

VILLAGE OF SAYWARD



2008 ANNUAL REPORT

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2008 ANNUAL REPORT FOR THE VILLAGE OF SAYWARD

Message from Mayor John MacDonald:

On behalf of Council, I am pleased to present the 2008 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.

Through the commitment of the members of Council and staff, the Village continues to strive to meet and exceed the expectations of the Village of Sayward's residents in the delivery of our public services.

2008 was the year of local general elections and a new council was sworn in, in December. Since the 2008 year was during the term of the last council we should acknowledge their work – Mayor Heather Sprout, Councillors Debbie Coates, Barry Nash, Heidi Schrader and John MacDonald.

In 2007 and 2008 the Village applied for three Towns for Tomorrow grants, the receipt of which will enable us to make repairs to the storm and sanitary systems, aeration of the pond and rehabilitate the heating system at the Kelsey Centre. The Village has been proactive in applying for grants to help cover the costs of these needed repairs. Receipt of any of these grants will be the start of major improvements to our public works infrastructure. In 2008 we also received a grant to investigate the long term viability of our drinking water source. Results of this study will be available in 2009.

Council recognizes and congratulates the many volunteers who assist not only with programs initiated by the Village but in countless other ways in our local community organizations. As well the partnership with Area 'H' (now area 'A') of the Strathcona Regional District should be recognized especially in the shared fire services area and the outgoing Director Peter Rambo.

Infrastructure improvements and the livability in our community were high priorities with the 2008 council and will remain as so as we go forward into 2009 and beyond.

Mayor John MacDonald

Councillor Debbie Coates
Councillor Rosemary Croteau
Councillor Barry Nash
Councillor Heather Campbell Wachs

2008 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 17th, 2009 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, 2008 prepared by Moeller & Company attached as Appendix "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 2008:

<u>Legal Description</u>	<u>Civic Address</u>	<u>Organization</u>	<u>Value of Permissive Exemption</u>
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$475.97
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$2,488.49

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

Council:

Council held 24 regular meetings, 5 special meetings, 1 inaugural meeting and 16 incamera meetings.

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

Councillor Heidi Schrader resigned February 6, 2008. Since 2008 was the year of a local general election council decided not to hold a by-election to fill the vacancy.

Council passed balanced budget bylaws on May the 7th. Council received a report on improving the heating systems at the Kelsey Centre which formed the basis of a Towns for Tomorrow Grant as the Village's 2008 Grant submission. The Village joined in with the PictureBC an innovative initiative of the Provincial Government and at year end was

on the website at picturebc.ca. Nic Sanderson was the official photographer. An arborist reviewed the trees on Village property which resulted in the removal of many for safety reasons. An Agreement with Environment Canada was signed which permitted a Lightning Detection station to be installed adjacent the Kelsey Centre. It will monitor strikes up and down the coast joining two others – Sandspit and Langley. Members of the Volunteer Fire Department were allowed to use the Kelsey Centre fitness area at no charge to aid in their fitness levels. The Village hosted the Tribal Journey's aboriginal canoe trip as they passed Sayward on their way to the North American Aboriginal Games in Duncan. The Area H (now Area A) Director of the CSRD agreed to support the costs of the Sayward News.

The Provincial Government initiated the restructuring of the Comox Strathcona Regional District in 2007 coming to a conclusion in early 2008 with the creation of the Strathcona Regional District and the Comox Valley Regional District.

Personnel:

Mike Atchison in his role of Fire Chief spent many volunteer hours to respond to fire calls and in training the members of our volunteer fire department. As Public Works Foreman he paid close attention to our drinking water supply, making sure our sanitary and storm infrastructure was well maintained, as well as keeping our parks and streets in a condition we can be proud of. Diane Mason kept the financial and administrative aspects of the Village operations on an even keel. Ms. Mason's role as Deputy Clerk/Finance Officer increased her workload and statutory reporting requirements. Jody Atchison provided capable front office work and has taken on and shared many new duties in cooperation with Diane Mason. There was staff turnover in the recreation area in 2008. Julie Matte resigned in early 2008. Heather Campbell Wachs temporarily filled in until May and did a great job at keeping the Kelsey Centre going. Louise Krohman was hired as the Supervisor of Recreation and Culture in August 2008 however had to resign in December. Jody Atchison filled in for the remainder of the year on a temporary basis and she should be recognized for her hard work and creativity in operating the Centre. Fran Hoolsema returned to the Centre as Front Desk Clerk helping keep order and control when the Centre was in use. Gail Peterson became the custodian in May continuing her work keeping the Kelsey Centre, Village offices, fire hall and campground building clean and well maintained. Carmen Lawlor was the relief custodian. Larry Wachs continued as a part-time public works employee and as the alternate emergency program coordinator and has been a versatile performer and creative thinker. Heather Campbell Wachs resigned as the Emergency Program Coordinator when she was elected to council in December. She was very attentive to training volunteers, profiling emergency preparedness by writing articles in the Sayward News and representing the Village on a regional basis.

Water & Sewer Utilities

The Village did not raise the fees for water and sewer charges in 2008. An Infrastructure Planning Grant was received in 2007 for \$10,000 to undertake an update of the plans for stopping storm water infiltration into the sanitary sewer system. The report was completed in 2008 and was used to supply the technical information for a Towns for Tomorrow grant application submitted in 2008. The Public Works staff completed a

water main flushing program and for the first time in many years, a water valve exercising program. Council received the Newcastle Creek dam report from Levelton Consulting and a report of the dredging of the dam by Seaway Diving.

Volunteer Fire Department

The new fire truck was received and put into service in September of 2007. It improved significantly the service response to fires. The truck has improved firefighting capabilities such as foam suppression and larger water capacity. New volunteers continued to come forward and be trained. Fire statistics for 2008: 9 Rescue Extractions; 32 First Responder Calls; 2 Alarms; 7 Beach/Brush/Misc Outdoor Fires; 5 Structure Fires; 4 Chimney Fires; 2 Hazmat responses; 1 Carbon Monoxide call = Total 62. The hard work and commitment of the all volunteers should be recognized for this valuable service to the citizens of the Village and Area ‘A’ of the Strathcona Regional District.

Recreation

An Infrastructure Planning Grant for \$5k was received in 2007 to undertake a study on the HVAC systems in the Centre. The report was completed in 2008 and formed the basis of the Village’s 2008 Towns for Tomorrow grant submission. The grant submission was for \$235,000 and the work will reduce the energy footprint by at least 40% if the grant is received. Turnover in staff in 2008 hampered the ability to create new, creative programming though many programs continued with the assistance of volunteers who spent countless hours in support of fitness programs and programs for children. Heather Campbell Wachs, aided by many volunteers organized a very successful volunteer appreciation dinner. The Success by Six program in early 2008 was very successful; it was supplanted by a program offered at the school starting in September 2008.

Administration

Work commenced on upgrading our Tax notices to include more lines as required in the *Community Charter*. Jody Atchison and Diane Mason continued their job share with 2008 being a year where Ms. Atchison increased her knowledge of general administration and municipal government operations. She also became the main support for council minutes and agendas. The new website continued to see improvements with the webcams being one of the more popular pages for hits.

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

2008 Objectives

Objective	Outcomes
Infrastructure sustainability	a) Kelsey Centre HVAC system Town’s for Tomorrow Grant applied for as the 2008 priority. New study completed. b) Storm water inflow into the sanitary system was reapplied for as the 2007 priority for a Town’s for Tomorrow Grant. New and more complete information was included in the submission following completion of a study funded by grants. c) ‘Power Smart’ lighting projects. At the Village

	office and public works yard shed were completed. d) Additional paving on streets was completed.
Community Health and Safety	a) Application for Infrastructure funding for a water source options study was received and study started. b) Trees on Village property were reviewed for safety which resulted in removals. Council deferred the views project to 2009. c) Water turbidity monitoring device was researched and ordered. d) A SKADA type installation for water and sewer monitoring was started. e) Fire department continued to acquire additional turn-out gear and self-contained breathing apparatuses.
Parks, Recreation and Culture	a) Concept plans were developed for upgrades to playground to meet safety standards; actual upgrades were not completed. b) 'Success by Six' program successful in early 2008 but was supplanted by a program at the school; staff turnover reduced its continued success in the fall as well as other programs.
Equipment sustainability	a) Receipt of a new tractor/loader/mower upgraded the fleet equipment. b) Contribution to equipment reserve fund of \$10k was made.
Community communications and tourism	a) Sayward News circulation went to both Village and Valley residents. A subsidy from Area A of the SRD was received to help offset costs. b) A community group continued their work on the tourism signage project and held several public meetings. Additional funds were applied for and received from the Community Tourism Grant.
Development Forecasting	A DCC and subdivision bylaw review was completed.
Fiscal sustainability	There was an increase to the Village financial reserves and surpluses.
Environmental sustainability	a) A waste oil tank and a waste oil filters container for engine oil recycling was installed. b) Returnable pop/bottle bins were installed in the park and collected by a local church group.

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

Nil

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

2009 Objectives

Objective	Measures
Infrastructure sustainability	<p>a) Complete the sewer inflow construction project and apply to receive the approved funds from the Towns for Tomorrow grant.</p> <p>b) Respond to water source options study Phase I and consider a Phase II program and apply for any related grants.</p> <p>c) Add automatic chlorination equipment to water system.</p>
Community communications	<p>a) Mayor to initiate a monthly 'meet the community' meeting.</p> <p>b) Continue to add content and links on the Village website www.sayward.ca</p> <p>c) Add an additional public input opportunity to the regular council agenda.</p>
Tourism	<p>a) Finish the tourism signage project and report on fund expenditures for the Provincial Community Tourism Grant.</p> <p>b) Apply for a Towns for Tomorrow grant to add a solar operated pump to reduce summer weed growth (pond aeration) in the park pond.</p>
Fiscal sustainability	<p>a) Use surplus for unbudgeted items as required.</p> <p>b) Develop financial impact of policy on Tangible Capital Assets.</p> <p>c) Initiate 2010 budget discussions in 2009.</p>
Equipment sustainability	PW regularize the equipment maintenance program and monitor costs for the repair of the truck.
Parks, Recreation and Culture	<p>a) Re-open the swimming pool in October 2009.</p> <p>b) Upgrade playground to meet safety standards.</p> <p>c) Continuation of the 'Success by Six' program for 2009.</p>

2010 Objectives

Objective	Measures
Infrastructure sustainability	<p>a) Apply for grants related to achieve the VIHA policy on secondary water treatment.</p> <p>b) Respond to water source options study Phase II.</p> <p>c) Add 'SKADA' type monitoring equipment.</p>
Community communications	Add content and links on the Village website www.sayward.ca
Tourism	Work local organizations such as Sayward Business and Tourism Association and Sayward Futures to seek grant funding for tourism type initiatives.
Fiscal sustainability	Preserve an operating surplus.

Equipment sustainability	Add operational funding to the equipment reserve fund.
Parks, Recreation and Culture	a) Monitor success of the swimming pool opening from 2009. b) Continuation of the 'Success by Six' program for 2010. c) Implement HVAC rehabilitation if either the Towns for Tomorrow or Building Canada Fund grants received.
Community Health and Safety	Determine the relationship between the Rescue Society and Area 'A' of the SRD and the Village.

7. Strategic Community Investment Funds Agreement

The Village is required to report on the amount and projected use of the SCI funds as part of the 2009 objectives which is a new reporting requirement as a result of receiving the SCI funds earlier in 2009 and for 2010.

Noted below are the funding amounts and categories for SCI funds in 2009 and 2010.

Assured Funds	Use	Date	Amount
SC Grants	local government services	March 2009	\$403,976
		July 2009	\$144,854
		July 2010	\$87,143

The Village received a major portion of the funds for fiscal year 2010 in 2009.

SCI Funds intended use, performance targets and progress made: Small Community Portion of the SCI Funds

Intended Use	Performance Targets	Progress made in first reporting period (by June 30, 2010)	Progress made in second reporting period (by June 30, 2011)
Not increase property taxes (0% tax rate for 2009)	Pass an annual tax rate bylaw with 0% for 2009.	Not required at this time	Not required at this time

8. 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	223,867.13	11,258.11

Totals for wages and expenses for 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 2008.

9. 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.

<u>ELECTED OFFICIAL</u>	<u>Remuneration</u>	<u>Expenses</u>
Councillor Heather Campbell Wachs	250.00	0.00
Councillor Debra Coates	2750.00	1367.80
Councillor Rosemary Croteau	250.00	347.00
Mayor/Councillor John MacDonald	2950.00	2989.50
Councillor Barry Nash	2750.00	356.00
Councillor Heidi Schrader	200.00	0.00
<u>Mayor Heather Sprout</u>	<u>4300.00</u>	<u>23.59</u>
<u>Totals</u>	<u>13450.00</u>	<u>5083.89</u>

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.

Community Charter, Section 168 1 (d): there were no contracts with current or former councillors reported under Section 107 of the *Community Charter*.

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

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

<u>Supplier name</u>	<u>Aggregate amount paid to supplier</u>
BC Hydro	30,565.98
Minister of Finance (School Tax)	45,200.47
Municipal Pension Plan	25,331.26
Strathcona Regional District	66,206.16
Super Save Enterprises Ltd.	34,896.73
Receiver General of Canada	60,108.34
Total Suppliers Equal & Over \$25,000	<u>262,308.94</u>

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

482,586.89

- 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	\$262,308.94
Consolidated total of payments of \$25,000 or less paid to suppliers	\$482,586.89
Consolidated total of all grants and contributions exceeding \$25,000	\$nil
Reconciling items: payroll, etc.	\$237,317.13
Total per Statement of Revenue and Expenditure	\$994,908.00
*Variance	\$12,495.04

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

11. Summary

Year 2008 was a year of change at the Council level. One Councillor resigned (no by-election was held). Heather Sprout, the longest serving mayor for the Village, chose not to run again. A new council was sworn in, in December following a local general election in November.

Council was able to pass a balanced budget, projecting a small surplus, yet achieve several projects and programs important to the Village. 2008 was a year where the Village continued to apply for important grants for major infrastructure projects.

With prudent fiscal management the Village should exceed its potential for livability and sustainability into the future.

