

## FINANCE COMMITTEE MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Finance Committee Meeting held on  
Monday, February 27, 2017 in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC



---

### COMMITTEE MEMBERS PRESENT

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge  
Councillor Paul Weverink  
Nick Cheng  
Mark Roberts

### COMMITTEE MEMBERS ABSENT

Nil

### OTHERS PRESENT

Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services  
Jason Smith, Manager of Development Services  
Luke Guerin, Operations Superintendent  
Chris Boit, Senior Project Engineer, ISL Engineering and Land Services Ltd.  
Cory Sivell, Municipal EIT, Urban Systems

#### 1. CALL TO ORDER

Chair McEwen called the meeting to order at 6:10 p.m.

#### 2. APPROVAL OF THE AGENDA

It was Moved and Seconded:

**“That the Agenda be approved as circulated.”**

**Carried Unanimously**

#### 3. MINUTES

##### (a) **Minutes of the Meeting held on January 23, 2017**

It was Moved and Seconded:

**“That the Minutes of the Finance Committee Meeting held on  
January 23, 2017 be adopted.”**

**Carried Unanimously**

**4. BUSINESS ARISING FROM THE MINUTES**

Nil

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS****(a) Asset Management Plan**

Following are highlights of the presentation by Cory Seville:

- There are infrastructure challenges for many municipalities across Canada.
- Majority of water and sewer systems across BC are underfunded.
- Asset management is:
  - A continual improvement process
  - A forward looking practice to ensure maximum value from assets are realized
  - About ensuring the long term delivery of services.
- Urban Systems worked with the provincial government to create a framework for Asset Management.
- The framework allows for work to begin at any stage, however, the “plan” section is where most communities begin their process.
- The reasons for asset management planning include:
  - Ensuring community members pay their fair share
  - Ensuring property taxes are stable and consistent
  - Ensuring services can be provided over the long term without significant change to level of services.
- Five key questions are answered in the Asset Management Investment Plan:
  1. What assets do we own?
    - Water distribution system, storm system, road system, other assets (equipment, vehicles, parks)
    - Anmore now has a centralized resource that includes GIS inventory and Excel inventory
  2. How much are our assets worth?
    - Assets are worth \$47.9million. This is an estimated total that represents like-for-like replacement values.
  3. What condition are our assets in?
    - Most assets are in good condition, especially compared to many other municipalities.
    - Data is somewhat incomplete in that some conditions are assumed because it too costly to uncover infrastructure for inspection.
    - Detailed assessments are costly and time consuming. It is more cost effective to collect data passively when an opportunity is presented (e.g. when a water main breaks).

4. When do our assets need to be replaced?
  - Collective replacement of the noted assets are forecasted for replacement between the years 2030 to 2035.
  - The life span of a road within Metro Vancouver is 25 years, on average.
5. How much do we need to invest in our assets?
  - Three scenarios can be considered: standard service life, increase service life by 25%, or increase service life by 50%.
  - Long term funding target should be set as goal to work towards (up to 20 years and greater than 20 years).
- Establish what horizon you want to plan for, and within the horizon, identify how conservative you want to be (see three scenarios).

Juli Kolby reported that the Plan as presented is an initial draft that Staff will help to refine. She added that a long-term financial sustainability policy/framework is included in this project, and it is anticipated that a framework will be presented to the Finance Committee in March.

Cory Seville left the meeting at 8:00 p.m.

**(b) 2016/2017 Vehicle Repairs**

Juli Kolby presented her report dated February 17, 2017. Following are key points raised during discussion:

- Estimated 10-year life cycle of the vehicles
- Trucks have low kilometres
- Lease option would include servicing every three months
- Cannot transfer equipment to new trucks due to incompatibility with salting systems
- Undercoating may prevent future concerns

Committee requested that Staff do the following:

- Look into the possibility of a five-year commercial lease, or extending a purchase warranty.
- Contact the City of Port Moody regarding the potential to hire them for vehicle repairs, and to talk to Metro Vancouver for vehicle purchase options.
- Use another municipalities' vehicle maintenance schedule and procurement process.

It was Moved and Seconded:

**“That the Finance Committee endorses the report dated February 17, 2017 from the Chief Administrative Officer regarding 2016/2017 Vehicle Repairs.”**

**Carried Unanimously**

**(c) New Water Meters on Sunnyside Road**

Juli Kolby presented her report dated February 17, 2017. Following are key points raised during discussion:

- There is ambiguous language in the agreement regarding responsibility.
- Adapters were used for the old metres to fit.

It was Moved and Seconded:

**“THAT Finance Committee approves the 50/50 cost share for new water meters for 21 properties along the upgraded water main on Sunnyside Road at a cost of Seven Thousand Thirty-Five Dollars (\$7,035.00) with the installation and remaining cost to be borne by the developer and that the water meter cost be funded from the Capital Asset – Water Reserve, as outlined in the report dated February 17, 2017 from the Chief Administrative Officer regarding New Water Meters on Sunnyside Road”**

**Carried Unanimously**

**(d) 5-Year (2017-2021) General Operating Budget**

Juli Kolby presented the General Operating Budget. Following are key points raised during discussion:

- Average assessed value is \$1.675 million
- The above figure equates to \$16,000 for a 1% tax increase
- Grants and grants in lieu includes \$17,000 grant withdrawn for Burrard thermal
- Reduced some development related fees due to activity in early months of 2017; offset by some business fee increases
- Did not have an investment portfolio; increasing by \$10,000 this year
- Solid waste fees – increasing overall revenues by \$33,000 based on cost for operating the service. Smithrite contract for 2017 will be \$130,000. Reasons for increase include increased number of residents and an increase in tipping fees.

Mayor McEwen reported that he has some questions about the salary figures, so he will ask Staff to leave so the information can be discussed In-Camera.

- Committee expenses is a new item, to allow for non-alcoholic beverages to be available at meetings.
- Vehicle allocation surplus had previously overstated our expenses
- Added new budget item for snow and ice control

The Committee requested that Staff look back at historical data for snow control budgeting.

- The Village will soon issue a tender bid for an environmental consultant. It is currently using Dillon Consulting
- Vehicle replacement information is reflective of information shared under item 6(b) of this agenda.
- Overall changes result in a 9.45% tax increase, equal to \$192.67 per single family dwelling

Members discussed not budgeting more money than actually required, noting that development revenues can often be volatile, and adding that a conservative approach is favourable.

Following are key points raised during discussion of the 2017 Projects (agenda page 21):

- Council Tablets – for members of council, includes devices and software.
- Strong Road Rehabilitation – engineered approach would be to reclaim and reuse asphalt, new gravel, new road on top – this would provide a lifespan of about 20 years; would not include curbs as most of cross section has swales on either side.
- Event banner for advertising of community events – not supported by all members
- Farley Road Paving & Culvert – an operational issue as road is owned by village
- East Elementary Improvements – historical lack of operational maintenance
- Replace Pedestrian Bridge – replace with a culvert
- Kinsey Retaining Wall – road is steep, retaining wall and vegetation in the place
- Sunnyside Road Improvements – area of focus is the section down Sunnyside past Ludlow Lane

Councillor Froese left the meeting at 9:42 p.m.

- MAIS TCA Software – includes digitalized (scanned) invoices

Councillor Froese returned to the meeting at 9:44 p.m.

- New Multi-function Vehicle – for trail maintenance, snow clearing, lawn mowing
- Utility Trailer – flat deck to move public works equipment

Committee agreed to table the following items for discussion, with request that Staff have information readily available items:

- Council Tablets
- Strong Road Rehabilitation
- Spirit Park Improvements & Electrical Upgrades
- Event Banner
- Farley Road Paving & Culvert

The Committee requested that Staff obtain additional information from the environmental consultant.

- East Elementary Improvements
- Repair Heron Swale (discussion to be held In-Camera)
- Events Utility Trailer
- Ma Murray Day / Canada 150 Celebration
- Infill CAC Assessment – “take it right out”
- New Multi-function vehicle
- New Utility Trailer (flat deck)
- Pinnacle Ridge Trail Improvements
- Outdoor PA System

The Committee requested correction to the figures shown in the third column on page 22 of the agenda.

It was Moved and Seconded:

**“That, pursuant to section 90(1)(c) of the *Community Charter*, this meeting be closed to the public.”**

**Carried Unanimously**

Chris Boit, Luke Guerin, Christine Milloy, Jason Smith left the meeting at 10:10 p.m.

NB: In-Camera information is confidential and has been intentionally omitted here.

The meeting was re-opened to the public at 10:19 p.m.

**(e) 5-Year (2017-2021) Water Utility Budget**

## **7. ADJOURNMENT**

It was Moved and Seconded:

**“To adjourn.”**

**Carried Unanimously**

The meeting adjourned at 10:20 p.m.

Certified Correct:

**C. MILLOY**

\_\_\_\_\_  
Christine Milloy  
Manager of Corporate Services

Approved:

**J. McEWEN**

\_\_\_\_\_  
Mayor John McEwen  
Chair, Finance Committee