

**THE CORPORATION OF THE VILLAGE OF MONTROSE**

# **2017 ANNUAL REPORT**



## **Council**

Mayor Joe Danchuk  
Councillor Cindy Cook  
Councillor Mary Gay  
Councillor Rory Steep  
Councillor Mike Walsh

## **Staff**

Garnet Bignell  
Ken Dunnebacke  
Amy Gurnett  
Kevin Ihas  
Alana Lafreniere  
Larry Plotnikoff

## **June 2018**

PO BOX 510  
MONTROSE, BC V0G 1P0  
Phone : (250) 367-7234 - Fax : (250) 367-7288  
E-mail: [admin@montrose.ca](mailto:admin@montrose.ca)  
Website: [www.montrose.ca](http://www.montrose.ca)



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## **INTRODUCTION**

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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 2017 Annual Report includes the audited financial statements of the Village for the 2017 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.

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Joe Danchuk  
Mayor

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Larry Plotnikoff  
Chief Administrative Officer



## **DISQUALIFICATION DECLARATION**

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During the year of 2017, 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

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**Mayor**  
**Joe Danchuk**

**Councillor**  
**Cindy Cook**

**Councillor**  
**Mary Gay**

**Councillor**  
**Rory Steep**

**Councillor**  
**Mike Walsh**

Mayor and Council's term expires 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



## **2017 PERMISSIVE TAX EXEMPTIONS**

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In 2017, the Corporation of the Village of Montrose, as per Bylaw #723, provided the exemption of property taxes on the following properties:

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

**CLASS 08** Assessed Value in 2017 @ \$327,700 x 8.71349 = **\$2,855.41**

2. Village of Montrose Skateboard Park (leased to Montrose Youth Action Team Society MYATS): Parcel B, Plan NEP73949, Section 32, Township 7A, Kootenay Land District, PID# 025-726-145.

**CLASS 08** Assessed Value in 2017 @ \$17,600 x 8.71349 = **\$153.36**

Total revenue that could have been generated from the above noted tax exempt properties within the Village of Montrose in 2017 was **\$3,008.77.**



## MUNICIPAL SERVICES & OPERATIONS REVIEW FOR 2017

### Revenues

As per the Audited Consolidated Statement of Operations, the Village of Montrose collected a total of **\$2,406,957** in revenues in 2017. The revenue source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
Tax Collected for Other Governments	742,766	30.86%
Tax Collection for Village Purposes	480,131	19.95%
Water and Sewer User Fees	286,033	11.71%
Sales of Goods and Services	108,600	4.51%
Investment Income	28,249	1.17%
Transfer from Other Governments	761,245	31.63%
Gain on Disposal of Tangible Capital Assets	-	-
Other Sources	4,295	.17%
<b>TOTAL</b>	<b>2,406,957</b>	<b>100%</b>

### Expenditures

As per the Audited Consolidated Statement of Operations, the Village’s expenditures totaled **\$1,254,941** in 2017. The expenditure source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
<b><u>General Government</u></b> Activities include the cost of the administration, including Council operations, the office, legal and auditing services, liability insurance, and other general overhead expenditures.	432,180	34.44%
<b><u>Amortization</u></b> Amortization costs of existing Village tangible capital assets.	271,924	21.67%
<b><u>Loss (TCA)</u></b> Loss from write down of tangible capital assets	0	0.00%
<b><u>Water and Sewer Operations</u></b> Water operations include items related to the supply and distribution of water. Sewer operations include items related to the collection and treatment of sewerage.	225,308	17.95%



<b><u>Transportation Services</u></b>	129,791	10.34%
Transportation services include the cost of the public works shop, all the Village's equipment, road maintenance (summer and winter) and streetlights.		
<b><u>Parks, Recreation and Culture</u></b>	79,174	6.31%
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.		
<b><u>Debt Interest, Fiscal Services and Other</u></b>	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.		
<b><u>Environment and Health</u></b>	24,001	1.91%
Environmental health includes the cost of garbage collection and yard waste collection.		
<b><u>Protective Services</u></b>	30,505	2.43%
Protective services include bylaw enforcement, hydrant maintenance, and emergency measures.		
<b><u>Environmental Development</u></b>	62,058	4.95%
Environmental development is the cost of planning.		
<b>TOTAL</b>	<b>1,254,941</b>	<b>100.00%</b>

### *Annual Financial Statements*

The Village's complete 2017 Financial Audited Statements, which were prepared by Grant Thornton LLP and received by Council on April 16, 2018, can be found in the Appendices of this report.



In 2017, 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 2017 Annual Report.

<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	Maintain strong relationships with neighbouring local governments to look at efficiencies for services.	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Continued to improve Village Bylaws and policies
	Consistent progress towards GHG emissions targets	Investigate funding opportunities to complete projects identified.	Continued to search for funding for projects
	Asset Management	To have a comprehensive asset management system in place.	Asset management is utilized in budgeting process
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Continued to increase reserves for future equipment replacement
	Village properties upgrades	Identify priority upgrades to Village properties using a rating strategy	Continued to identify priority upgrades.
Water	Water Conservation	To continue to practice water conservation through the CBT Water Smart Program with focus on public education and data collection	Water conservation continued
	Continue a multi-year valve replacement program	Continue to utilize the PW Department for the replacement of end of life water valves	Continued to identify and replace end of life valves.
	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 hydrant replaced
	Complete Reservoir Improvements	Assess current condition of Upper and Lower	Upper Reservoir upgrades planned to be completed.



		Reservoirs	Lower Reservoir to be assessed again at a future date.
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Plan developed to investigate and reduce infiltration.
	Review of replacing priority infrastructure at WWTP	Initiate detailed assessment of priority infrastructure replacement requirements at WWTP	Assessment completed. Searching for funding opportunities.
	Complete the R.I. Basin Rehabilitation Project	Project designed, tendered and construction complete.	Project construction initiated.
	Complete the WWTP Master Upgrade Plan.	Secure funding for the plan. Develop and complete the plan.	. Plan completed. Searching for funding opportunities.
	Complete headworks rehabilitation.	Project designed, tendered and completed.	Plan completed. Searching for funding opportunities.
Roads	Act on recommendations from update to road upgrade and maintenance plan	Develop financial policy for implementation of roads upgrade and maintenance plan	Financial policy to fund recommended road upgrades not yet developed.
	Continue to monitor road conditions for cost effective improvements	Continue to monitor road conditions and repair using cost effective methods	Continued to monitor and identified areas for improvement.
	Complete assessment of rock wall on 8 <sup>th</sup> Avenue	Engage consultant to assess the rock wall to provide an estimated remaining life	Completion of assessment and determination of estimated remaining life deferred to 2018.
	Repair or replace drainage as identified and recommended in Stormwater Management Plan	Prioritize repairs or upgrades to stormwater infrastructure	Four drainage system repairs and upgrades completed.
	Repair 9 <sup>th</sup> Avenue transit corridor.	Address underground infrastructure. Secure grant funding.	Condition assessment complete. Continue to search for grant funding.
Parks and Recreation	Community Hall and Park Improvements.	Paint all metal surfaces of Hall and gazebo and	Project complete.
	Develop age friendly assessments on housing and recreational needs.	Secure project funding, complete assessment.	Project funding secured. Project completion in 2018.

## OBJECTIVES AND PERFORMANCE MEASURES FOR 2018



<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	Determine upgrades to asset management policies	Complete and implement determined upgrades
	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.
	Steep Slope Assessment	Secure funding and conduct a steep slope assessment for the entire Village/	Secure grant funding and complete assessment.
	Website Redevelopment	Redesign/modernize the Village website	Village website redesigned and launched.
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 through participation in CBT Water Smart Program with focus on public education and data collection	Initiatives completed
	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



	Complete reservoir improvements	Assess current condition of upper and lower reservoir.	Project complete. Upper reservoir repaired /upgraded. Lower reservoir re-assessed.
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Future projects developed to reduce flow volume at LWTP
	Continue to repair or upgrade collection infrastructure	Repair collection infrastructure identified in previous CCTV review	Identified repairs and upgrades commenced.
	Complete the R.I. Basin Rehabilitation Project	Project designed, tendered and construction complete.	Completion of project
Roads	Continue to monitor road conditions for cost effective localized improvements	Continue to monitor road conditions and repair using cost effective methods including crack-sealing and patch repairs.	Completion of projects
	9 <sup>th</sup> Ave Road-work/underground works replacement	Secure project funding and commence project.	Project funding secured.
Parks and Recreation	Community Hall, Montrose Park Lighting Improvements and Spray Park Improvements	Lighting improvements for outside of Hall and walking path are created. Spray Park repairs and upgrades are implemented.	Improvements to Community Hall and Montrose Park lighting and repairs/upgrades to spray park are completed.

## OBJECTIVES AND PERFORMANCE MEASURES FOR 2019

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<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	Determine upgrades to asset management policies	Complete and implement determined upgrades
	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, and project is commenced.
	Strategic Plan	Council participates in a Strategic Planning process	Council develops and adopts the 2019-2022 Strategic Plan
	OCP	The Village develops a revised OCP.	Council commences the OCP process with a view for a 2020 adoption.
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 through participation in CBT Water Smart Program with focus on public education and data collection	Initiatives completed
	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
	Complete reservoir im-	Assess current condition	Project complete. Upper



	provements	of upper and lower reservoir.	reservoir repaired /upgraded. Lower reservoir re-assessed.
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Future projects developed to reduce flow volume at LWTP
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	9 <sup>th</sup> Ave Road-work/underground works replacement	Secure project funding and commence project.	Project funding secured.
Parks and Recreation	Community Hall, Montrose Park Lighting Improvements and Spray Park Improvements	Lighting improvements for outside of Hall and walking path are created. Spray Park repairs and upgrades are implemented.	Improvements to Community Hall and Montrose Park lighting and repairs/upgrades to spray park are completed.

## **APPENDICES**

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1. Audited Financial Statements Year Ended December 31, 2017
2. Tax Exemptions (2016 - 2025) – Bylaw #723