

# VILLAGE OF SAYWARD



**2007 ANNUAL REPORT**

## Contents of the Annual Report

Message from the Mayor

Item 1: Audited Financial Statements (Appendix A)

Item 2: Statement of Property Tax Exemptions

Item 3: Service and Operation Highlights

Item 4: Municipal Services and Operations and Progress

Item 5: Declaration of Disqualification of Council Members

Item 6: Current and Next Years Objectives

Item 7: Report of Remuneration and Expenses for Employees

Item 8: Report of Remuneration and Expenses for Elected Officials

Item 9: Payments Made for Provision of Goods and Services

Item 10: Summary



## 2007 ANNUAL REPORT FOR THE VILLAGE OF SAYWARD

### Message from Mayor Heather Sprout:

On behalf of Council, I am pleased to present the 2007 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 continues to strive to meet and to exceed the expectations of the Village of Sayward's residents in the delivery of our public services.

As this will be my last term as Mayor I encourage the current and future councils to continue to make the Village of Sayward a strong community, one that can be called upon to help our citizens in both good and difficult times, just as we have in the past. The future will see its own challenges and hopefully none as difficult as the last ten years where we saw our major, long-time employer MacMillan Bloedel/Weyerhaeuser close their doors.

With the increased financial support from the Provincial Government we have been able to achieve a balanced budget and increase our financial sustainability which bodes well for future councils, and by spending wisely I have no doubt that our community will continue to be a one of the North Island's great places to live.

---

Mayor Heather Sprout

---

Councillor Debbie Coates

---

Councillor John MacDonald

---

Councillor Barry Nash

## **2007 ANNUAL REPORT**

### **Annual Report**

Under Sections 97, 98 and 99 of the Community Charter, Council must prepare an annual report, make it available to the public at least fourteen days before an annual report meeting is held and allow submissions and questions from the public at that meeting.

The Annual Meeting will be held on June the 18<sup>th</sup>, 2008 at 7:00 p.m. at the Village Offices, 601 Kelsey Way, Sayward, BC.

### **1. Audited Financial Statements CC 98. (2) (a)**

Audited Financial Statements for the Year Ended December 31, 2007 prepared by Moeller & Company attached as Schedule "A".

### **2. Statement of Property Tax Exemptions CC 98. (2) (b)**

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2007:

| <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 | \$992.37                                    |
| District Lot 1439<br>Roll No. 27410.000                   | 16 Sayward Rd               | Sayward Futures Society                            | \$4,870.07                                  |

### **3. Service and Operation Highlights CC 98. (2) (c)**

#### **Council:**

Council held 23 regular meetings, 7 special meetings and 20 incamera meetings.

Members of Council, representing the interests of the Village of Sayward, attended the: Mid-Island Forest Lands Advisory Group, Comox-Strathcona Regional District Board, Vancouver Island Regional Library Board, Sayward Harbour Authority, Vancouver Island Coastal Economic Trust, Vancouver Island Economic Development Association, Local Government Leadership Academy, Union of BC Municipalities and various conferences and seminars for professional development.

Councillor Pat Cunningham resigned effective August 1<sup>st</sup> with a by-election to fill the vacancy held on November the 17<sup>th</sup>. There were two candidates, Barb Crack and Barry Nash; results of voting were Crack - 48, Nash - 94; total votes cast - 142; there were no

spoiled ballots or ballots subject to objection. The inaugural meeting and swearing in of Barry Nash was held on December 5<sup>th</sup>.

A public opinion poll was held at the time of a by-election in November. The question was “Are you in favour of changing the name of the Village of Sayward to the Village of Kelsey Bay?”. The results were Yes – 55, No – 77, No answer – 10.

Council passed balanced budget bylaws on May 10<sup>th</sup>.

The Provincial Government initiated the restructuring of the Comox Strathcona Regional District which involved the Mayor, as the Villages representative, and Council, as this process moved to a conclusion in early 2008 with the creation of the Strathcona Regional District and the Comox Valley Regional District.

It should be noted that Councillor Heidi Schrader resigned in January of 2008, though she was fully part of Council for the entire year 2007; thus the reason Ms. Schrader is not a signatory to this 2007 annual report.

### **Personnel:**

Mike Atchison in his role of Fire Chief spends many volunteer hours to respond to fire calls and in training the members of our volunteer fire department. As Public Works Foreman he also pays close attention to our drinking water supply, making sure our sanitary and storm infrastructure is well maintained, as well as keeping our parks and streets in a condition we can be proud of. Diane Mason 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 increased financial and reporting duties. Ms. Mason reduced her hours and started a job share with Jody Atchison who was hired as Clerk-Receptionist in August 2007. In early 2007 a new Chief Administrative Officer, hired to replace Laurie Taylor, (who had resigned in the fall of 2006), also resigned in March 2007. Cameron Cairncross was hired in April 2007 as the new CAO. Laura Thiessen with her many years of experience kept the Kelsey Centre fully functional until the pool was closed in March resigned in May. Julie Matte was hired as the Supervisor of Recreation and Culture in October 2007 as the Village shifted to a Kelsey Center without a swimming pool. She should be recognized for her hard work and creativity in re-opening and operating the Centre. John Hanson, the contract custodian, resigned in May and his duties were carried on by Gail Peterson and Helene Jobin as relief custodian. Larry Wachs was hired as a part-time public works employee and has continued to be a versatile performer and creative thinker. Heather Campbell Wachs came forward to fill the role of Emergency Program Coordinator, bringing with her many years of relevant experience and began a renewed effort at gathering in and upgrading our community volunteers to be able to more fully respond to an emergency situation.

### **Water & Sewer Utilities**

The Village did not raise the fees for water and sewer charges in 2007. An Infrastructure Planning Grant was received for \$10,000 (\$5k grant, \$5k 50/50 Village/Province) to undertake an update of the plans for stopping storm water infiltration into the sanitary

sewer system. There were two boil water advisories in 2007 due to very heavy rains and also due to increased vigilance by the public works foreman in taking water turbidity tests. The Newcastle Creek drinking water reservoir was dredged along with making necessary repairs to the lower valve that drains the dam. A report on the condition of the dam was commissioned; results noted the dam in generally good condition with no urgent repairs needed.

### **Volunteer Fire Department**

A new fire truck was received and put into service in September. This was jointly funded by the Village and the Comox Strathcona Regional District. The old #4 engine was sold to the Greeny Lake Volunteer Fire Department in Lac LaHache, BC for \$5,300. New volunteers continued to come forward and be trained. Fire statistics for 2007: 15 Rescue Extractions; 37 First Responder Calls; 10 Alarms; 5 Beach/Brush/Outdoor Fires/2 Structure Fires; 1 Motor Vehicle Fire; 1 Chimney Fire; 1 Public Service; 1 Hazmat; Total 73.

### **Kelsey Recreation Centre/Parks**

The Kelsey Recreation Centre pool was drained and all the pool equipment 'mothballed' to preserve it following the pool's closure in March. The pool was refilled in September to continue to have the weight of the water maintain the integrity of the pool tank. An Infrastructure Planning Grant for \$5k was received to undertake a study on the HVAC systems in the Centre. A playground safety consultant reported that all the pieces of equipment in the playground had some level of deficiency compared to the playground safety standards. Funding for upgrades was referred to the 2008 budget discussions.

### **Administration**

Software was upgraded from Office 97 to Office 2007 which included Microsoft Outlook, Excel, Word and PowerPoint allowing increased functionality and compatibility with like software users in other jurisdictions. As mentioned earlier, Jody Atchison and Diane Mason commenced a job share. The office was opened five days per week from 9 am to 5 pm to better service the community. A new website was commissioned and provided new functionality with the ability for staff to input and update data.

### **Grants**

Integrated Community Sustainability Planning Grant: applied for in conjunction with the Comox Strathcona Regional District for \$30k. At year-end there hadn't been any word on acceptance of the grant application.

Community Works Fund: commonly called the Gas Tax, the Village received approximately \$39,000 as the 2007 allotment. The grant can be used as the Village's share of funds for certain infrastructure upgrading projects.

Community Tourism Grant of \$15,277 was received and used for four projects.

#### 4. Municipal Services and Operations and Progress CC 98. (2) (d)

##### 2007 Objectives

| Objective  | Outcomes   |
|--|--|
| Receipt and equipping of the new Fire Truck.   | Fire truck was received in the fall of 2007 and made operational thereafter.   |
| Update and improve the Village's Website.  | A new web-site was implemented in the summer; the site has a new, fresh, up-to-date look; staff has the ability to modify content easily; Council agendas, bylaws, tourist information and two web-cams have all been added to the new site.   |
| Review the timetable for the development of the annual budget; review the opportunities for public input including written submissions.      | Council approved a 2008 budget process in November which included four opportunities for public input. A timetable for 2008 budget discussions was approved by Council in November 2007.   |
| Tourism Strategy.  | The Tourism Task Force submitted their final report on June 6 <sup>th</sup> , with recommendations, followed by adoption by Council.   |
| Community Tourism Grant.   | The Community Tourism Grant of \$15,277 was applied for and received. A brainstorming session with Council and two community tourism groups was held on June 12 <sup>th</sup> which resulted in the selection of four projects. By the end of 2007 three projects were implemented – web-cams located on the Kelsey Bay wharf, a viewing telescope and a salt water fish tank. The tourism signage project got underway with a community task force gathering photos and stories of Sayward's history. |
| Review petition on tree cutting for views.   | Two public meetings were held. Progress was stalled until after the by-election in November.   |
| Towns for Tomorrow Grants:<br>- Pond aeration<br>- Sewer water infiltration works  | Neither grant was received, therefore work did not proceed. A grant for a walkway around the pond was withdrawn.   |
| Review Council's practice of receiving public input at regular Council meetings.   | No review was undertaken.  |
| Review the provision of community recreation services, the recreation mandate and the programs offered through the Kelsey Recreation Centre. | Council discussed strategic directions for recreation services in light of the closing of the swimming pool in March '07; a new Center Supervisor was hired in October and opened the Centre with new programs. The Success by Six program was started in October and often accommodated 15 children from newborns to six year olds.   |
| Review changing the name of the  | No organized public consultation process was   |

|   |   |
|---|---|
| Village of Sayward to the Village of Kelsey Bay.  | undertaken before a public opinion poll was held at the time of a by-election in November. The question was “Are you in favour of changing the name of the Village of Sayward to the Village of Kelsey Bay?”. The results were Yes – 55, No – 77, No answer – 10. |
| Review with auditor the financial statements in relationship to reserves, surpluses and account categories. | Staff presented their findings from meeting with the auditor in a presentation on the 2008 budget to Council in December.   |
| Investigate green energy alternatives.  | Preliminary staff review of BC Hydro requirements for sale of power to them.  |

**5. Declaration of Disqualification of Council Members CC 98. (2) (e)**

None

**6. Current and Next Years Objectives CC 98. (2) (f)**

**2008 Objectives**

| <b>Objective</b>               | <b>Measures</b>  |
|--------------------------------|--|
| Infrastructure sustainability. | <ul style="list-style-type: none"> <li>a) Upgrading of Kelsey Centre HVAC systems. Requires receipt of a Town’s for Tomorrow Grant for implementation.</li> <li>b) Storm water inflow upgrades to the sanitary and storm water systems. Requires receipt of a Town’s for Tomorrow Grant for the implementation.</li> <li>c) ‘Power Smart’ lighting projects. Completion of two projects – at Village office; public works yard shed.</li> <li>d) Paving maintenance increase – new \$10k funding envelop.</li> </ul>   |
| Community Health and Safety.   | <ul style="list-style-type: none"> <li>a) Water source options study. Application for Infrastructure funding – wells/reservoir. Requires receipt of grant for completion of the review.</li> <li>b) Finalizing review from petition on tree cutting for views. Completion of the review.</li> <li>c) Improved water turbidity monitoring. Installation of water turbidity meter.</li> <li>d) Start of a SKADA type installation for water and sewer monitoring. Completion of installation of automated reporting of certain aspects of the water services and sewer pump stations.</li> </ul> |

|                                       |   |
|---------------------------------------|---|
|                                       | e) Fire department turn-out gear and self-contained breathing apparatus (SCBA) improvements.  |
| Recreation, Culture, Education.       | a) Begin the upgrade playground to meet safety standards; \$10k funded in 2008.<br>b) Continuation of the ‘Success by Six’ program for fall of 2008 and grant request for 2009.   |
| Equipment sustainability.             | a) Upgrading of fleet and equipment. Receipt of a new tractor/loader/mower.<br>b) Contribution to equipment reserve fund of \$10k annually.   |
| Community communications and tourism. | a) Increase Sayward News circulation to both Village and Valley residents.<br>b) Completion of tourism signage project funded from 2007 Community Tourism Grant funds.<br>c) New Tourism Grant funding receipt (estimate \$15k) and priority setting for funds. |
| Development Forecasting.              | Completion of a DCC and subdivision bylaws review.  |
| Fiscal sustainability.                | Preserve a surplus.   |
| Environmental sustainability.         | a) Engine oil recycling – waste oil tank, waste oil filters container.<br>b) Returnable pop/bottle containers – bins installed in park and collected by local church group.   |

### 2009 Objectives

| Objective                 | Measures   |
|---------------------------|--|
| Community communications. | a) Supply lap-top computers to Council for Village business to reduce paper waste, increase secure communications and improve Council meetings by having the agenda displayed on a screen.<br>b) Use MS publishing to improve format and content of the Sayward News.                              |
| Tourism                   | a) Improve our tourism signage and community profile through selected use of the Provincial Community Tourism Grant.<br>b) Review clean-up of the park pond to reduce summer weed growth (pond aeration) to permit pond to be used for calm water events such as model boat enthusiast rendezvous. |

|                              |  |
|------------------------------|--|
| Fiscal sustainability        | Preserve a surplus.  |
| Equipment sustainability.    | a) Upgrading of fleet and equipment. Potentially a truck/plow/sander.<br>b) Contribution to equipment reserve fund of \$10k annually.  |
| Recreation and Culture       | a) Review provision of recreation services, the level and types of programming and assess the viability of re-opening the swimming pool.<br>b) Upgrade playground to meet safety standards.<br>c) Continuation of the 'Success by Six' program for 2009. |
| Community Health and Safety. | a) Respond to water source options study.<br>b) Dredge dam.<br>c) Add additional 'SKADA' type monitoring equipment to the sewer and water systems.   |

## **7. 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.

|  | <u>Remuneration</u> | <u>Expenses</u> |
|--|---------------------|-----------------|
| Consolidated Total for each Employee paid less than \$75,000, including taxable benefits | 187,050.20          | 2,515.74        |

Totals for wages and expenses for the following employees making over \$75,000. Nil

### Statement of Severance Agreements

There were no severance agreements made between the Village of Sayward and its employees during the fiscal year 2007.

## **8. Report of Remuneration and 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><u>ELECTED OFFICIAL</u></b> | <u>Remuneration</u> | <u>Expenses</u> |
|--------------------------------|---------------------|-----------------|
| Mayor Heather Sprout           | 4,400               | 95.50           |
| Councillor Debra Coates        | 2,400               | 65.00           |
| Councillor Patricia Cunningham | 1,400               | 406.20          |
| Councillor John MacDonald      | 2200                | 2,541.52        |
| Councillor Heidi Schrader      | 2200                | 0               |

|                       |        |          |
|-----------------------|--------|----------|
| Councillor Barry Nash | 200    | 0        |
| Totals                | 12,800 | 3,108.22 |

Accident Insurance Section 168(1) (c) of the Community Charter:  
The Village of Sayward provides personal accident insurance for Council members at a cost of \$650.00

**9. 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

- Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

| Supplier name                         | Aggregate amount paid to supplier |
|---------------------------------------|-----------------------------------|
| BC Hydro                              | 31,367.32                         |
| Receiver General of Canada            | 55,779.66                         |
| Regional District Comox-Strathcona    | 130,842.43                        |
| Super Save Enterprises Ltd.           | 32,798.09                         |
| Total Suppliers Equal & Over \$25,000 | 250,787.50                        |

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

415,126.76

- 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 |

- Reconciliation

|   |           |
|---|-----------|
| Total of aggregate payment exceeding \$25,000 paid to suppliers       | \$250,787 |
| Consolidated total of payments of \$25,000 or less paid to suppliers  | \$415,127 |
| Consolidated total of all grants and contributions exceeding \$25,000 | \$ 0      |
| Reconciling items: payroll, etc.                                      | \$138.397 |
| Total per Statement of Revenue and Expenditure                        | \$849,764 |
| *Variance   | \$ 45,453 |

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

## 10. Summary

Year 2007 was a year of changes both at Council level and staff level. One Councillor resignation followed by a by-election in November. There was new staff in Recreation, Public Works, and Administration.

2007 saw an increase in community consultation and emphasis on respectful communications with our citizens.

Council was able to pass a balanced budget, projecting a small surplus, yet achieve several projects and programs important to the Village of Sayward's health and sustainability.

2008 will end with a new Council following a general election on November the 15<sup>th</sup>. With a solid financial outlook and with the participation of our citizens, 2009 and beyond will be a period for the Village to engage the public and see Sayward exceed its potential for livability and sustainability.

