

**THE CORPORATION OF THE VILLAGE OF MONTROSE**

# **2015 ANNUAL REPORT**



## **Council**

Mayor Joe Danchuk  
Councillor Cindy Cook  
Councillor Mary Gay  
Councillor Mark Reid  
Councillor Rory Steep

## **Staff**

Garnet Bignell  
Carol Cournoyer  
Ken Dunnebacke  
Amy Gurnett  
Kevin Ihas  
Alana Lafreniere  
Bryan Teasdale

## **June 2016**

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### **Appendices**

1. Audited Financial Statements Year Ended December 31, 2015
2. Tax Exemptions (2006-2015) – Bylaw #630



## **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 2015 Annual Report includes the audited financial statements of the Village for the 2015 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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Amy Gurnett  
Deputy Clerk

## **DISQUALIFICATION DECLARATION**

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During the year of 2015, 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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In November of 2014, there was an election where the following Council was elected for a new Four-Year Term.



**Mayor Joe  
Danchuk**



**Councillor  
Cindy Cook**



**Councillor  
Mary Gay**



**Councillor  
Mark Reid**



**Councillor  
Rory Steep**

### *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

## **2015 PERMISSIVE TAX EXEMPTIONS**

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In 2015, the Corporation of the Village of Montrose, as per Bylaw #630, 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 2015 @ \$319,700 x 8.952995 = **\$2,862.27**

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 2015 @ \$19,200 x 8.952995 = **\$171.89**

Total revenue that could have been generated from the above noted tax exempt properties within the Village of Montrose in 2015 was **\$3034.16**.



## MUNICIPAL SERVICES & OPERATIONS REVIEW FOR 2015

### Revenues

As per the Audited Consolidated Statement of Operations, the Village of Montrose collected a total of **\$2,251,097** in revenues in 2015. The revenue source breakdown is summarized as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
Tax Collected for Other Governments	763,281	33.9%
Tax Collection for Village Purposes	433,792	19.27%
Water and Sewer User Fees	257,583	11.46%
Sales of Goods and Services	168,690	7.5%
Investment Income	24,177	1.07%
Transfer from Other Governments	592,155	26.3%
Gain on Disposal of Tangible Capital Assets	8,500	.38%
Other Sources	2,919	.12%
<b>TOTAL</b>	<b>2,251,097</b>	<b>100%</b>

### Expenditures

As per the Audited Consolidated Statement of Operations, the Village's expenditures totaled **\$1,276,597** in 2015. The total 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.	416,750	32.64%
<b><u>Amortization</u></b> Amortization costs of existing Village tangible capital assets.	283,564	22.21%
<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.	235,935	18.48%



<b><u>Transportation Services</u></b>	132,233	10.36%
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>	72,480	5.68%
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>	21,921	1.72%
Environmental health includes the cost of garbage collection and yard waste collection.		
<b><u>Protective Services</u></b>	25,263	1.98%
Protective services include bylaw enforcement, hydrant maintenance, and emergency measures.		
<b><u>Environmental Development</u></b>	88,451	6.93%
Environmental development is the cost of planning.		
<b>TOTAL</b>	<b>1,378,988</b>	<b>100.00%</b>

***Annual Financial Statements***

The Village's complete 2015 Financial Audited Statements, which were prepared by Grant Thornton LLP and received by Council on April 18, 2016, can be found in the Appendices of this report.

## PROGRESS REPORT ON OBJECTIVES FOR 2015

In 2015, 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 2014 Annual Report.

<u>SERVICE</u>	<u>OBJECTIVE</u>	<u>STRATEGY</u>	<u>MEASURE</u>	<u>ACHIEVEMENT</u>
Administration	Staff Training	To continue provide staff with adequate training opportunities	Staff educated to relevant standards	Several webinars, PW courses completed. On-going.
	Regional Governance	Maintain strong relationships with neighbouring local governments to mitigate impacts from boundary extensions	Strong, sustainable local shared services	Not completed
	General Administration	To continue to review and update Village Bylaws and Policies	Improvements to Village Bylaws and policies	Bylaws and policies reviewed and amended where appropriate
	Consistent progress towards GHG emissions targets	Investigate funding opportunities to complete projects identified through committee	Secure funding for projects	Not completed
	Improve Urban Wildlife/Human Conflict	Develop education plan with community	Completion of education plan	Not completed
	Improvement to records management	Determine feasibility of transfer to electronic records management	Improved records management system	Not completed
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Replace one snow plow unit	Completed
	Village properties upgrades	Identify priority upgrades to Village properties using a ratings strategy	Identification of priority upgrades	Not completed
	Village Solid Waste Collection Review	Review current service delivery model for curbside pick-up program	Determine feasibility of maintaining current service delivery model	Completed. Cost of bags to residents raised
Water	Water Conservation	To continue to practice water conservation through participation in CBT Water	Initiatives completed	In progress / year round watering regulations in place





		Smart Program with focus on public education and data collection		
	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	In progress
	Complete Reservoir Improvements	Assess current condition of Upper and Lower Reservoirs	Complete assessments and upgrades to both reservoirs	In progress
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects from technical report to reduce infiltration to wastewater collection system	Reduction of flow volume at LWTP	In progress
	Continue to repair or upgrade collection infrastructure	Repair collection infrastructure identified in previous CCTV review	Identified repairs and upgrades completed	In progress
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 adopted to fund recommended road upgrades	Not completed
	Continue to monitor road conditions for cost effective localized improvements	Continue to monitor road conditions and repair using cost effective methods	Completion of projects	In progress, patching as required completed
	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 determining of estimated remaining life	Complete
	Repair or replace drainage as identified and recommended in Storm-water Management Plan	Prioritize repairs or upgrades to storm-water infrastructure	Drainage system repairs and upgrades	Not completed
	Complete assessment of all Village alley road surfaces	In-house determination for upgrades to alley road surfaces (grading and infill)	Complete strategy for future upgrades/maintenance activities for alley road surfaces	In progress
Parks and Recreation	Community Hall Improvements	Prioritize improvements identified in strategic plan	Improvements to Community Hall	Sound system upgraded



Reduce risk to users of  
Montrose Park

Complete improve-  
ments to Montrose  
Park as identified in  
Risk Control Survey

Improvements com-  
pleted

In Progress

**OBJECTIVES AND PERFORMANCE MEASURES FOR 2016**

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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	Maintain strong relationships with neighbouring local governments to mitigate impacts from boundary extensions	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Improvements to Village Bylaws and policies
	Consistent progress towards GHG emissions targets	Investigate funding opportunities to complete projects identified through committee	Secure funding for projects
	Asset Management	To have a comprehensive asset management system in place	Asset management program being used by Village Staff
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Continue to increase reserves for future equipment replacement
	Village properties upgrades	Identify priority upgrades to Village properties using a rating strategy	Identification of priority upgrades
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 Reservoirs	Complete assessments and upgrades to both reservoirs



Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Reduction of flow volume at LWTP
	Continue to repair or upgrade collection infrastructure	Repair collection infrastructure identified in previous CCTV review	Identified repairs and upgrades completed
	Review of replacing priority infrastructure at WWTP	Initiate detailed assessment of priority infrastructure replacement requirements at WWTP	Complete assessment, apply for grant funds where appropriate
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 adopted to fund recommended road upgrades
	Continue to monitor road conditions for cost effective localized improvements	Continue to monitor road conditions and repair using cost effective methods	Completion of projects
	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
	Repair or replace drainage as identified and recommended in Stormwater Management Plan	Prioritize repairs or upgrades to stormwater infrastructure	Drainage system repairs and upgrades
Parks and Recreation	Community Hall Improvements	Prioritize improvements identified in strategic plan	Improvements to Community Hall
	Reduce risk to users of Montrose Park	complete improvements to Montrose Park as identified in Risk Control Survey	Improvements completed
	New recreational amenities within the Village	Review of needs of community for possible new amenities with community	Complete review of possible new recreational amenities to be offered
	Establish User Agreement for non-Village properties and future recreation infrastructure	Engage with property owners to review this possibility	Complete necessary agreements and/or arrangements

**OBJECTIVES AND PERFORMANCE MEASURES FOR 2017**

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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 mitigate impacts from boundary extensions	Strong, sustainable local shared services
	General Administration	To continue to review and update Village Bylaws and Policies	Improvements to Village Bylaws and policies
	Asset Management	Determine upgrades to asset management policies	Complete and implement determined upgrades
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
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize projects to reduce infiltration to wastewater collection system	Reduction of flow volume at LWTP
	Continue to repair or upgrade collection infrastructure	Repair collection infrastructure identified in previous CCTV review	Identified repairs and upgrades completed



	Continue to monitor road conditions for cost effective localized improvements	Continue to monitor road conditions and repair using cost effective methods	Completion of projects
	Repair or replace drainage as identified and recommended in Stormwater Management Plan	Prioritize repairs or upgrades to stormwater infrastructure	Drainage system repairs and upgrades
Parks and Recreation	Community Hall Improvements	Prioritize improvements identified in strategic plan	Improvements to Community Hall

## **APPENDICES**

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1. Audited Financial Statements Year Ended December 31, 2015
2. Tax Exemptions (2006-2015) – Bylaw #630