

## **VILLAGE OF ANMORE**

### **SPECIAL COUNCIL MEETING MINUTES**

Minutes of the Special Council Meeting held on Tuesday, January 21, 2014  
at Anmore Elementary School (portable classroom), 30 Elementary Road, Anmore, BC

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#### **ELECTED OFFICIALS PRESENT**

Mayor Heather Anderson  
Councillor Tracy Green  
Councillor John McEwen  
Councillor Kerri Palmer Isaak  
Councillor Ann-Marie Thiele

#### **STAFF PRESENT**

Tim Harris, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services  
Mindy Smith, Manager of Finance

#### **1. CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:02 p.m.

#### **2. ADDITIONS AND DELETIONS TO THE AGENDA**

Nil

#### **3. APPROVAL OF THE AGENDA**

Mayor Anderson advised that a revised page 6 was provided in the agenda packages.

It was MOVED and SECONDED:

**"THAT THE AGENDA BE APPROVED."**

**CARRIED UNANIMOUSLY**

#### **4. PRESENTATION OF FIVE-YEAR FINANCIAL PLAN (2014-2018)**

Mayor Anderson presented an update on the process, and then the Manager of Finance presented the Five-Year Financial Plan (2014-2018). A copy of the presentation is attached and forms part of these Minutes herein.

**5. BYLAWS**

**(a) Anmore Five-Year Financial Plan Bylaw No. 528, 2014**

It was MOVED and SECONDED:

**“THAT ANMORE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 528,  
2014 BE READ A FIRST AND SECOND TIME.”**

**CARRIED UNANIMOUSLY**

**(b) Anmore Reserve Fund Bylaw No. 531, 2014**

It was MOVED and SECONDED:

**“THAT ANMORE RESERVE POLICY NO. 45 AND ANMORE RESERVE  
FUND BYLAW NO. 531, 2014 BE REFERRED TO THE NEXT  
COUNCIL MEETING FOR FURTHER CONSIDERATION.”**

**CARRIED UNANIMOUSLY**

**6. ADJOURNMENT**

It was MOVED and SECONDED:

**“THAT THE MEETING BE ADJOURNED.”**


**CARRIED UNANIMOUSLY**

The meeting ended at 9:15 p.m.

Certified Correct:

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

Approved:

  
\_\_\_\_\_  
Heather Anderson  
Mayor

# **Village of Anmore**

2014 – 2018  
DRAFT Financial Plan



## **Objective**

### **Public Presentation of the:**

- Draft 2014 – 2018 Financial Plan

### **Council's consideration of the:**

- Draft 2014 – 2018 Financial Plan
  - First three reads

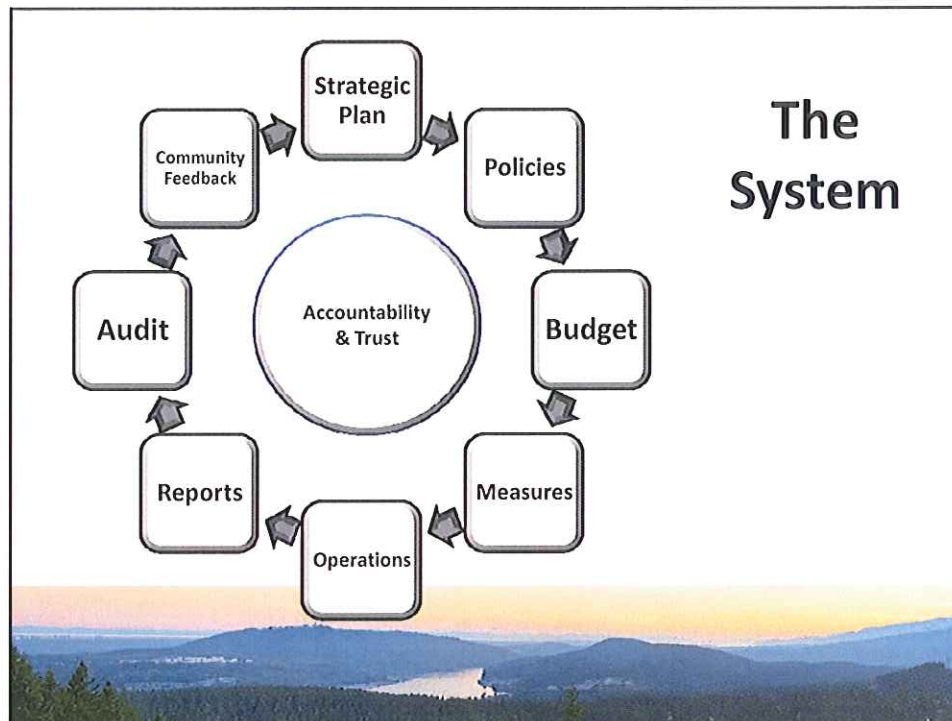


# Presentation



**Strategy**  
**Process**  
**Policy**  
**Financial Plan**





## Corporate Strategic Plan (2012-2014)

- **Finance & Technology**
  - Financial / Service Sustainability
- **Operations and Maintenance**
  - Water Quality
  - Asset Management
- **Planning, Development & Parks**
  - Growth, Community Planning
- **Recreation, Social, Arts and Youth**
- **On-going Initiatives and Service Delivery**
  - Solid Waste Services

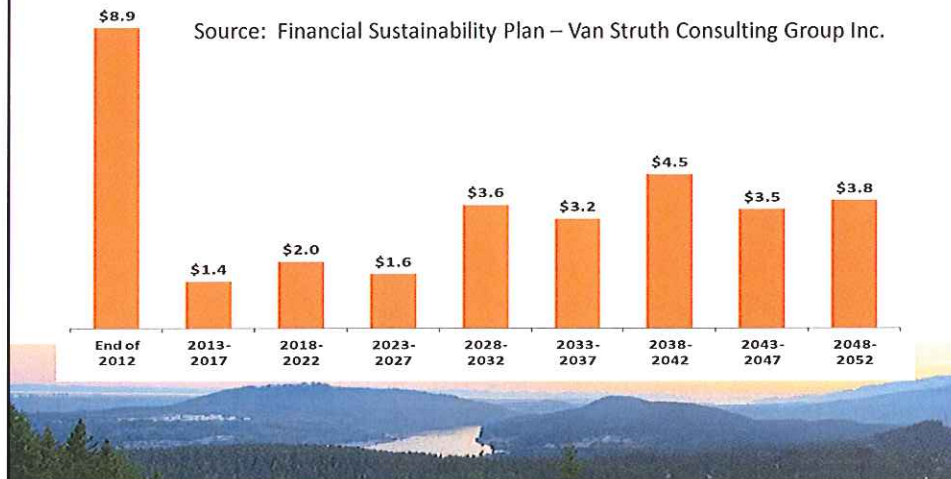




# Financial Sustainability

## Estimated Current Infrastructure Replacement Costs by Five-Year Intervals (\$ millions)

Source: Financial Sustainability Plan – Van Struth Consulting Group Inc.



## Process

- **Implement Best Practices in Budget Preparation**
  - Hybrid approach: Results Based / Incremental
- **Revisit the Corporate Strategic Plan**
- **Address Sustainability of Services**
  - Financial Sustainability Plan
  - Issues arising in 2013
- **Finance Committee Meetings**
  - Budget Preparation Approach; November 18
  - Budget Discussion: December 2
  - Budget Approved in Principal: December 9
- **Public Presentation & Consultation – January 21, 2014**

## **Policy / Bylaw**

- **Reserve Policy / Bylaw**
  - Plan for the long term – asset management, Village Hall replacement, etc.
  - Protect funds collected for a specified purpose
  - Least cost approach to service delivery



## **Financial Plan**



## 2014 – 2018 DRAFT Financial Plan

Total 2013 Property Taxes \$1,200,000

1% Property Tax Rate increase  
per Single Family Dwelling (SFD) \$12.38



## 2014 – 2018 DRAFT Financial Plan

REVENUES	Total Cost Adjustment	Cost Per SFD
New Construction	\$ 26,300	\$ 27.13
Recycling Levy	(19,900)	(20.53)
Building Permit Fees	(14,500)	(14.96)
Village Services	(17,500)	(18.05)
<b>TOTAL</b>	<b>\$ (25,600)</b>	<b>\$ (26.41)</b>





## 2014 – 2018 DRAFT Financial Plan

EXPENSES	Total Cost Adjustment	Cost Per SFD
Goods & Services	\$ 26,709	\$ 27.55
Labour	39,083	40.32
Recycling Costs	(19,900)	(20.53)
Building Permit Costs	(14,500)	(14.96)
Development Recoverable	(8,500)	(8.77)
Computer Equipment Surplus Repayment	2,400	2.48
Emergency Preparedness	5,000	5.16
<b>TOTAL</b>	<b>\$ 30,292</b>	<b>\$ 31.25</b>



## 2014 – 2018 DRAFT Financial Plan

SUMMARY	Total Cost Adjustment	Cost Per SFD
Revenues	\$ 25,600	\$ 26.41
Expenses	30,292	31.25
Capital Asset Levy	130,000	134.12
<b>TOTAL</b>	<b>\$ 185,892</b>	<b>\$ 191.78</b>



## 2014 – 2018 DRAFT Financial Plan

WATER	Total Cost Adjustment	Cost Per SFD
New Construction	\$ 8,101	\$ 13.84
Other Water Revenue	753	1.29
<b>Subtotal Water Revenue</b>	<b>\$ 8,854</b>	<b>\$ 15.13</b>
Water Supply Costs	\$ 11,860	\$ 20.26
Water Operations	10,984	18.76
Pinnacle Pump Station Op Costs	6,280	10.73
Chlorine Station Op Costs	4,710	8.05
<b>Subtotal Water Expenses</b>	<b>33,834</b>	<b>57.80</b>
Transfer to Reserves	20,047	34.25
<b>TOTAL</b>	<b>\$ 45,027</b>	<b>\$ 76.92</b>



## 2014 – 2018 DRAFT Financial Plan

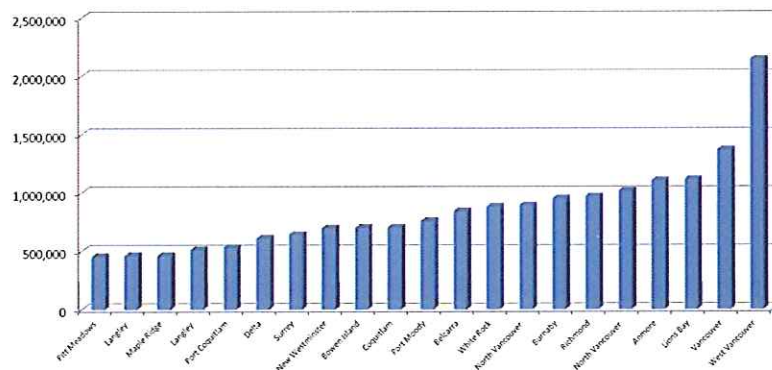
CAPITAL & ONE TIME PROJECTS	Total Cost Adjustment	Funding Source
Vehicle Replacement	\$ 45,000	Vehicle Replacement Reserve
Water System Modeling	100,000	Water Utility Reserve, Water DCCs
Capital Works Plan	100,000	Capital Roads Reserve
SCIF Grant Adjustment	135,000	Surplus
Pavement Rehab – MRN	131,040	MRN Reserve
Other Planning and One-Time Projects / Adjustments	118,000	Various
<b>TOTAL</b>	<b>\$ 629,040</b>	



# Community Impact



Average Cost of a Representative House



1% Tax Rate Increase on a  
Representative House

