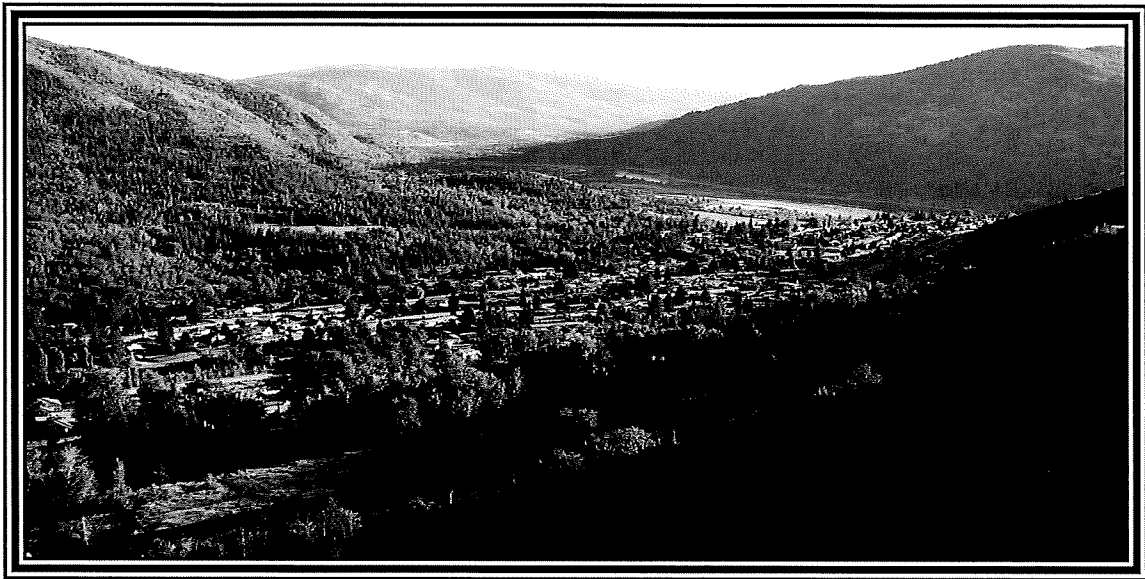


THE CORPORATION OF THE VILLAGE OF MONTROSE

2020 ANNUAL REPORT



May 2021

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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 2020 Annual Report includes the audited financial statements of the Village for the 2020 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

Larry Plotnikoff
Chief Administrative Officer



DISQUALIFICATION DECLARATION

During the year of 2020, 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



2020 PERMISSIVE TAX EXEMPTIONS

In 2020, 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 2020 @ \$341,700 x 7.36401 = **\$2,516.28**

Total revenue that could have been generated from the above noted tax exempt property within the Village of Montrose in 2020 was **\$2,516.28**.



MUNICIPAL SERVICES & OPERATIONS REVIEW FOR 2020

Revenues

As per the Audited Consolidated Statement of Operations, the Village of Montrose collected a total of **\$2,395,169** in revenues in 2019. The revenue source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
Tax Collection for Village Purposes	511,168	21.34%
Water and Sewer User Fees	330,459	13.80%
Sales of Goods and Services	90,190	3.77%
Investment Income	21,593	0.90%
Transfer from Other Governments	1,435,159	59.91%
Gain on Disposal of Tangible Capital Assets	-	-
Other Sources	6,600	0.28%
TOTAL	2,395,169	100%

Expenditures

As per the Audited Consolidated Statement of Operations, the Village’s expenditures totaled **\$1,382,636** in 2019. The expenditure source breakdown is as follows:

<i>ACTIVITY</i>	<i>TOTAL \$</i>	<i>% of TOTAL</i>
<u>General Government</u>	428,361	31.55%
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>	342,587	25.23%
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>	228,781	16.85%
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>	159,895	11.78%
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>	65,839	4.85%
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>	28,489	2.10%
Environmental health includes the cost of garbage collection and yard waste collection.		
<u>Protective Services</u>	30,994	2.28%
Protective services include bylaw enforcement, hydrant maintenance, and emergency measures.		
<u>Community Planning</u>	72,828	5.36%
Community planning is the cost of planning.		
TOTAL	1,357,774	100.00%

Annual Financial Statements

The Village’s complete 2020 Financial Audited Statements, which were prepared by Grant Thornton LLP and received by Council on May 3, 2020, can be found in the Appendices of this report.

PROGRESS REPORT ON OBJECTIVES FOR 2020

In 2020, 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 2019 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	Some training was delayed/ppd. due to COVID-19 restrictions
	Regional Governance	Maintain strong relationships with neighbouring local governments to look at efficiencies for services.	Strong, sustainable local shared services maintained
	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 acquire funding for the creation of a comprehensive asset management system.	Funding applied for – pending result
	Broadband	Continue to lobby senior govt. and CBT and strategize for broadband installation for Montrose.	Broadband lobbying occurred as opportunities arose. No result to date
	Steep Slope Assessment	Secure funding and conduct a steep slope assessment for the entire Village	Comprehensive steep slope assessment 2022 project.
	Official Community Plan	OCP process completed.	Project complete. OCP adopted.
Public Works	Equipment Replacement	To maintain operating efficiency of the Public Works equipment	Continued to increase reserves for future equipment replacement
Water	Water Conservation	To continue to practice water conservation through the CBT Water	Water conservation policies continued through water regulations bylaw



		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	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	Project complete for 2020. Two fire hydrants replaced through 9 th Ave. Project.
	Replace watermain at 800/900 blocks of 9 th Ave.	Watermain replacement part of larger road project.	Project complete - Water main replaced
Sewer	Reduce inflows to LWTP that are caused by infiltration	Identify and prioritize actions to reduce infiltration to wastewater collection system	Phase 1 video condition assessment completed in 2020..
	Complete control upgrades to lift stations #1 & #2.	Finalize project details/timeline.	Project complete.#1 & #2 lift station controls fully upgraded in 2020.
	Replace sewer main at 800/900 block 9 th Ave.	Sewer main replacement part of larger road project.	Project complete. Sewer main replaced.
	WWTP Upgrade Project.	Commence detailed engineered drawings.	Detailed design to be completed March 2021.
Roads	Continue to monitor road conditions for cost effective improvements	Continue to monitor road conditions and repair using cost effective methods	Repaired road areas on 12A, 11 th Ave & 10 th Ave
	Repave 800/900 block of 9 th Ave.	Repaving of roadway part of larger project.	Project complete. Roadway re-aligned and repaved with proper drainage
Parks and Recreation	CCERC Building/Montrose Park Improvements.	Confirm project design and secure funding.	Project complete. Design finalized and Grant funding secured. Project completed July 2020.

OBJECTIVES AND PERFORMANCE MEASURES FOR 2021

<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.	Secure funding and commence project.
	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 2019-2022 Strategic Priorities Plan.	Council develops and adopts an updated/interim 2021-2022 Strategic Plan.
	Zoning Bylaw	The Village develops a revised Zoning Bylaw.	Council commences the Zoning Bylaw update process with a view for a 2022 adoption.
	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
	Rooftop HVAC units at Village Office, Community Hall and Village Square replaced.	Utilize FORTISBC energy program to assist with installation and costs	Project in queue for 2021 completion
	Village fleet review	Review the Village fleet and identify replacement needs.	Identified vehicles replaced.
Water	Water Conservation	To continue to practice	Water conservation poli-



		water conservation.	cies 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 hydrant (1) is replaced
	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	Project to be completed in early 2021
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 in 2021.
	WWTP Upgrade Project	Construction tender awarded. Construction commenced.	Project breaks ground in 2021 and is on target for December 2022 completion.
	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.	Road replacement project/funding identified for 2022/23.
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 funding secured and completed.



OBJECTIVES AND PERFORMANCE MEASURES FOR 2022

<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	Councils actions for its updated Strategic Priorities Plan are well underway.	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	Continue to utilize the PW	End of life fire hydrants



	hydrant replacement program	Department for the replacement of 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 2022..
	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, 2020
2. Tax Exemptions (2016 - 2025) – Bylaw #723