



2016

VILLAGE OF ANMORE ANNUAL REPORT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2016





Message from the Mayor

On behalf of Council, I am pleased to present the 2016 Annual Report for the Village of Anmore. This report is an important tool for Council and staff to monitor and evaluate the evolution of our community, and to ensure the residents of Anmore are provided information with openness and transparency. It provides an overview of our financial performance for the fiscal year ending December 31, 2016, as well as an overview of the Village's progress as determined by the 2015-2018 Corporate Strategic Plan.

2016 was a big year for infrastructure upgrades that improved the health and safety of Anmore residents. Road works to widen East Road and improve the curve and pathway at Mossom Creek greatly improved safety for both drivers and pedestrians. In addition, a developer upgraded the watermain along Sunnyside Road to improve fire flow to the North end of the Village. The health and safety of our residents continues to be a high priority for all of Council and I am pleased at what we were able to accomplish in that regard in 2016.

In 2016, Council approved the reallocation of funds required to hire an in-house planner. The Manager of Development Services was hired in September and got right to work on reviewing the draft update of the Zoning Bylaw. 2017 will see the draft bylaw brought forward to Council and the public for their important input prior to adoption. 2016 saw much interest in development throughout the Village, and the timing is right for the Village to have an in-house expert providing advice to Council regarding these important decisions about the future of Anmore. Council will be faced with balancing decisions regarding the growth of our community and the levels of services wanted by our residents.

Financial sustainability is always top of mind for Council. In 2016, the Village continued to prioritize the funding of the Village's future infrastructure replacement by approving the transfer of \$690,000 to the Capital Replacement Reserve. This annual funding contribution is planned to be increased each year of our 5-Year Financial Plan to ensure that residents of the future can receive the same level of service as residents today. To help inform the amount of annual funding required, Council approved the award of an Asset Management Plan in 2016. The report will be completed in 2017 and will include a comprehensive high level overview of the Village's assets, including what they are worth today, when they should be replaced, how much it will cost to replace them and the level of annual funding required to ensure they are replaced in an effective manner.

MESSAGE FROM THE MAYOR



In this second half of the Council term, I look forward to the delivery of further Council objectives. One of the more significant decisions that Council will be considering is the future of the Old Village Hall and the site development plan for the new Village Hall. The Village Hall Centre will become the community's gathering place and must be carefully planned for the long term needs of Anmore.

I am continuously impressed by the volunteer efforts of our residents – from the Sasamat Volunteer Fire Department to the 1st Anmore Scouts and everyone in between. Part of what makes Anmore a great place to live are those that serve their community and I look forward to the upcoming year collaborating our volunteers and residents alike to ensure the best future for Anmore possible.



**John McEwen, Mayor
Village of Anmore**



About Anmore

The Village of Anmore was incorporated on December 7, 1987, and is a semi-rural residential community situated north of Port Moody in the northeast sector of the Metro Vancouver Regional District. Growth has been steady since incorporation and the current population is 2,210*.

The Buntzen Lake Reservoir Recreation area is operated by BC Hydro and is set within the Village's boundary. This recreation area attracts numerous visitors throughout the year where they enjoy hiking, biking and the use of horse trails located throughout the park, and it is also an enjoyable spot for relaxing picnics, swimming, canoeing and fishing.

The Village provides its residents with water supply, solid waste (garbage and recycling) and road maintenance services, Individual property owners are required to provide for onsite septic treatment. Additional services, provided by third party agencies, include electricity (BC Hydro), natural gas (Fortis BC), telephone (TELUS) and cable television (Shaw).

There are no recreational facilities owned or operated by the municipality, however, the Village boasts about the excellent services provided by volunteers of the community, which includes the Sasamat Volunteer Fire Department. Due to the number of residents who volunteer their time for community events, the Village is able to host a number of events for all residents to take part in and enjoy. Some of these highlighted events include the Ma Murray Heritage Day held annually in September and a children's Christmas Party held annually in December.

**2016 Census, Including Increases Certified By Minister*





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PHOTOGRAPHY CREDITS



Buntzen Lake Boat House (cover)	John Kemp
Mayor McEwen	John McEwen personal files
Juli Kolby	Juli Kolby personal files
Council - Group and Individual	Wolfgang Knauer



To Our Stakeholders

The CAO's role is to serve Council and be the primary liaison between Council and staff. As such, it is my responsibility to ensure that Council's priorities and strategic objectives are implemented.

In 2016, staff continued to advance a number of the tasks that have been identified in the 2015-2018 Corporate Strategic Plan. As planned, we were successful in hiring a Manager of Development Services. This position is responsible for providing guidance to myself and Council regarding planning and development issues and policies. In 2016, the Zoning Bylaw was reviewed and recommended changes made by the Manager of Development Services were referred to the Advisory Planning Commission. Following public and Council input, this update will provide a necessary land use planning link between development and the Official Community Plan, adopted in 2014.



2016 also saw an increased focus on emergency preparedness for the Village. As per the Corporate Strategic Plan, the Village dedicated a resource as our Emergency Program Coordinator. The role is being filled by the Manager of Corporate Services, with support by an experienced consultant firm. In 2016, the first tabletop exercise was held with a number of agencies that may be called upon in an emergency, including the Sasamat Volunteer Fire Department, RCMP, BC Hydro (Buntzen Lake) and Provincial emergency response representatives. The collaboration between these agencies reaffirmed my knowledge that the Village is well poised to handle an emergency situation.

2017 promises the delivery of additional Council objectives, including a Roads Master Plan, roll out of the Village's new brand and website, initiation of a stormwater master plan and a completion of a site development plan for a new Village Hall Centre.

There are some exciting projects ahead for the Village, ones that will ensure staff are well positioned to continue providing a high level of service to residents.

Juli Kolby
Chief Administrative Officer
June 20, 2017



Financial Statements

Village of Anmore
Financial Statements
For the year ended December 31, 2016

Village of Anmore
Financial Statements
For the year ended December 31, 2016

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Statement of Management Responsibility

The financial statements contained herein have been prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant policies which proceed the notes to the financial statements. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.



Chief Administrative Officer

May 2, 2017



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Independent Auditor's Report

To the Mayor and Council of
The Village of Anmore

We have audited the accompanying financial statements of the Village of Anmore, which comprise the Statement of Financial Position as at December 31, 2016 and the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and summary of significant accounting policies, and other explanatory information.

Management's Responsibility for Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Anmore as at December 31, 2016 and the results of its operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

BDO Canada LLP

Chartered Professional Accountants
Vancouver, British Columbia
May 2, 2017

Village of Anmore
Statement of Financial Position

December 31	2016	2015
Financial Assets		
Cash	\$ 12,180,637	\$ 7,923,465
Accounts receivable (Note 1)	253,889	211,000
Taxes receivable	68,138	105,882
	<u>12,502,664</u>	<u>8,240,347</u>
Liabilities		
Accounts payable and accrued liabilities (Note 2)	479,089	277,834
Unearned revenues (Note 3)	1,298,004	1,477,495
Development cost charges (Note 4)	1,306,014	1,198,991
Deposits (Note 5)	4,391,761	986,426
Short-term debt (Note 6)	6,539	12,768
	<u>7,481,407</u>	<u>3,953,514</u>
Net Financial Assets	<u>5,021,257</u>	<u>4,286,833</u>
Non-Financial Assets		
Tangible capital assets (Schedule 2)	49,044,582	48,488,741
Prepaid expenses	26,560	24,599
Inventories	24,020	25,950
	<u>49,095,162</u>	<u>48,539,290</u>
Accumulated surplus (Note 7)	<u>\$ 54,116,419</u>	<u>\$ 52,826,123</u>



 _____ Chief Administrative Officer

_____ Mayor

Village of Anmore
Statement of Operations

For year ended December 31	2016 Fiscal Plan	2016 Actual	2015 Actual
Revenue (Schedule 1)			
Taxation (Note 9)	\$ 1,792,423	\$ 1,795,333	\$ 1,631,625
Government grants	633,000	941,262	563,492
Permits, fees and other revenues	330,400	658,677	349,211
Interest income	60,000	66,496	52,337
Water utility	635,327	657,449	508,559
Developer contributions of tangible capital assets (Note 10)	-	882,800	6,500
Developer levy	-	15,700	1,400
	<u>3,451,150</u>	<u>5,017,717</u>	<u>3,113,124</u>
Expenses (Schedule 1)			
General government	2,479,917	1,985,389	1,845,929
Public works	1,503,700	419,927	233,638
Protective and inspection services	121,190	34,159	111,612
Planning and development	160,500	161,416	163,568
Water utility	781,345	790,614	821,670
Interest and debt charges	6,482	3,745	4,665
Loss on disposal of tangible capital assets	-	332,171	-
	<u>5,053,134</u>	<u>3,727,421</u>	<u>3,181,082</u>
Annual surplus (deficit)	(1,601,984)	1,290,296	(67,958)
Accumulated surplus, beginning of year	<u>52,826,123</u>	<u>52,826,123</u>	<u>52,894,081</u>
Accumulated surplus, end of year	<u>\$ 51,224,139</u>	<u>\$ 54,116,419</u>	<u>\$ 52,826,123</u>

Village of Anmore
Statement of Changes in Net Financial Assets

For year ended December 31	2016 Fiscal Plan	2016 Actual	2015 Actual
Annual surplus (deficit)	\$ (1,601,984)	\$ 1,290,296	\$ (67,958)
Acquisition of tangible capital assets	(137,000)	(1,734,015)	(28,914)
Amortization of tangible capital assets	870,000	846,003	863,379
Loss on disposal of tangible capital assets	-	332,171	-
Change in prepaid expenses	-	(1,961)	(11,168)
Change in inventories	-	1,930	17,680
Change in net financial assets for the year	(868,984)	734,424	773,019
Net financial assets, beginning of year	4,286,833	4,286,833	3,513,814
Net financial assets, end of year	\$ 3,417,849	\$ 5,021,257	\$ 4,286,833

Village of Anmore
Statement of Cash Flows

For the year ended December 31

2016

2015

Cash provided by (used in)

Operating activities

Annual surplus (deficit) \$ 1,290,296 \$ (67,958)

Items not involving cash:

Loss on disposal of tangible capital assets	332,171	-
Actuarial gain on short-term debt	(3,641)	(3,344)
Amortization of tangible capital assets	846,003	863,379
Contributed tangible capital assets	(882,800)	(6,500)

	1,582,029	785,577
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Changes in non-cash operating balances:

Accounts receivable	(42,889)	99,007
Taxes Receivable	37,744	30,000
Prepaid expenses	(1,961)	(11,168)
Accounts payable and accrued liabilities	201,255	(12,844)
Unearned revenue	(179,491)	286,518
Deposits	3,405,335	60,425
Inventories	1,930	17,680

	5,003,952	1,255,195
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Capital activities

Acquisition of tangible capital assets (851,215) (22,414)

Financing transactions

Development cost charges received and interest earned	107,023	17,070
Repayment of short-term debt	(2,588)	(2,588)

	104,435	14,482
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Increase in cash during the year

	4,257,172	1,247,263
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Cash, beginning of year

	7,923,465	6,676,202
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Cash, end of year

	\$12,180,637	\$ 7,923,465
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Village of Anmore

Summary of Significant Accounting Policies

For the year ended December 31, 2016

The Village of Anmore (the "Village") is a municipality in the province of British Columbia incorporated under the Local Government Act (British Columbia) and operates under the provisions of the Community Charter. The Village provides municipal services such as public works, planning, parks and other general government services.

Basis of Accounting

The Village prepares its financial statements in accordance with Canadian public sector accounting standards for local governments using guidelines developed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada.

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, interest, legal fees, and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use.

Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Roads	10 to 50 years
Buildings	20 to 40 years
Machinery and vehicles	8 to 20 years
Equipment and furniture	5 to 20 years
Water infrastructure	5 to 50 years
Other infrastructure	40 to 50 years

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include estimating the value of contributed assets and useful lives of tangible capital assets.

Village of Anmore
Summary of Significant Accounting Policies

For the year ended December 31, 2016

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event has occurred. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the same time they are awarded. Levies imposed on behalf of other taxing authorities are not included as taxes for municipal purposes.

Charges for water usage are recorded as user fees as delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized when building inspections have been satisfactorily completed and clearance certificate issued.

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt.

Sale of services and other revenue is recognized on an accrual basis as the services are delivered.

Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of the entities are not reflected in these financial statements (Note 9).

Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Where stipulations give rise to a liability, transfers are initially recognized as deferred revenue when transferred and subsequently as revenue in the statement of operations as the stipulation liabilities are settled.

Unearned Revenue

Contributions with stipulations giving rise to a liability and revenues (building permits) pertaining to services required in future years have been deferred. These amounts will be recognized as revenue once the conditions giving rise to the liability have been settled.

Financial Instruments

Financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities and short-term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

Village of Anmore
Summary of Significant Accounting Policies

For the year ended December 31, 2016

Municipal Pension Plan

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Segmented Information

The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 12 and Schedule 1.

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2016

1. Accounts Receivable

	2016	2015
Provincial grants	\$ 10,000	\$ 10,000
Water levies	156,841	116,966
GST receivable	67,077	19,944
Other	19,971	64,090
	\$ 253,889	\$ 211,000

2. Accounts Payable and Accrued Liabilities

	2016	2015
Trade accounts payable and accrued liabilities	\$ 244,387	\$ 137,432
Due to other governments	85,863	130,473
Wages and benefits	79,610	9,929
Construction holdbacks	69,229	-
	\$ 479,089	\$ 277,834

3. Unearned Revenue

Unearned revenue represents revenues to be recognized as revenue in operations in subsequent years when the related expenditures are incurred or services delivered. Unearned revenue is comprised as follows:

	2016	2015
Community centre developer restricted donations	\$ 595,236	\$ 595,236
Major road network grant	-	303,068
Outdoor fitness grant	124,358	95,158
Unearned building permits and other	374,508	306,135
Tax prepayments	203,902	177,898
	\$ 1,298,004	\$ 1,477,495

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2016

4. Development Cost Charges

Development cost charges (DCC's) are collected to pay for the general capital and utility expenditures required for developments. In accordance with the *Community Charter*, these funds must be deposited into a separate reserve fund. The Village records DCC's levied as deferred revenues until the related expenditures are incurred, then the DCC's are recognized as revenue.

2015	2016	
Balance, beginning of year	\$ 1,198,991	\$ 1,181,921
Receipts in the year	85,752	-
Interest earned and deferred	21,271	17,070
Amounts spent and recognized as revenue	-	-
Balance, end of year	\$ 1,306,014	\$ 1,198,991

5. Deposits

Deposits are collected in respect of building and development activities as security against potential damage to Village property. Deposits, less any draw down in the event of damage to Village property, are refunded upon satisfactory conditions being met and approved by the Village. During the year, a total of \$3,412,237 was collected related to a multi-unit development project.

2015	2016	
Balance, beginning of year	\$ 986,426	\$ 926,002
Receipts in the year	3,542,138	136,702
Refunds issued	(136,803)	(76,278)
Balance, end of year	\$ 4,391,761	\$ 986,426

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2016

6. Short-term Debt

Security Issuing Bylaw	Purpose	Year of Maturity	Rate	Balance Outstanding 2016	2015
Water 173	Specified Area No. 4	2017	6.90%	\$ 6,539	\$ 12,768

7. Accumulated Surplus

The Village segregates its accumulated surplus in the following categories:

	2016	2015
Current funds	\$ 1,494,124	\$ 915,574
Reserve funds (Schedule 3)	3,584,252	3,434,576
Investment in tangible capital assets	49,038,043	48,475,973
Balance, end of year	<u>\$54,116,419</u>	<u>\$ 52,826,123</u>

The investment in tangible capital assets represents amounts already spent and invested in infrastructure, net of associated debt financing.

Reserve funds represent amounts set aside by bylaw or council resolution for specific purposes. Details of reserve funds are shown below:

	2016	2015
Parks	\$ 420,342	\$ 418,942
Capital	2,608,865	1,846,155
Capital roads	-	614,515
Water storage	35,907	35,284
Water utility	519,138	519,680
	<u>\$ 3,584,252</u>	<u>\$ 3,434,576</u>

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2016

8. Contingent Liabilities

- (a) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.
- (b) The Village is responsible as a member of Metro Vancouver for its proportion of any operating deficits or long-term debt related to functions in which it participates.

9. Taxation - Net

	2016	%	2015	%
Total taxation	\$ 4,489,646	100.00	\$ 4,251,183	100.00
Collections on behalf of other governments:				
Metro Vancouver	228,543	5.09	201,411	4.74
School District - school tax	1,933,292	43.06	1,905,658	44.83
Municipal Finance Authority	200	-	176	-
BC Assessment Authority	55,414	1.23	54,062	1.27
TransLink	289,243	6.44	284,052	6.68
Police	187,621	4.18	174,199	4.10
	<u>2,694,313</u>	<u>60.00</u>	<u>2,619,558</u>	<u>61.62</u>
General municipal taxation	<u>\$ 1,795,333</u>		<u>\$ 1,631,625</u>	

10. Developer Contributions of Tangible Capital Assets

Developer contributions of tangible capital assets represent assets such as roads and water infrastructure, which upon substantial completion of the subdivision and remedy of all significant deficiencies are transferred to the Village. During the year \$882,800 (2015 - \$6,500) was contributed to the Village.

For the year ended December 31, 2016

11. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (a jointly-trusted pension plan). The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of the benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2015, plan membership has about 189,000 active members and 85,000 retired members. Active members include approximately 37,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$63,337 (2015 - \$44,152) for employer contributions while employees contributed \$58,877 (2015 - \$41,126) to the plan in fiscal 2016.

The next valuation will be as at December 31, 2018, with results available in 2019.

12. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water and drainage infrastructure, garbage collection and parkland. The Village also contributes to the costs of police protection and transit which are under the jurisdiction of the provincial government and of TransLink, respectively. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

The general government department is the communications link between Council and the other municipal departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. This department is also responsible for the overall financial and risk management of the Village.

For the year ended December 31, 2016

12. Segmented Information (Continued)

Public Works

Public works is responsible for the essential services of the Village:

- ensuring clean and safe water to the Village, supplied through underground pipes;
- providing and maintaining the Village's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants; and
- providing other key services including street cleaning and the coordination of residential garbage collection services.

Protective and Inspection Services

Protection and inspection services are comprised of bylaw enforcement and building inspection.

- Bylaw enforcement administers, monitors and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Village of Anmore.
- The Village of Anmore's Building Department maintains the quality of life for the Village's citizens by regulating all construction within the Village. This is achieved through the use of the Village of Anmore's Building Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments within the Village of Anmore.

Planning and Development

The planning and development department provides short-term and long-term planning services.

- Long-term planning includes work within the community plan on reviewing the Village's Official Community Plan, developing new Neighbourhood Plans, and the review of relevant bylaws.
- Short-term planning includes the processing of subdivision and development applications.

Water Utility

The water utility provides the distribution of water to residents.

Village of Anmore
Schedule 1 - Combined Statement of Operations by Segment

For the year ended December 31, 2016

	General Government	Public Works	Protective & Inspection Services	Planning & Development	Water Utility	2016 Actual	2016 Budget	2015 Actual
Revenues								
Taxation	\$ 1,795,333	\$ -	\$ -	\$ -	\$ -	\$1,795,333	\$ 1,792,423	\$ 1,631,625
Government grants	405,294	535,968	-	-	-	941,262	633,000	563,492
Permits, fees and other revenue	658,677	-	-	-	-	658,677	330,400	349,211
Water utility fees and levy	-	-	-	-	657,449	657,449	635,327	508,559
Developer levy	15,700	-	-	-	-	15,700	-	1,400
Developer contribution to TCA	-	305,100	-	-	577,700	882,800	-	6,500
Other revenue	66,496	-	-	-	-	66,496	60,000	52,337
Total revenue	2,941,500	841,068	-	-	1,235,149	5,017,717	3,451,150	3,113,124
Expenses								
Goods and Services	306,235	419,927	34,159	87,193	568,617	1,416,131	3,085,932	1,381,871
Labour	1,055,148	-	-	74,223	-	1,129,371	1,090,720	931,167
Interest and debt charges	-	-	-	-	3,745	3,745	6,482	4,665
Loss on disposal of TCA	-	332,171	-	-	-	332,171	-	-
Amortization	624,006	-	-	-	221,997	846,003	870,000	863,379
Total Expenses	1,985,389	752,098	34,159	161,416	794,359	3,727,421	5,053,134	3,181,082
Excess (deficiency) in revenues over expenses	\$ 956,111	\$ 88,970	\$ (34,159)	\$ (161,416)	\$ 440,790	\$1,290,296	\$(1,601,984)	\$ (67,958)

Village of Anmore
Schedule 2 - Tangible Capital Assets

December 31, 2016

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads	Machinery & Vehicles	Water Infrastructure	2016	2015
Balance, beginning of year	\$ 28,734,998	\$ 285,998	\$ 115,932	\$ 8,790,618	\$ 12,179,510	\$ 644,000	\$ 9,496,907	\$ 60,247,963	\$ 60,249,154
Additions	-	3,855	5,730	6,850	1,108,614	-	608,966	1,734,015	28,914
Disposals	-	-	-	(7,624)	(756,559)	(35,811)	(246,180)	(1,046,174)	(30,105)
Cost, end of year	28,734,998	289,853	121,662	8,789,844	12,531,565	608,189	9,859,693	60,935,804	60,247,963
Accumulated amortization, beginning of year	-	55,001	79,148	3,317,149	5,746,082	431,474	2,130,368	11,759,222	10,925,948
Amortization	-	13,099	11,894	224,761	333,042	41,210	221,997	846,003	863,379
Disposals	-	-	-	(5,342)	(521,168)	(30,215)	(157,278)	(714,003)	(30,105)
Accumulated amortization, end of year	-	68,100	91,042	3,536,568	5,557,956	442,469	2,195,087	11,891,222	11,759,222
Net book value, end of year	\$ 28,734,998	\$ 221,753	\$ 30,620	\$ 5,253,276	\$ 6,973,609	\$ 165,720	\$ 7,664,606	\$ 49,044,582	\$ 48,488,741

Village of Anmore
Schedule 3 - Reserve Fund

For the year ended December 31, 2016

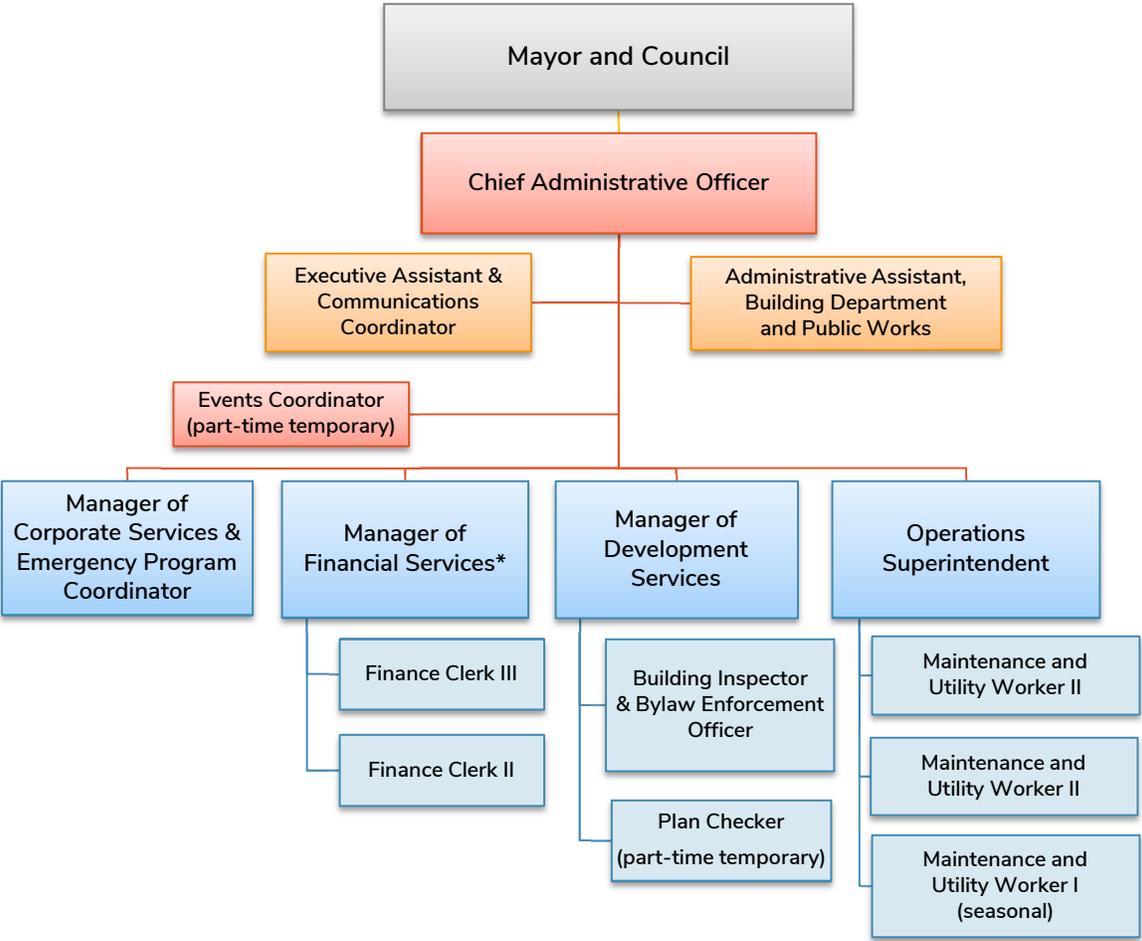
	Capital Roads	Parks Reserve	Water Storage	Capital Reserve	Water Utility	2016	2015
Balance, beginning of year	\$ 614,515	\$ 418,942	\$ 35,284	\$ 1,846,155	\$ 519,680	\$ 3,434,576	\$ 2,740,955
Interest earned	10,855	7,400	623	32,611	9,180	60,669	39,964
Transfers in	40,400	-	-	864,000	-	904,400	667,060
Expenditures (transfers out)	(665,770)	(6,000)	-	(133,901)	(9,722)	(815,393)	(13,403)
	(614,515)	1,400	623	762,710	(542)	149,676	693,621
Balance, end of year	\$ -	\$ 420,342	\$ 35,907	\$ 2,608,865	\$ 519,138	\$ 3,584,252	\$ 3,434,576

ORGANIZATION CHART



Organization Chart

as at December 31, 2016



*The responsibilities of the Finance Officer are met by the Chief Administrative Officer



Progress Report for 2016



Council endorsed the following objectives for the 2016 calendar year, as part of the Corporate Strategic Plan. The objectives were set following a meeting between Council and Staff, where a decision-making framework was created to address corporate management and municipal service deliverables in identifying short- and long-term priorities and the progress to be made on those objectives.

CORPORATE OBJECTIVES	STRATEGIES	MEASURES	STATUS
Finance and Communication			
Ensure financial sustainability of municipal resources (fiscal and personal) and service delivery to facilitate a fiscally viable future for the Village.	Implement Electronic Sign Boards	Identify service providers to outline options and cost implications. Purchase and install sign board(s).	In progress
	Create a Community and Corporate Identity/Brand	Engage a consultant to lead a community identity and corporate branding exercise with Council/staff and the public	Completed in 2017
	Continue to Improve Web and Social Media Communications	Complete website update	Completed in 2017
	Develop a Financial Sustainability Position Statement	Develop a statement to communicate the Village's position on financial sustainability	In progress
	Explore Village Hall Funding Options and Next Steps	Explore opportunities to secure funding from other levels of government	In progress
Operations and Maintenance			
Keep pace with best practices for the safety, operations and maintenance of municipal roads and services	Undertake Asset Management	Complete Water Utility Master Plan and undertake a full Asset Management Plan	In progress



Complete a Road Master Plan	Engage a consultant to undertake Roads Master Plan	In progress
GIS Mapping	Continue to develop GIS base mapping	Completed in 2017
Continue Wildfire Preparation and Emergency Planning	Continue working with the Emergency Preparedness Working Group and BC Hydro to complete an Emergency Evacuation Plan for Buntzen Lake	In progress

Planning and Development

Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift on the community

Initiate Regulatory Bylaw Review	Undertake a Zoning Bylaw update. Prioritize bylaws for update and identify funding sources and staff resources: <ul style="list-style-type: none"> • Works and Services • Fees and Charges (complete) • DCCs • Building and Plumbing 	In progress
Complete a Procedural Policies Review	Initiate update of: <ul style="list-style-type: none"> • Staff policies and procedures • Council meeting procedures (complete) 	In progress
Create a Bylaw Enforcement Position	Explore funding sources for a Bylaw Enforcement position	Completed in 2015
Finalize Community Sport and Culture Grant	Consider redefining use of existing funding/assets to suit community needs	Completed in 2016
Explore Opportunities for Commercial Operations, Possible Partnerships	Engage in discussions with potential commercial partners as opportunities arise	Ongoing through 2018

Environment

Foster preservation of the Village's natural environment and enhance

Reduce GHG Emissions	Prepare a Fleet Management Plan to	In progress
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awareness of its importance to the character and sense of community found in Anmore		ensure efficiency of Village vehicles	
		Explore potential to hook up solar panels at Village Hall	Completed in 2016
	Protect Treed Slopes	Complete a review of the Village's Tree Management Bylaw	In progress
	Protect Riparian Areas	Introduce Development Permit process for the Watercourse Protection Development Permit Area	Completed in 2016

Parks, Recreation, Social, Arts and Youth

Enrich the community through integrating physical activity, learning, and arts and culture into daily life.	Establish a Connected Trail Network	Coordinate the development of trail connections according to OCP and Parks Master Plan	Ongoing through 2018
	Continue to Archive our Heritage Resources	Continue archiving the Village's cultural and heritage resources	In progress
	Enhance Community Events and Celebrations	Continue to provide support and funding for community events	Completed in 2017





Property Tax Exemptions

In accordance with section 98(2)(b) of the *Community Charter*, the Village is required to provide a report on the properties that were provided permissive property tax exemptions by Council in 2016. There were **none** in 2016.



Declaration and Identification of Disqualified Council Members

Pursuant to section 81 of the *Local Government Act*, a person must meet a set of qualifications in order to hold office. The Village is required to declare and identify any disqualified council members. There were **none** in 2016.



Progress Forecast for Current Year



Municipal Objectives and Progress Measures for 2017

In 2016, Council set the following objectives, which it hoped to accomplish in 2017. As in the past, these objectives were reviewed by Council and Staff with consideration of feedback received from constituents throughout the year.

CORPORATE OBJECTIVES	STRATEGIES	MEASURES
Finance and Communication		
Ensure financial sustainability of municipal resources (fiscal and personal) and service delivery to facilitate a fiscally viable future for the Village.	Create a Community and Corporate Identity/Brand	Deliver and support a community identity and brand strategy [Completed in spring 2017]
	Continue to Improve Web and Social Media Communications	Identify and train key staff to manage social media [Completed in spring 2017]
	Explore Village Hall Funding Options and Next Steps	Initiate RFP to undertake detailed design and costing for a new Village Hall and seek public input
Operations and Maintenance		
Keep pace with best practices for the safety, operations and maintenance of municipal roads and services	Undertake Asset Management	Complete Asset Management Plan
	Complete a Road Master Plan	Complete and prepare to implement the Roads Master Plan
	GIS Mapping	Continue to develop GIS base mapping [Completed in spring 2017]
	Continue Wildfire Preparation and Emergency Planning	Work with the Emergency Preparedness Working Group to review and implement a Wildfire Protection Plan
	Retain an Emergency Preparedness Coordinator	Secure funding and hire a contract position [Completed in 2015]

PROGRESS FORECAST FOR CURRENT YEAR



	Investigate Traffic Calming and Speed Reduction	Identify opportunities to improve traffic safety through the Roads Master Plan
Planning and Development		
Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift on the community	Initiate Regulatory Bylaw Review	Continue review and update of regulatory bylaws: <ul style="list-style-type: none"> • Municipal Ticketing Information (MTI) • Solid Waste and Recycling • Noise Control
	Create a Bylaw Enforcement Position	Hire a Bylaw Enforcement Officer [Completed in 2015]
	Explore Neighbourhood Planning and Character Definition	Explore funding options to develop Neighbourhood Plans [Deferred to 2018]
	Explore Opportunities for Commercial Operations, Possible Partnerships	Engage in discussions with potential commercial partners as opportunities arise
Environment		
Foster preservation of the Village's natural environment and enhance awareness of its importance to the character and sense of community found in Anmore	Reduce GHG Emissions	Monitor effectiveness of curb-side waste and recycling pickup in achieving Metro Vancouver's waste management objectives [Deferred to 2018]
Parks, Recreation, Social, Arts and Youth		
Enrich the community through integrating physical activity, learning, and arts and culture into daily life.	Establish a Connected Trail Network	Coordinate the development of trail connections according to OCP and Parks Master Plan
	Create a Community Gathering Place	Develop a Village Centre Plan to identify a community gathering place
	Enhance Community Events and Celebrations	Consider reactivating a social/youth committee [Completed in spring 2017]



Progress Forecast for Next Year

Municipal Objectives and Progress Measures for 2018



Looking ahead to 2018, Council hopes to continue to accomplish a range of initiatives. The following objectives were identified following further review of the Corporate Strategic Plan and with consideration of feedback that council members received from constituents.

CORPORATE OBJECTIVES	STRATEGIES	MEASURES
Finance and Communication		
Ensure financial sustainability of municipal resources (fiscal and personal) and service delivery to facilitate a fiscally viable future for the Village	Explore Village Hall Funding Options and Next Steps	Work towards achieving necessary planning and design approvals.
Operations and Maintenance		
Keep pace with best practices for the safety, operations and maintenance of municipal roads and services	GIS Mapping	Continue to develop GIS base mapping [Completed spring 2017]
	Investigate Traffic Calming and Speed Reduction	Allocate or secure funding to implement specific projects
Planning and Development		
Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift on the community	Initiate Regulatory Bylaw Review	Finalize Bylaw review and updates
	Explore Neighbourhood Planning and Character Definition	Initiate Neighbourhood planning process with the community Explore funding options to develop Neighbourhood Plans
	Explore Opportunities for Commercial Operations, Possible Partnerships	Engage in discussions with potential commercial partners as opportunities arise

PROGRESS FORECAST FOR NEXT YEAR



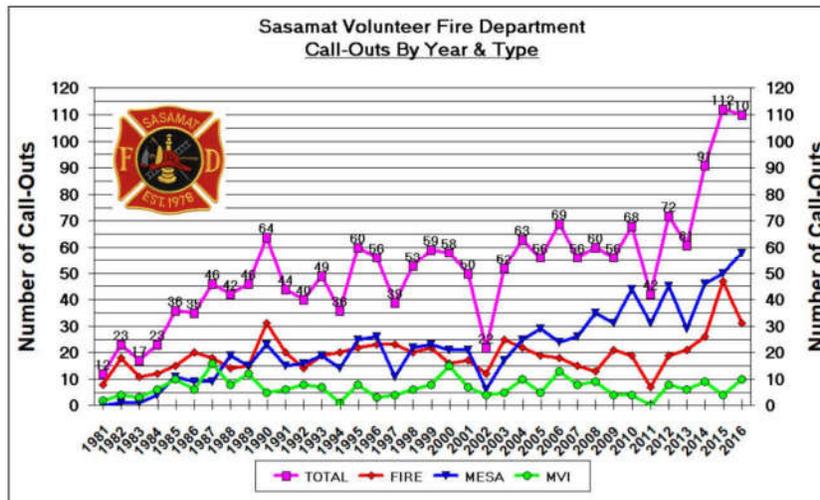
Environment		
Foster preservation of the Village's natural environment and enhance awareness of its importance to the character and sense of community found in Anmore	Reduce GHG Emissions	Monitor effectiveness of curb-side waste and recycling pickup in achieving Metro Vancouver's waste management objectives
		Monitor effectiveness of curb-side waste and recycling pickup in achieving Metro Vancouver's waste management objectives [Deferred to 2018]
Parks, Recreation, Social, Arts and Youth		
Enrich the community through integrating physical activity, learning, and arts and culture into daily life.	Establish a Connected Trail Network	Coordinate the development of trail connections according to OCP and Parks Master Plan
	Continue to Archive our Heritage Resources	Incorporate space for display and storage into plans for the new Village Hall





Fire Response Levels for 2016

Sasamat Volunteer Fire Department



2016 SVFD CALL-OUT STATISTICS

The **SVFD** call-outs during 2016 were typical in distribution, but significantly increased over the average of 89 call-outs per year over the past five years (see graph):

- **Total Call-Outs** amounted to **110** during **2016**, distributed as follows:

Anmore Village	74 (67%)
Belcarra Village	30 (27%)
Park, Lakes, Road	6 (5%)
- **Fire Calls (FIRE)** accounted for **31** call-outs (**28%**):

Anmore Village	24 (22%)
Belcarra Village	6 (5%)
Park, Lakes, Road	1 (1%)
- **Medical Emergencies (MESA)** accounted for **58** call-outs (**53%**):

Anmore Village	35 (29%)
Belcarra Village	19 (16%)
Park, Lakes, Road	4 (3%)
- **Motor Vehicle Incidents (MVI)** accounted for **10** call-outs (**9%**):

Anmore Village	7 (6%)
Belcarra Village	2 (2%)
Park, Lakes, Road	1 (1%)
- **Other (Misc.)** accounted for **11** call-outs (**10%**):

Anmore Village	8 (7%)
Belcarra Village	3 (3%)



Police Service Levels for 2016

Coquitlam RCMP



In 2016, officers responded to a total of 296 calls for service, including 107 to the Buntzen Lake Recreation Area.

Total call-outs, by the numbers*

Buntzen Lake – includes liquor offences, unspecified assist, theft from MV, other Provincial Statutes, etc.	107
<u>Anmore Specific</u>	
Mischief, thefts and thefts from vehicles	25
False Alarms/911 – False/Abandoned	23
Suspicious Person/Vehicle/Occurrence	20
Noise calls, including By-law and Cause Disturbance	47
Traffic related files	17
Property found/lost and queries to locate	8
Unspecified assistance files	12
Miscellaneous – includes: Breach files, Aeronautic, fraud, harassing communications, missing persons, firearm calls, etc.	9
Animal Calls	5
Assaults, including threats	5
Drug Files	3
Liquor Control files – Permits/consume in public/minor in possession	1
Break and enter residence/business/other	11
Sexual Assault	2
Arson	1

* **Although all calls resulted in a file being created, it may not have initiated a response or attendance. i.e. False Alarms, LCLA - Permits**



Council Remuneration and Expenses for 2016

Name	Position	Remuneration	Expenses
McEwen, John	Mayor	\$23,096.44	\$3,685.01
Froese, Ryan	Councillor	11,588.88	0.00
Thiele, Ann-Marie	Councillor	11,588.88	0.00
Trowbridge, Kim	Councillor	11,588.88	0.00
Weverink, Paul	Councillor	11,588.88	1,933.38
Total for all Elected Officials		\$69,451.96	\$5,618.39

Provided pursuant to section 168 of the Community Charter.



Back row: Councillor Kim Trowbridge, Councillor Paul Weverink
 Front Row: Councillor Ryan Froese, Mayor John McEwen, Councillor Ann-Marie Thiele

YOUR MAYOR AND COUNCIL



Your Mayor and Council

John McEwen
MAYOR



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Ryan Froese
COUNCILLOR



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COUNCILLOR



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Kim Trowbridge
COUNCILLOR



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Paul Weverink
COUNCILLOR



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About the Annual Report

In accordance with the *Community Charter*, an annual report must be prepared by Council before June 30 of each year. The report must include the following information:

- Audited financial statements,
- Report on permissive tax exemptions,
- Report on municipal services and operations for the previous year,
- Declaration of disqualifications under section 111 of the *Community Charter*,
- Statement of objectives and measures for the current year and following year,
- Progress report for the previous year's objectives, and
- Any other information Council considers advisable.

Once completed, the annual report must be made available for public inspection. After making the report available, council must wait a minimum of two weeks before holding an annual meeting on the report. This provides citizens with time to review the annual report, ask questions and prepare submissions. Council must give notice of the date, time and place of the annual meeting in accordance with the *Community Charter's* requirements for public notice.

The 2016 annual report was prepared for Council by the Manager of Corporate Services with cooperation from the Chief Administrative Officer and select stakeholders.

Photographs and images are used with permission, where required.





Municipal Information



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VILLAGE OF
ANMORE
AT HOME IN NATURE
