

THE CORPORATION OF THE VILLAGE OF MONTROSE

2021 ANNUAL REPORT



May 2022

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INTRODUCTION

This Annual Report has been prepared by Council and Administration of the Village of Montrose in accordance with the reporting requirements contained within Section 98 of the *Community Charter*.

The Corporation of the Village of Montrose's 2021 Annual Report includes the audited financial statements of the Village for the 2021 fiscal year, pursuant to Section 167 of the *Community Charter*. These statements include the consolidated statement of the financial position of the Village and its financial activities of changes to the general, water and sewer operating funds, as well as financial activities in reserve and capital funds. The statements have been prepared by the Village's independent external auditors, Grant Thornton LLP, and are based on generally accepted accounting principles.

Mike Walsh
Mayor

Amy Gurnett
Deputy Clerk



DISQUALIFICATION DECLARATION

During the year of 2021, the municipality has not made, nor is the municipality aware of electors of the Village of Montrose having made, an application to court for a declaration of disqualification of a person elected or appointed to office on the Council of the Village of Montrose

COUNCIL

**Mayor
Mike Walsh**

**Councilor
Don Berriault**

**Councilor
Paul Caron**

**Councilor
Cindy Cook**

**Councilor
Rory Steep**

Mayor and Council's term commenced November 2018.

Our Vision

"We will work together to maintain a high quality of life and excellent service to our community."

Our Mission

"We will, through strong leadership, provide high quality of life and service for current and future generations through collaboration with our neighbours in a fiscally responsible manner."

Our Values

- **Respect:** We embrace diversity and treat everyone with courtesy, dignity, and fairness.
- **Integrity:** We deal with others honestly, openly, directly - earning trust by doing what we say.
- **Accountability:** We accept responsibility for our decisions, actions, and overall performance.
- **Collaboration:** We work together and communicate, internally and externally, to achieve common goals.
- **Service:** We take pride in adoption of best practices and improving quality service with the resources available.

Our Operating Philosophy

We intend to be known and earn respect for:

- collaborative Council/Management leadership – visionary, strategic, progressive, transparent and focused on the public good
- support for youth and senior services
- service excellence - innovative, accommodating, continually improving
- appreciation for volunteers and community leaders
- strong partnerships and strategic alliances



2021 PERMISSIVE TAX EXEMPTIONS

In 2021, the Corporation of the Village of Montrose, as per Bylaw #723, provided the exemption of property taxes on the following property:

1. Beaver Valley Baptist Church: Parcel B, Block 2, Plan 2541, Kootenay Land District, PID# 015-251-519.

CLASS 08 Assessed Value in 2021 @ \$341,700 x 7.71903 = **\$2,637.60**

Total revenue that could have been generated from the above noted tax exempt property within the Village of Montrose in 2021 was **\$2,637.60.**



MUNICIPAL SERVICES & OPERATIONS REVIEW FOR 2021

Revenues

As per the Audited Consolidated Statement of Operations, the Village of Montrose collected a total of **\$2,395,169** in revenues in 2021. The revenue source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
Tax Collection for Village Purposes	522,914	24.5%
Water and Sewer User Fees	346,568	16.3%
Sales of Goods and Services	105,767	4.95%
Investment Income	15,656	.8%
Transfer from Other Governments	1,118,546	53.05%
Gain on Disposal of Tangible Capital Assets	-	-
Other Sources	6,637	.4%
TOTAL	2,138,088	100%

Expenditures

As per the Audited Consolidated Statement of Operations, the Village's expenditures totaled **\$1,374,629** in 2021. The expenditure source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
<u>General Government</u>	433,342	31.5%
Activities include the cost of the administration, including Council operations, the office, legal and auditing services, liability insurance, and other general overhead expenditures.		
<u>Amortization</u>	350,976	25.6%
Amortization costs of existing Village tangible capital assets.		
<u>Loss (TCA)</u>	0	0.00%
Loss from write down of tangible capital assets		
<u>Water and Sewer Operations</u>	219,247	15.9%
Water operations include items related to the supply and distribution of water.		
Sewer operations include items related to the collection and treatment of sewerage.		



<u>Transportation Services</u>	149,989	10.9%
Transportation services include the cost of the public works shop, all the Village's equipment, road maintenance (summer and winter) and streetlights.		
<u>Parks, Recreation and Culture</u>	99,244	7.2%
Parks, recreation and culture includes the operation and maintenance of the community hall, the playing field, and the parks. It also includes the cost of recreation programs and the recreation commission.		
<u>Debt Interest, Fiscal Services and Other</u>	0	0.00%
Debt interest and fiscal services includes lease payments, interest on the Community Bonds and other long-term debt, and bank service charges.		
<u>Environment and Health</u>	28,472	2.10%
Environmental health includes the cost of garbage collection and yard waste collection.		
<u>Protective Services</u>	44,352	3.3%
Protective services include bylaw enforcement, hydrant maintenance, and emergency measures.		
<u>Community Planning</u>	49,007	3.5%
Community planning is the cost of planning.		
TOTAL	1,374,629	100.00%

Annual Financial Statements

The Village's complete 2021 Financial Audited Statements, which were prepared by Grant Thornton LLP and received by Council on April 19, 2021, can be found in the Appendices of this report.

PROGRESS REPORT ON OBJECTIVES FOR 2021

In 2021, the Village had several objectives it wished to achieve. The following chart summarizes the Village's position in reaching the objectives that were identified in the 2020 Annual Report.

<u>SERVICE</u>	<u>OBJECTIVE</u>	<u>STRATEGY</u>	<u>PROGRESS</u>
Administration	Staff Training	To continue to provide staff with adequate training opportunities	Staff educated to relevant standards. COVID continued to be an issue for training
	Regional Governance and Co-operation	Maintain strong relationships with neighbouring local governments to ensure service efficiencies.	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Continual improvements to Village Bylaws and policies. OCP updated, Zoning Bylaw in progress
	Asset Management	To have a comprehensive asset management system.	Funding secured for project
	Availability of Broadband	Continue to lobby senior levels of govt and CBT and strategize for broadband installation in Montrose	No results to date
	Seniors Housing	A seniors focused housing project is put forward for development.	Plans and funding are established for a seniors focused housing project No progress
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Continue to increase reserves for future equipment replacement
	Rooftop HVAC units at Village Office, Community Hall and Village Square replaced.	Utilize FORTISBC energy program to assist with installation and costs	Projects are being engineered with assistance from Fortis BC. CBT has granted the Village funds to replace the unit at the Village Square
	Village fleet review	Review the Village fleet and identify replacement needs.	Identified that the large plow truck needs to be replaced. Supply chain issues have made this a 2023 project.



Water	Water Conservation	To continue to practice water conservation.	The Village has secured a planning grant for 2022.
	Continue a multi-year valve replacement program	Continue to utilize the PW Department for the replacement of end of life water valves	End of life valves replaced. More efficient operations when isolating water system
	Continue a multi-year fire hydrant replacement program	Continue to utilize the PW Department for the replacement of end of life fire hydrants	No replacements for 2021
	Water main Replacement	Identify and upgrade water mains where needed.	Water main replacement project/funding identified for 2022/2023
	Water well main pump Serviced/pump motor replaced	Pump removed for servicing/motor replaced	Pump serviced by Precision
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	No progress
	WWTP Upgrade Project	Construction tender awarded. Construction commenced.	Project awarded. Construction to commence in 2022
	Sewer main Replacement	Identify and upgrade sewer mains where needed	Sewer main replacement project/funding identified for 2022/2023
Roads	Continue to monitor road conditions for cost effective localized improvements	Continue to identify and prioritize road replacement as funding permits.	No progress
Parks and Recreation	Park Improvements Viewmont, Frontier and Montrose Parks.	Projects Identified to improve park facilities including rubberized play surfaces, equipment replacement.	Village Square building continued to be prepared for opening. Funding secured to install exercise equipment in 2022.

OBJECTIVES AND PERFORMANCE MEASURES FOR 2022

<u>SERVICE</u>	<u>OBJECTIVE</u>	<u>STRATEGY</u>	<u>MEASURE</u>
Administration	Staff Training / Replacement	To continue to provide staff with adequate training opportunities. To replace retiring staff members.	Staff educated to relevant standards. CAO hired. Deputy Clerk/Treasurer hired. Administration Clerk hired.
	Regional Governance and Co-operation	Maintain strong relationships with neighbouring local governments to ensure service efficiencies.	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Continual improvements to Village Bylaws and policies
	Asset Management	To have a comprehensive asset management system.	Complete asset management condition assessment, replacement priority and cost identification..
	Availability of Broadband	Work with service providers, CBB and Govt. to develop strategy to bring broadband to the Village.	Broadband development plan and funding is secured.
	Strategic Plan	Elected Council set a strategic plan for the next four years	Council has completed its strategic priorities.
	Zoning Bylaw	The Village develops a revised Zoning Bylaw.	Council adopts a newly updated Zoning Bylaw.
	Seniors Housing	A seniors focused housing project is put forward for development.	Plans and funding are established for a seniors focused housing project.
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Continue to increase reserves for future equipment replacement Secure loan for plow truck purchase.
Water	Water Conservation	To develop a water con-	A water conservation plan



		servation plan.	is adopted by Council.
	Continue a multi-year valve replacement program	Continue to utilize the PW Department for the replacement of end of life water valves	End of life valves replaced. More efficient operations when isolating water system
	Continue a multi-year fire hydrant replacement program	Continue to utilize the PW Department for the replacement of end of life fire hydrants	End of life fire hydrants replaced.
	SCADA	Replace the SCADA system to current standards.	SCADA replaced.
	Watermain Replacement	Identify and upgrade watermains annually.	Projects/funding identified and completed.
	Lower water reservoir replacement investigated.	Conduct a study to assess the feasibility/costs to replace the lower reservoir.	Study completed. Available options identified.
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Complete Phase II of Sewer Infiltration Assessment Project.
	WWTP Upgrade Project	Construction well underway.	Project completed in 2023.
	Continue to monitor sewer main conditions for cost effective localized improvements	Continue to identify and prioritize sewer replacement as funding permits.	Priorities/funding are identified and projects completed
Roads	Continue to monitor road conditions for cost effective localized improvements	Continue to identify and prioritize road replacement as funding permits.	Priorities/funding are identified and projects completed
Parks and Recreation	Park Improvements Viewmont, Frontier and Montrose Parks, Village Square	Projects Identified to improve park facilities including rubberized play surfaces, equipment replacement, new equipment.	Specific projects identified and funding secured.

OBJECTIVES AND PERFORMANCE MEASURES FOR 2023

<u>SERVICE</u>	<u>OBJECTIVE</u>	<u>STRATEGY</u>	<u>MEASURE</u>
Administration	Staff Training	To continue to provide staff with adequate training opportunities	Staff educated to relevant standards
	Regional Governance and Co-operation	Maintain strong relationships with neighbouring local governments to ensure service efficiencies.	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Continual improvements to Village Bylaws and policies
	Asset Management	To have a comprehensive asset management system.	Complete asset management condition assessment, replacement priority and cost identification.
	Availability of Broadband	Work with service providers, CBB and Govt. to develop strategy to bring broadband to the Village.	Broadband development plan and funding is secured.
	Strategic Plan	Council updates its 2023 – 2026 Strategic Plan	Council has completed its strategic priorities.
	Zoning Bylaw	The Village develops a revised Zoning Bylaw.	Council adopts a newly updated Zoning Bylaw.
	Seniors Housing	A seniors focused housing project is put forward for development.	Plans and funding are established for a seniors focused housing project.
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment.	Continue to increase reserves for future equipment replacement.
Water	Water Conservation	To continue to practice water conservation.	Water conservation policies continued.
	Continue a multi-year valve replacement program	Continue to utilize the PW Department for the replacement of end of life water valves	End of life valves replaced. More efficient operations when isolating water system



	Continue a multi-year fire hydrant replacement program	Continue to utilize the PW Department for the replacement of end of life fire hydrants	End of life fire hydrants replaced
	Watermain Replacement	Identify and upgrade water mains annually.	Projects/funding identified and completed.
	Lower water reservoir replacement investigated.	Conduct a study to assess the feasibility/costs to replace the lower reservoir.	Study completed. Available options identified.
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Complete Phase III of Sewer Infiltration Assessment Project.
	WWTP Upgrade Project	Construction well underway.	Project completed in 2023.
	Continue to monitor sewer main conditions for cost effective localized improvements	Continue to identify and prioritize sewer replacement as funding permits.	Priorities/funding are identified and projects completed
Roads	Continue to monitor road conditions for cost effective localized improvements	Continue to identify and prioritize road replacement as funding permits.	Priorities/funding are identified and projects completed
Parks and Recreation	Park Improvements Viewmont, Frontier and Montrose Parks.	Projects Identified to improve park facilities including rubberized play surfaces, equipment replacement.	Specific projects identified and funding secured.



APPENDICES

1. Audited Financial Statements Year Ended December 31, 2021
2. Tax Exemptions (2016 - 2025) – Bylaw #723