

VILLAGE OF SAYWARD



2009 ANNUAL REPORT

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2009 ANNUAL REPORT FOR THE VILLAGE OF SAYWARD

Message from Mayor John MacDonald:

On behalf of Council, I am pleased to present the 2009 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.

2009 was the first full year for council, having had the local general elections in December 2008. In late October Councillor Barry Nash resigned from council and preparations began to hold a by-election in early 2010.

In 2009 the Village was successful in receiving two major grants. A Towns for Tomorrow grant for repairs to the storm and sanitary systems for \$184K and a Building Canada Stimulus Fund grant for the rehabilitation of the HVAC system at the Kelsey Centre for \$205K. The Towns for Tomorrow project will reduce storm water infiltration into our sanitary sewer system and repair the sanitary piping. The Stimulus Fund grant will enable the 35 year old Kelsey Centre HVAC system to be rehabilitated in order to reduce operating costs and Greenhouse Gases. We also received the results of a study into the long term viability of our drinking water source. In addition, an Infrastructure Planning grant was received to aid the search for well water and develop long term financial plans. We have also made good use of the Gas Tax funds which will mostly cover the Village's share of the costs for these projects.

Council approved the re-opening of the Kelsey Centre pool in October. The pool had been closed since March of 2007. In another major initiative council approved adding road rescue services and first responder services to the duties of the Sayward Volunteer Fire Department.

Council wishes to recognize and congratulate the many volunteers who assist with programs initiated by the Village and in countless other ways in our local community organizations.

Infrastructure improvements and the livability in our community were high priorities with the 2009 council and will remain as so as we go forward into 2010 and beyond.

Mayor John MacDonald

Councillor Debbie Coates

Councillor Rosemary Croteau

Councillor Barry Nash (resigned in October 2009)

Councillor Heather Campbell Wachs (resigned in February 2010)

2009 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 is planned for June the 16th, 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, 2009 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 2009, for 2010 to 2014:

| <u>Legal Description</u> | <u>Civic Address</u> | <u>Organization</u> | <u>5 Yr 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 | \$1,574.16 |
| District Lot 1439 Roll No. 27410.000 | 16 Sayward Rd | Sayward Futures Society | \$2,824.84 |

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

Council:

Council held 24 regular meetings, 9 special meetings 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, CVRD/SRD Hospital 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.

Council highlights: A resolution was approved and forwarded to the AVICC in support of councillors as volunteer firefighters; the resolution passed and was forwarded to the fall UBCM convention; council reviewed a VIHA policy on surface water treatment and passed project timelines for the mandated improvements to the drinking water system; a report on the future of the water system was received from Highland Engineering; this report sets the stage for water system improvements going forward; as currently planned,

the improvements will cost \$4M+/-; a Build Canada grant for the Kelsey Centre was applied for but was unsuccessful; a subsequent application to the Building Canada Infrastructure Stimulus Fund was successful at \$204K, with the entire project costing \$310K; use of Gas Tax funds reduced the Village's share of the costs to \$17+/-; the project will rehabilitate the HVAC systems and add an emergency generator to power the building as it is an Emergency Social Services site; the existing HVAC system is 35 years old and by-and-large original; the new system will reduce Greenhouse Gases and the energy footprint of the Centre by about 50%; a Towns for Tomorrow grant was received for \$184K which covers 80% of the project total of \$230,000 to rehabilitate the storm/sanitary systems, mainly to reduce rainfall induced infiltration into the sanitary system; funds from the Gas Tax were allocated to this project offsetting all of the Village's portion; a representative from Urban Systems presented his report on the viability of DCC's and though DCC's were not recommended, the updating of the 1984 subdivision servicing bylaw was recommended; council declined to support it's updating; the K'omoks First Nation organized three Community to Community Forums, inviting all of council and the CAO; the interminable trees for views project continued with several more walkabouts culminating in council developing a final list of trees acceptable to both council and the DFO for trimming or removal; council agreed that the work could be done by volunteers but since no one came forward, no work was done; budget bylaws were passed in May and the annual report meeting was held on June the 17th; with the assistance of a grant from the CVRD a recycling centre was created which included a share shed, green waste disposal and bins for recyclables; council approved adding the services of road rescue and first responder duties to the Sayward Volunteer Fire Department; the Sayward District Rescue Society donated equipment and supplies to support the two services; a \$10K grant was received to support well drilling and a financial planning study, as part of the Water Options, secondary treatment requirement; permissive tax exemptions were granted for five years for Branch #147 of the Royal Canadian Legion and Sayward Futures; the CAO was terminated in April which council reconfirmed and made public in August; the Kelsey Centre swimming pool was re-opened in October; by-election dates were set for the replacement of Barry Nash who resigned as councillor in late October; Greenhouse Gas targets and the OCP change process was initiated; 2010 budget discussions commenced in November; an economic development initiative began; Marine Harvest gave a presentation updating council on their operations and capital plans.

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 were 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 Finance Officer increased her workload and statutory reporting requirements. Jody Atchison provided capable front office work and took on and shared many new duties in cooperation with Diane Mason. She continued to organize and publish the Sayward News on a bi-monthly basis. Michelle Neilson was hired as the Supervisor of Recreation and Culture; one of her early tasks was to plan for the opening of the pool, hiring and arranging lifeguard

training; initiating summer programs and organizing Kelsey Centre programs for the fall and winter seasons. Nicole Schrader, Cara Cavanaugh and Kris Kennedy were trained as lifeguards; Darlene Zapp became the regular front desk clerk. Fran Hoolsema retired as a long term front desk clerk; Nicolle Goosen took over and organized the children's Success by Six program and built the participation through her capable leadership. Larry Wachs continued as a part-time public works employee and as the emergency program coordinator, a position he resigned from at the end of December 2009. Kim McElderry and Gail Peterson were the custodians attending to the cleaning at the Fire Hall, Village offices, Kelsey Centre and park washrooms. Cameron Cairncross continued to support council and lead the staff.

Parks, and Water and Sewer Utilities:

The Village received a Towns for Tomorrow grant for \$184K and utilized \$46K from the Gas Tax for the Village's portion of this \$230,000 project; the Village had known for more than ten years that rainfall induced storm water was infiltrating into the sanitary sewer system contrary to environmental regulations; the project engineer was hired and began the process of tendering the work in packages with the first contract award in November; the sewage lagoon aerator and pumps at several lift stations burnt out from being plugged with waste such as towels; all the lift stations were serviced; two lift stations had upgrades to the electrical power supply and motors allowing them to run more efficiently and with more power to handle the waste; an automatic chlorine injection system was sourced and the turbidity meter was fine tuned and connected to the SDADA system; the PW staff completed a water main flushing program and a water valve exercising program; logs for the playground were donated by the pole peeler operator; arrangements were made for fall protection surfacing and a layout for the new and relocated equipment following CSA playground standards; PW started a new weekly program of flushing of the dead-end water lines to ensure the residual chlorine levels are adequate and began investigating an automatic flushing device which will replace the need to do the flushing manually; several boil water advisories were issued and staff responded by delivering notices directly to homes, adding the information to our website and creating a database and call list.

Volunteer Fire Department:

The Sayward and District Rescue Society ended their road rescue and first responder services in August; discussions with the community ended with overwhelming support of the Sayward Volunteer Fire Department taking on these new duties even at additional cost through taxation; council subsequently approved adding the two new services to the Volunteer Fire Department; fire statistics for 2009: 2 Public Service; 19 Motor Vehicle Incidents; 33 First Responder Calls; 7 Alarms; 13 Beach/Brush/Misc Outdoor Fires; 6 Chimney Fires; 1 Fire Call; 3 Duty Officer; = Total 84, a 35% increase from 2008; training sessions continued on a weekly basis; the Chief brought in a motivational speaker for Fire Awareness week at Sayward School; a Skills Driver Training Course and a Wild Land Interface Fire Fighting course were organized, each attended by 10 volunteer firefighters; Tyler Atchison, Sarah Clark, Matt Maitland, Kris Kennedy and Warren Goosen attended a skills competition in Comox; Sayward was one of few volunteer departments participating; the group finished with a respectable mark especially considering this was the first fire skills completion entered into by Sayward;

Tyler Atchison and Sarah Clark went on to the National competition in Gaspé Quebec and put Sayward on the national map; both participants achieved scores well above their Comox scores indicating the additional training and hard work they did to get ready for the national competition; all are looking forward to the 2010 competitions; Chief Mike Atchison, the Mayor (at Comox), friends and members of their families cheered our department members on; Sayward was the only volunteer department represented at the Nationals; Marine Harvest made a generous financial donation to assist in covering their costs; 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:

The Infrastructure Planning Grant for \$5k that was received to undertake a study on the HVAC systems in the Centre formed the basis of the Village's successful 2009 Towns for Tomorrow grant submission; the grant submission was for \$235,000 and the work will reduce the energy footprint by approximately 50%; Michelle Neilson was handed the task of opening the pool and arranging staff training as no one in the community had current lifeguard training; also a new operating permit from VIHA was required to reopen the pool and before opening, many additions and changes to the pool and pool systems were required to the pool and hot-tub; several programs were organized and led by volunteers who spent countless hours in support of fitness and childrens' programs; a food safe and babysitting course were offered; a successful Pitch-in day collected mounds of trash and recyclables; the Success by Six program led by Nicolle Goosen was a great success as she built the participation with creative learning programs; the Kusam Klimb dance was held at the Kelsey Centre, hosted by the Sayward and District Rescue Society; this was the first time in recent memory that the Kelsey Centre was open during the summer, when the children were out of school and during Christmas Holidays; the turnout proved the success of these additional hours; the summer camp was greatly received by the participating children; the Vanderheide's led the program with a very creative bent; Oscar Daze organized by Debbie Coates and the Oscar Daze dance organized by the Kelsey Centre staff was a great success; the Centre itself was well used by Daze campers for showers; the pool opened with great community support; young and not-so-young community members turned out continuously and supported the pool and the programs; staff helped organize a Yorke Island visit with Ross Keller in preparation for the Island becoming a protected site managed between the Province and the Federal Government; both the Halloween and the childrens' Christmas events were well attended; this year the Christmas event also included a craft-fair.

Administration:

The tax notices had more lines as required in the *Community Charter*; Jody Atchison and Diane Mason continued to share the office work; Ms. Atchison continued to be 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; discussions were coordinated with DFO on the placement of a hydrophone at the Kelsey Bay wharf to listen to Orcas, though by year end DFO had not received funding for the work; a representative from BC Assessment was arranged to attend a council meeting; Keith Gibson from the MIA reviewed several facilities finding all in order; staff organized the

protocol arrangements for a visit by MP John Duncan and the Minister of Agriculture and Lands Ron Cantelon in April for the Small Communities and Towns for Tomorrow grant announcements; in addition MP John Duncan advised that Sayward's Gas Tax grant will rise in 2009 and be received earlier in the year; discussions with Campbell River on CR supplying building permitting services ended as CR was not prepared to sign an agreement; the CAO attended a climate action charter meeting to determine Sayward's requirements for the Charter; the CAO wrote 108 reports for regular and special council meetings and about 30 articles for the Sayward News; staff worked with CR Tourism to upgrade website links; a WorkSafe BC officer came to review certain aspects of the work at the Share Shed and at the Kelsey Centre; the officer found several areas of concern and though no orders were written, an asbestos investigation at the Kelsey Centre was initiated; the report was delivered in early 2010.

**4. Municipal Services and Operations and Progress CC 98. (2) (d)
2009 Objectives**

| Objective | Outcomes |
|-------------------------------|---|
| Infrastructure sustainability | a) A Towns for Tomorrow grant of \$184K (80%) was received and helped offset the costs of this \$230,000 project for rehabilitation to the storm and sanitary systems. Tendering and on the ground work began in 2009. The Village's 20% share of the costs came from the Gas Tax grant program. b) Water Source Options Study Phase I report was received from Highland Engineering (report costs offset by an Infrastructure Planning Grant). This report provided the long term project planning and financing needs. We were then able to respond to VIHA's policy of two levels of water treatment. c) The automatic chlorination equipment was received in 2009. d) A Building Canada Infrastructure Stimulus Fund grant was received for the Kelsey Center HVAC upgrade and emergency generator project. This is a \$310,000 project with grants covering all but \$17k of the costs. |
| Community communications | a) The Mayor to initiated a monthly 'meet the community' meeting. b) Content and links on the Village website www.sayward.ca were added, c) An additional public input opportunity to the regular council agenda was added. |
| Tourism | a) The tourism signage project moved forward and with the great support from the community group, and with technical support from Heidi Peterson, the signs were almost finished by year end. b) A Towns for Tomorrow grant to add a solar operated pump to reduce summer weed growth |

| | |
|-------------------------------|--|
| | (pond aeration) in the park pond was applied for. |
| Fiscal sustainability | a) Developed financial impact and policy on Tangible Capital Assets. c) 2010 budget discussions began in 2009. |
| Parks, Recreation and Culture | a) Swimming pool opened in October 2009; summer programs were offered and the Centre was open when the children were off from school for the first time in recent memory. b) Playground upgraded to meet safety standards. c) 'Success by Six' program became a great success when it was led by Nicolle Goosen. |

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

Nil

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

2010 Objectives:

| Objective | Measures |
|-------------------------------|--|
| Infrastructure sustainability | a) Complete repairs to the storm and sanitary systems; monitor sanitary water discharge following rainfalls. b) Drill for wells as part of the Water Options project. c) Seek approval from the Nature Trust to use their lands for potential well sites. d) Advance the engineering on secondary treatment needs to refine costs, timetable and project initiation and have this information available in the event that new grants are available such as Towns for Tomorrow. e) Add 'SKADA' type monitoring equipment. |
| Community communications | Add content and links on the Village website www.sayward.ca |
| Tourism | Create a tourism brochure. |
| Fiscal sustainability | a) Leverage Gas Tax grant funds and/or use the operating surplus to support the water options project. b) Commission and receive a long term financing strategy for the entire \$4M Water Options/secondary treatment project. |
| Economic Health | a) Develop an economic health questionnaire. b) Complete questionnaire and tabulate results. c) Organize various forum's such as business, community-wide or waterfront development to review survey results. d) Initiate discussions on a health clinic. |

| | |
|-------------------------------|--|
| Parks, Recreation and Culture | <ul style="list-style-type: none"> a) Expand program offerings consistent with budget availability. b) Develop a policy on recreation program access for those with limited income. d) Implement HVAC rehabilitation and monitor efficiency gains in fuel and electrical. e) Develop a business/tourism brochure to market the Kelsey Centre for public rentals. |
|-------------------------------|--|

2011 Objectives:

| Objective | Measures |
|-------------------------------|---|
| Infrastructure sustainability | <ul style="list-style-type: none"> a) Review and implement if necessary, dredging of the dam. b) Continue with the secondary treatment project consistent with the timetable approved by VIHA. c) Add 'SKADA' type monitoring equipment. |
| Fiscal sustainability | <ul style="list-style-type: none"> a) Continue to leverage Gas Tax grant funding to support the water options project. b) Determine long term borrowing needs consistent with the strategy developed in 2010 for the entire \$4M Water Options/secondary treatment project. |
| Economic Health | <ul style="list-style-type: none"> a) Continue to refine findings from the economic health questionnaire. c) Work with local businesses and community groups to profile Sayward's economic opportunities. d) Develop, funding dependent, a health clinic. |
| Parks, Recreation and Culture | <ul style="list-style-type: none"> a) Implement the policy on recreation program access for those with limited income. |

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 2010 objectives, 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 |
| | | September 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) |
|--|--|---|---|
| Improve services funded as a result of the SCI funds increase and not affect previously funded services. | Pass an annual tax rate bylaw with no reduction in services. | In 2009 Council approved a 0% tax increase however that meant there were cuts made to service increases that were enabled by the SCI funds increase. The tax change for 2010 did not recover those areas cut in 2009 and further eroded the SCI funded items for the 2010 budget. | 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 | 208,711.21 | 4,947.98 |
| Totals for wages and expenses for employees making over \$75,000, including taxable benefits | 83,256.22 | 1,216.16 |

Statement of Severance Agreements

There were no severance agreements (as defined under Schedule 1. 6 (1) Fin Info Act) made between the Village of Sayward and its employees during the fiscal year 2009.

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.

ELECTED OFFICIALS

| | <u>Remuneration</u> | <u>Expenses</u> |
|-----------------------------------|---------------------|-----------------|
| Councillor Debbie Coates | 3350.00 | 298.81 |
| Councillor Heather Campbell Wachs | 3350.00 | 1426.85 |
| Councillor Rosemary Croteau | 3350.00 | 1418.55 |
| Councillor Barry Nash | 2750.00 | 400.00 |
| Mayor John MacDonald | <u>5750.00</u> | <u>1532.55</u> |
| Totals | <u>18550.00</u> | <u>5076.76</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 \$800.00.

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

| Supplier name | Aggregate amount paid to supplier |
|--|-----------------------------------|
| BC Hydro | 33,637.51 |
| Highland Engineering | 30,121.99 |
| Minister of Finance (School tax) | 103,517.61 |
| Municipal Pension Plan | 28,616.50 |
| North Island Tractor | 81,506.16 |
| Receiver General of Canada | 66,101.58 |
| Super Save Enterprises Ltd. | 52,774.06 |
| Tayco Paving | 37,428.04 |
| Total Suppliers Equal & Over \$25,000 | <u>433,703.45</u> |

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

545,954.40

- 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 | \$433,703 |
| Consolidated total of payments of \$25,000 or less paid to suppliers | \$545,954 |
| Consolidated total of all grants and contributions exceeding \$25,000 | \$nil |

| | |
|--|-------------|
| Reconciling items: payroll, etc. | \$310,517 |
| Total per Statement of Revenue and Expenditure | \$1,187,476 |
| *Variance | \$102,698 |

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

11. Summary

Year 2009 was the first full at the Council level. One Councillor resigned (no by-election was held until 2010).

Council was passed a balanced budget, with a 0% tax increase which meant there were reductions in service levels that came about because of the earlier SCI funds increase. Several significant grants were received to update and rehabilitate two major pieces of village infrastructure. The Kelsey Centre swimming pool was re-opened and the addition of first responder and road rescue were two of the service highlights. The secondary water treatment project began and a timetable for implementation was approved by both VIHA and council.

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

