Statement of Revenue and Expenditure                        | <u>\$865,204</u> |
| *Variance   | \$ 10,489        |

\*Variance includes transfers to reserves, decrease in long term financing & miscellaneous revenue included in expense accounts

**11. Village of Sayward Organization Chart**



Formal Reporting 

Informal Communications 