

VILLAGE OF
ANMORE 

BRITISH COLUMBIA, CANADA

DRAFT

2023 ANNUAL REPORT

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2023





OUR VISION

The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.

DRAFT

Select photos submitted to Anmore's Photo Album Contest in 2023 are featured throughout this report. The winning submissions and other entries are displayed at the Anmore Community Hub.

Village of Anmore

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**2022-2026
COUNCIL**

Front row, left to right: Councillor Doug Richardson, Mayor John McEwen and Councillor Polly Krier
Back row, left to right: Councillor Paul Weverink and Councillor Kim Trowbridge

MESSAGE FROM THE MAYOR

This past year marked some significant milestones for our community.

In particular, we completed the construction of the Anmore Community Hub. This amazing new facility provides our community with a place to work, gather and celebrate. It is our Village Hall – where we hold Council meetings along with the workspace for administration staff - but it's also a community facility that will provide an indoor space for events and activities. This was a truly impressive accomplishment for our community.

The Village also made some progress on improvements to Spirit Park. Work began on infrastructure upgrades to improve drainage; however, there is also a broader plan in the works to consider options for a park plan for the area around the Hub. Part of this review will involve engaging the community for input on how we can best utilize Spirit Park and the empty lot on Ravenswood to create a park that surrounds the Hub as part of making this a gathering place for our community.

Another significant project for Anmore is the start of a comprehensive process to consider an application for an Official Community Plan (OCP) amendment related to Anmore South. The application was submitted by icona Properties Ltd., which owns the Anmore South property. While Council gave first reading to OCP Amendment Bylaw No. 686-2023 in 2023, the bulk of the questions raised by Council that require further assessment will be addressed in 2024 as part of the review process to consider this amendment and develop a Neighbourhood Plan.

It is also a pleasure to share that the Village benefitted from several grants in 2023. For a small community, every grant we receive takes the financial pressure off taxpayers and enables us to invest in our community to benefit our residents.

Several of these grants were initiated by staff, who did the research, took steps to ensure we would meet the criteria and submitted the required grant applications.

Continued >



In 2023, we received \$30,000 through the provincial Community Emergency Preparedness Fund for upgrades to the Emergency Operations Centre at the Hub and \$375,000 from Pacific Economic Development Canada for Spirit Park improvements.

We received a \$500,000 provincial Active Transportation Grant to continue to add to the multi-use pathway along Sunnyside Road where there were areas of concern that needed to be addressed as a priority. The pathway is designed for a mix of uses, including cycling, rollerblading, strollers, wheelchairs and pedestrian access. It also helps with connectivity to the Village's existing trail system, which supports our Greenway Strategy. This is a multi-year project, and a portion of the new pathway is expected to be completed in 2024.

We also received \$1.73 million for infrastructure and amenities as part of the provincial Growing Communities Fund that was provided to communities across B.C. Council met to assess how to allocate this grant funding. Two critical priorities were identified: infrastructure improvements at the Public Works Yard and providing a temporary site for the Fire Hall. We allocated \$1 million from this grant for repairs and other upgrades at the Public Works Yard to provide staff and workshop space as well as a structure for vehicles and equipment to protect them from elements, which prolongs equipment life. This funding will also support a temporary location for the Anmore Fire Hall as there is a critical need to replace the existing Fire Hall in Anmore.

The Sasamat Volunteer Fire Department's (SVFD) Fire Hall in Anmore is deteriorating, and an assessment completed in 2019 identified several serious issues. The building does not meet minimum standards related to seismic activity and the current layout is not consistent with operational needs. We are also aware of safety risks to SVFD members as the current building does not meet WorkSafeBC health and safety minimum standards, including a proper decontamination area.

Council has expressed its unanimous support for replacing the Fire Hall as we value the essential emergency response service that SVFD members provide to the Anmore and Belcarra communities.

We have a great team working together in Anmore to serve our community.

The Village of Anmore remains committed to supporting our amazing volunteer firefighters and the incredible work they do to provide emergency response and support community safety. Part of our commitment includes constructing new fire halls to ensure they have a safe workspace that meets their operational needs and WorkSafe BC requirements. This is a priority.

We also saw Anmore come together as a community for our 2023 Photo Album Contest, sharing a total of 83 images of nature, landmarks, architecture and other topics that capture the heart of Anmore. We had one youth and five adult winners in a total of six categories. The entries received an incredible 790 votes through online and in-person voting. We are featuring some of these amazing photos in a wall display at the Hub and in various communication materials – including this report.

Along with these significant projects and achievements, Anmore staff continued to serve this community with dedication and professionalism. The nine-person full-time and part-time Village Hall staff managed multiple projects and special initiatives throughout 2023 while also continuing to deliver all of our core services, and our amazing, five-person Public Works team did a fantastic job again this past winter, working long hours to clear snow and salt our roads and public pathways to make it safer for us to move around the community.

We have a great team working together in Anmore to serve our community, and we look forward to our planned projects and opportunities to serve our community in 2024.



John McEwen
Mayor



MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

Following the start of the new Council term in November 2022, staff facilitated a strategic planning session in early 2023 for Council to set the Council Strategic Plan for the 2022-2026 term. The goals and objectives set by Council in this plan provide a guiding framework for decision-making and priority setting identifying areas of focus during this Council term.

In May 2023, the Village received an Official Community Plan (OCP) Amendment Application for the Anmore South lands (formerly referred to as IOCO Lands) from the property owner, icona Properties Ltd. Staff conducted a preliminary review of the application and in December 2023, presented an OCP Bylaw Amendment, which starts a comprehensive exploratory process to consider the amendment and what it means to Anmore. Staff will continue further assessment and community engagement in 2024 prior to presenting options to Council for consideration of advancing the application.

The past year also included the milestone achievement to complete the construction of the Anmore Community Hub, Anmore's first purpose-built building. Our entire staff team (nine Village Hall staff and five Public Works staff) worked together to relocate staff and resources to the new building. At the same time, a team worked to plan for the official grand opening celebration taking place in the new year. After the relocation to the Hub, the trailer at the works yard became the temporary new office space for the Public Works staff.

The Village benefitted from several grants including \$375,000 from the Canada Community Revitalization Fund for the Spirit Park project, \$500,000 from the BC Active Transportation Infrastructure Grant program for the continuation of the Sunnyside Multiuse Pathway, and \$1,730,000 from the BC Growing Communities Fund for infrastructure and amenities.

To help determine allocation of the BC Growing Communities grant, staff coordinated an assessment of priority projects for Council's consideration and funds were approved for projects including enhancements to the Hub and surrounding areas, water system service planning, Ravenswood Drive realignment and tree management, and Public Works Yard improvements for equipment and vehicles.



The Village also initiated several projects to support emergency preparedness and enhanced community engagement. This included preparing to implement Alertable – an emergency alerting system – and launch a new website, which will include a new e-news application that will allow residents to subscribe and unsubscribe online. These projects are scheduled for completion in 2024.

As the Village explores opportunities to engage and support a welcoming and inclusive community with the opening of our new Anmore Community Hub, the coming year will be an exciting time to continue to support Council and the community in shaping the future of Anmore. It is a pleasure to lead the extraordinary team of staff and contractors who show their passion for supporting this community through their daily activities. Additionally, I look forward to re-engaging with our community groups and volunteers as we look for ways to gather and celebrate at the Anmore Community Hub.

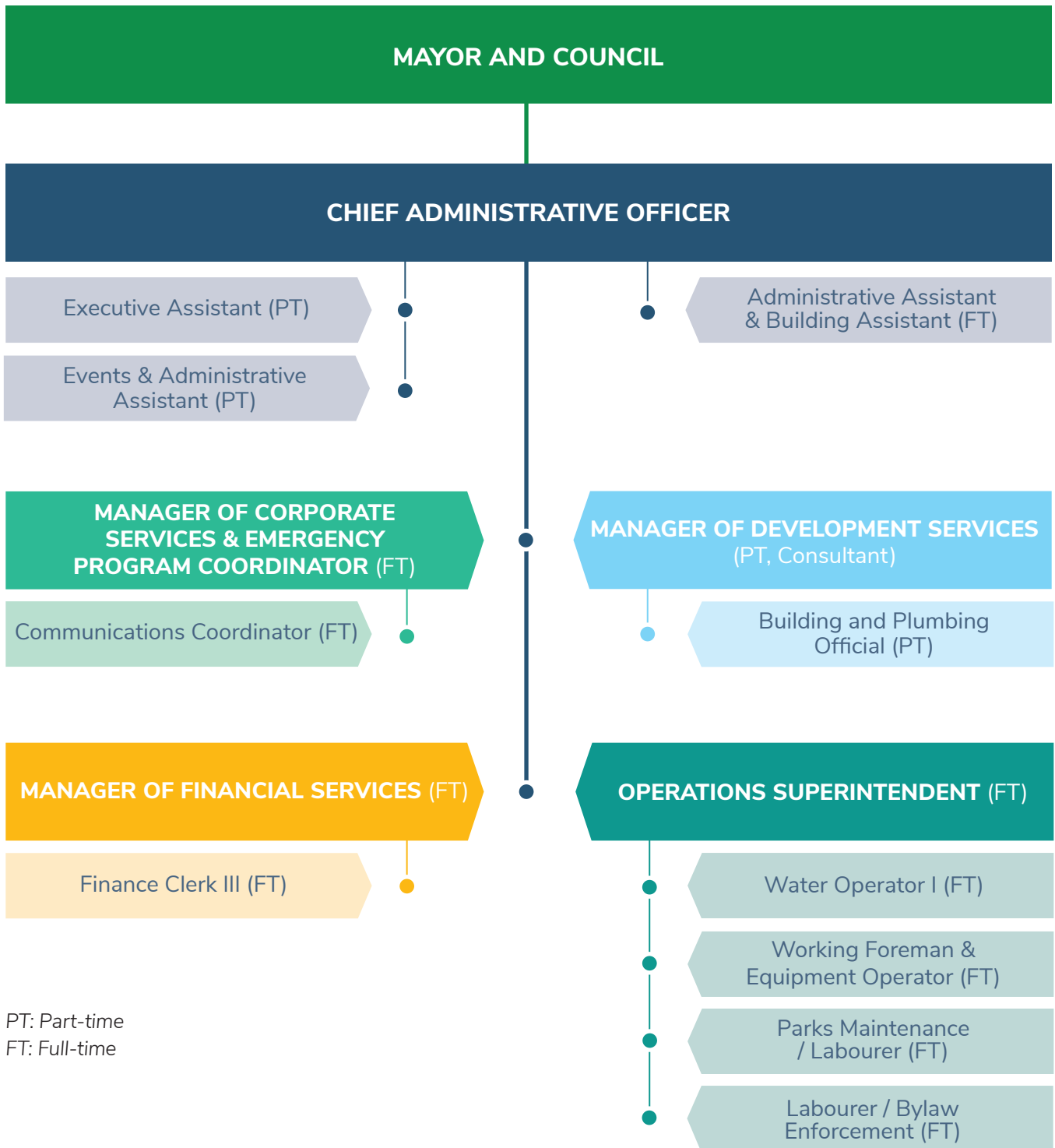
A handwritten signature in black ink, appearing to read 'Karen Elrick', written in a cursive style.

Karen Elrick
Chief Administrative Officer



ORGANIZATION CHART

as at December 31, 2023





VILLAGE DEPARTMENT OVERVIEW

As a small organization, the Village of Anmore only has five departments and most of the managers have multiple responsibilities. The following is an overview of the various departments and their role in the organization.



ADMINISTRATION

The Chief Administrative Officer (CAO) is responsible for the overall management of the Village.

The CAO oversees the day-to-day operations of the Village, including the effective and efficient delivery of services to residents, members of the public and stakeholder groups.

Human resources, economic development, and public land administration are also managed under Administration. In addition, the CAO provides Council with objective, professional advice in relation to municipal governance and community matters.

2023 SNAPSHOT

- > Worked with Integrated Project Delivery team to facilitate completion of the Anmore Community Hub
- > Facilitated preliminary review of Anmore South development application
- > Received three significant grants: a \$1.73 million Growing Communities Fund grant to enhance community infrastructure and amenities, a \$500,000 BC Active Transportation grant for extending the Multi-Use Pathway, and a \$375,000 grant to improve Spirit Park
- > Reallocated staff duties and responsibilities to increase capacity within allocated budget
- > Recruited, hired and onboarded five employees
- > Facilitated the relocation of staff to new Anmore Community Hub administration offices





Building & Planning

COMMUNITY PLANNING AND DEVELOPMENT SERVICES

The Community Planning and Development Services department is responsible for both planning activities – including the Official Community Plan (OCP), Zoning Bylaw and other municipal bylaws – and overseeing development projects as part of guiding development in the community.

The Development Services area is responsible for issuing building permits to ensure that development follows all codes, safety standards bylaws and policies. This includes reviewing development applications to ensure community goals and development requirements are met and conducting building inspections. This department is also responsible for bylaws, which involves preparing and enforcing Village bylaws throughout the community, as well as proactive education and awareness, such as the Bear Aware program.

The Manager of Development Services also provides technical and policy advice to Council.

▲ 2023 SNAPSHOT

- > Initiated a municipal-wide water model
- > Reported to Council on coach house zoning updates
- > Ongoing review of Anmore South OCP amendment
- > Issued 141 Business Licences
- > Issued 16 Building Permits: 11 single-family homes, 2 coach houses, 2 additions and 2 pools
- > Issued 81 Dog Licences
- > Issued 76 Fire Permits
- > Issued 49 Tree Permits
- > Coordinated three Film Permits





CORPORATE SERVICES AND EMERGENCY MANAGEMENT

Corporate Services is responsible for all of the procedural and process advice related to municipal legislation, along with emergency management.

This includes all statutory and legislative duties assigned to the Corporate Officer under the *Local Government Act* and the *Community Charter*, such as managing all Council and Committee agendas and minutes and supporting Council procedural requirements. Corporate Services leads all communications and community engagement, including the *Anmore Advisor* newsletter, social media and the Village website. Corporate Services also manages records for the Village and coordinates *Freedom of Information and Protection of Privacy Act* requests.

The Emergency Management area is responsible for overseeing emergency response and preparedness measures, and coordination with external agencies. This includes supporting an Emergency Operations Centre activation if needed, as well as coordinating a Reception Centre if there is an evacuation.

2023 SNAPSHOT

- > Developed three privacy impact assessments
- > Updated terms of reference for all Select Committees of Council
- > Held 15 Regular Council meetings and 1 Special Council meeting
- > Held 2 Public Hearings
- > Held 9 Special In-Camera meetings
- > Processed 6 Freedom of Information requests
- > Prepared 20 bylaws for Council adoption
- > Developed policies for emergency notifications and flag protocol
- > Received \$30,000 in grant funding for the Emergency Operations Centre
- > Increased social media engagement on Facebook, leading to more link clicks, page visits and followers
- > Engaged with 639 email notification subscribers
- > Hosted Anmore Photo Album contest, with 83 photo entries and 790 votes
- > Started development of new website





FINANCE

The Finance Department is responsible for the financial leadership of the Village.

This includes receiving and keeping all monies paid to the municipality, investing municipal funds and expending funds in the manner authorized by the Council.

The Manager of Financial Services, who is designated as the Chief Financial Officer (CFO) ensures accurate records are prepared, maintained and kept safe, and is responsible for all other financial affairs of the municipality. The CFO ensures the coordination with each department to establish a five-year financial plan while ensuring spending compliance with the plan.

Examples of the Finance Department duties include billing and collection for a variety of services, including property taxes, water and solid waste.

2023 SNAPSHOT

- > Managed ongoing project analysis of asset management and financial forecasting
- > Completed parcel tax bylaw for Anmore Green Estates sewer users
- > Processed 1,327 utility bills
- > Processed 866 property tax notices
- > Completed reporting requirements for multiple grants totaling \$5 million
- > Completed long-term debt financing bylaw through collaboration with multiple partners including Municipal Finance Authority, Metro Vancouver and the Ministry of Municipal Affairs





PUBLIC WORKS

The Public Works department is responsible for maintaining the water system to support clean drinking water as well as ensuring there is a reliable water source and hydrants for fire protection.

Public Works is also responsible for the Village transportation network, including paving maintenance and sidewalk improvements, plowing and salting winter roads, and ditch and storm sewer maintenance. In addition, staff take care of municipal buildings, land and infrastructure, and manage parks, trails and pathways projects. They also do regular maintenance and control roadside vegetation.

While garbage and recycling are collected through a contracted service, Public Works oversees the contract.

▲ 2023 SNAPSHOT

- > Continued construction of the multi-use path on Sunnyside Road
- > Coordinated with administration to support move to new Anmore Community Hub and repurpose the existing ATCO trailers to serve Public Works
- > Coordinated with the City of Port Moody to achieve connectivity from Strong Road into Bert Flinn Park
- > Facilitated water meter to property line project and update of water meters
- > Serviced and painted all fire hydrants throughout Village
- > Received new water truck and ordered a new dump truck and pickup truck for 2024
- > Completed tree assessments for Ravenswood Drive, Crystal Creek Drive, and Strong Road park land.
- > Continued trail upgrades throughout community
- > Completed road rehabilitation work to Bedwell Bay Road



EMERGENCY SERVICES

Emergency response services for the Village of Anmore are delivered through two separate organizations: the Sasamat Volunteer Fire Department and the Coquitlam RCMP.



FIRE SERVICES

The Village of Anmore's fire protection services are provided through the Sasamat Volunteer Fire Department (SVFD).

The SVFD is a volunteer-based organization that receives funding from Anmore and Belcarra and is administered by Metro Vancouver.

There are currently 39 volunteer firefighters. There were 134 total call outs (104 Anmore and 30 Belcarra) in 2023, showing a rise from last year's 121 call-outs.

2023 SNAPSHOT

- > 39 active responders (26 Anmore)
- > 18 fire calls (7 Anmore)
- > 68 medical emergencies (57 Anmore)
- > 3 motor vehicle accidents (3 Anmore)
- > 7 power line issues (4 Anmore)
- > 27 alarm responses (23 Anmore)
- > 5 burning complaints (5 Anmore)
- > 3 gas leaks (2 Anmore)
- > 3 miscellaneous call-outs (2 Anmore)





POLICE SERVICES

The Village of Anmore's policing services are provided by the Coquitlam RCMP.

This includes both emergency and non-emergency response, as well as crime prevention support. There were 156 calls for service* in 2023, compared to 159 in 2022. Anmore continues to experience one of the lowest crime rates in B.C.



2023 SNAPSHOT*

Property Offences

- > 4 break and enter (residence, business, other)
- > 1 theft from auto
- > 4 theft (vehicle and other)
- > 8 mischief offences
- > 1 fraud

Person Offences

- > 8 assaults (all levels)
- > 8 uttering threats/harassing behaviour

Other Criminal Offences

- > 5 causing a disturbance

Traffic Calls

- > 5 collisions
- > 8 driving complaints

Other Calls

- > 12 bylaw (noise and other)
- > 11 suspicious (person, vehicle, circumstance)
- > 4 Mental Health Act
- > 12 well-being check

* Please note that these statistics do not include any calls for service relating to Buntzen Lake.



2022-2026 COUNCIL STRATEGIC PLAN

GOAL: We have an engaged community that is immensely proud of Anmore.

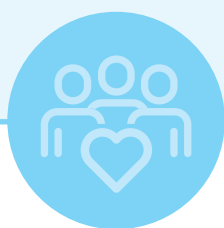
OBJECTIVES:

- > Create a Village Hub where people work, gather and celebrate.
- > Support community engagement.
- > Increase community involvement.
- > Enhance sense of community.
- > Support a welcoming and inclusive community.

GOAL: Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future.

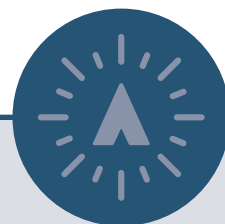
OBJECTIVES:

- > Protect and enhance the connectivity of neighbouring parks and local recreational areas.
- > Connect to the Metro Vancouver water system or alternative sources.
- > Work collaboratively with neighbouring communities to identify regional priorities.



VISION

The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.



GOAL: We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community.

OBJECTIVES:

- > Continue to provide an effective and sustainable fire service.
- > Ensure Anmore continues to be an employer of choice.
- > Support the great staff in Anmore.
- > Continue measures to ensure long-term fiscal responsibility.
- > Maintain and enhance service levels.
- > Promote and support emergency preparedness.
- > Apply strategic asset management.

GOAL: We unleash the potential for great development that advances the interests of the community.

OBJECTIVES:

- > Create a complete community with opportunities to live, work, shop and play within Anmore.
- > Establish parameters for future development through community engagement.
- > Consider new approaches to development that support opportunities for less expensive housing, amenities and small commercial services.
- > Leverage Anmore's natural assets.
- > Practise environmental stewardship.

2023 PROGRESS REPORT

ACHIEVEMENTS TOWARD STRATEGIC GOALS

Council and staff achieved a number of key projects and made progress towards achieving the goals in Council's 2022-2026 Strategic Plan. The following is a summary of some of the significant achievements in 2023 aligned with how they support Council's strategic initiatives and priority projects.



We have an engaged community that is immensely proud of Anmore

Strategic Initiatives & Priority Projects	Achievements
Create a Village Hub where people work, gather and celebrate	<ul style="list-style-type: none"> > Completed construction of Anmore Community Hub > Continued to explore opportunities for enhancements and connectivity between Spirit Park and the Anmore Community Hub
Support community engagement	<ul style="list-style-type: none"> > Engaged the community via survey to determine website redesign, use, and priorities
Increase community involvement	<ul style="list-style-type: none"> > Increased social media engagement through a photo contest which garnered 785 online votes, 2,042 page visits and 15 new followers > Continued to explore opportunities for expanded community events and ways for the community to connect and gather in the Anmore Community Hub and revitalized Spirit Park
Enhance sense of community Support a welcoming and inclusive community	<ul style="list-style-type: none"> > Continued to explore opportunities for events and activities to promote and encourage inclusion of a diverse community.



Construction of the Anmore Community Hub was completed at the end of 2023.



Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future

Strategic Initiatives & Priority Projects	Achievements
Protect and enhance the connectivity of neighbouring parks and local recreational areas	<ul style="list-style-type: none"> > Coordinated with City of Port Moody to plan connectivity from Strong Road into Bert Flinn Park > Continued to upgrade trails throughout the community
Work collaboratively with neighbouring communities to identify regional priorities	<ul style="list-style-type: none"> > Mayor McEwen re-elected as Vice Chair of Metro Vancouver Board of Directors and participated in several Metro Vancouver committees > Continued to engage with other local governments and Metro Vancouver to advocate for Anmore and identify synergies to support regional goals > Participated in the annual Tri-Cities Council-to-Council meeting



We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community

Strategic Initiatives & Priority Projects	Achievements
Continue to provide an effective and sustainable fire service	<ul style="list-style-type: none"> > Continued to plan for the fire hall replacement
Ensure Anmore continues to be an employer of choice Support the great staff in Anmore	<ul style="list-style-type: none"> > Continued succession planning and identifying opportunities for growth within the organization > Recruited and onboarded five employees
Continue measures to ensure long-term fiscal responsibility	<ul style="list-style-type: none"> > Received \$375,000 grant for Spirit Park improvements > Received \$500,000 grant for Sunnyside Road Multi-Use Pathway > Received \$1.73 million Growing Communities Grant for infrastructure and amenities > Ended the year with a strong reserve balance

Goal continues on next page >

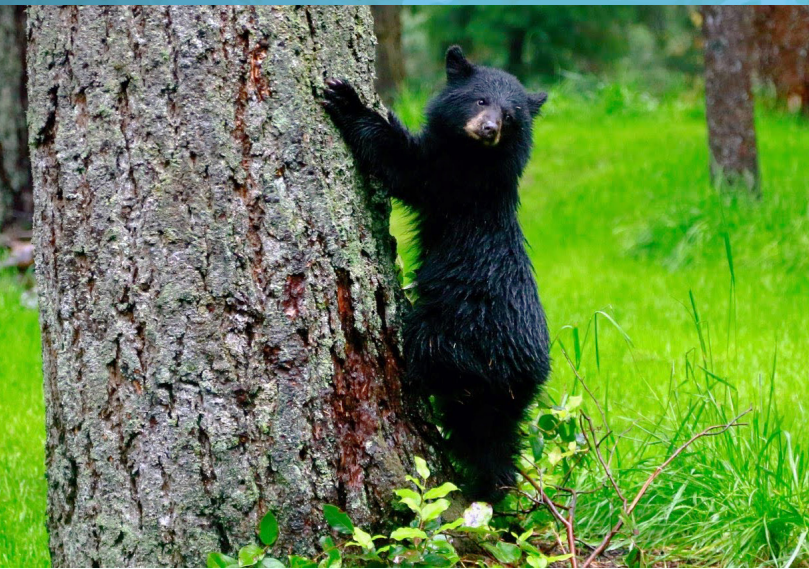




Goal continued from previous page

Strategic Initiatives & Priority Projects	Achievements
Maintain and enhance service levels	<ul style="list-style-type: none"> > Continued assessment to identify opportunities to create efficiencies in productivity and effectiveness of service delivery > Continued to identify and plan for infrastructure needs at Village Public Works yard > Initiated planning for relocation of Village Administration Offices and Council Chambers to the Anmore Community Hub > Responded to five requests for information under the <i>Freedom of Information and Protection of Privacy Act</i> > Developed three Privacy Impact Assessments for projects related to communications and security > Continued to work on the development of a new Village website > Completed purchase of water meters as part of the water meter to property line installation project and began installation of water meters > Upgraded Public Works fleet with the purchase of a new dump truck
Promote and support emergency preparedness	<ul style="list-style-type: none"> > Promoted the Shakeout BC Earthquake Drill > Continued to engage with other local governments, provincial government and stakeholders to identify and address areas of collaboration in emergency management > Received \$30,000 grant for Emergency Operation Centre for audio-visual support > Developed an Emergency Notification policy and initiated planning for implementing Emergency Alerting Notification System
Apply strategic asset management	<ul style="list-style-type: none"> > Continued planning for asset replacement and funding > Completed Long Term Debt Financing Bylaw with multiple partners including the Municipal Finance Authority, Metro Vancouver and the Ministry of Municipal Affairs > Completed review of assets and obligations related to upcoming change in accounting standards of Asset Retirement Obligations > Managed ongoing project analysis of Asset Management and Financial forecasting





We unleash the potential for great development that advances the interests of the community

Strategic Initiatives & Priority Projects	Achievements
<p>Create a complete community with opportunities to live, work, shop and play within Anmore</p> <p>Establish parameters for future development through community engagement</p>	<ul style="list-style-type: none"> > Continued Zoning Bylaw updates and review with a focus on coach houses > Completed preliminary review of the Anmore South development and initiated community engagement planning > Completed Parcel Tax Bylaw for Anmore Green Estates sewer users, including analysis, coordination with Metro Vancouver and communication with users. > Completed Bedwell Bay road rehabilitation project > Began construction of the Sunnyside Road Multi-Use Pathway extension > Initiated municipal-wide water model > Completed tree assessments to identify dangerous trees on public lands
<p>Practise environmental stewardship</p>	<ul style="list-style-type: none"> > Ensured environmental factors were considered when assessing development opportunities > Continued to incorporate and promote good environmental practice in day-to-day activities > Continued to work with the BC Invasive Species Council to help reduce the spread of invasive plants like knotweed > Continued partnership with Tri-Cities Bear Aware to promote ways to keep bears and residents safe



LOOKING AHEAD

2024 WORK PLAN TO SUPPORT STRATEGIC GOALS AND PRIORITIES

Following the 2022 general local election, Anmore's new Council developed an updated Strategic Plan for its new term of office. The 2024 Work Plan reflects the updated Strategic Plan goals.



We have an engaged community that is immensely proud of Anmore

Objectives	2024 Work Plan
Create a Village Hub where people work, gather and celebrate	<ul style="list-style-type: none"> > Assess opportunities for use of public spaces in the Anmore Community Hub > Continue planning and execution of Spirit Park Upgrades > Consider proposals for use of commercial space within Anmore Community Hub
Support community engagement	<ul style="list-style-type: none"> > Re-establish and orient Council Committees > Engage the community in testing and reviewing a new Village website > Upgrade to an email notification platform to improve the weekly Resident Notification > Increase and diversify engagement and communication methods
Increase community involvement	<ul style="list-style-type: none"> > Provide opportunities for enhanced community involvement > Explore opportunities for expanded community events and ways for the community to connect and gather
Enhance sense of community Support a welcoming and inclusive community	<ul style="list-style-type: none"> > Review Village events and processes and explore opportunities to promote and encourage inclusion of a diverse community





Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future

Objectives	2024 Work Plan
Protect and enhance the connectivity of neighbouring parks and local recreational areas	<ul style="list-style-type: none"> > Connect Michael Rosen Trail to Port Moody’s Bert Flinn Park and continue to work on regional connectivity of trails > Continue mapping and identification of areas for potential trail expansion or connection including engaging landowners where access is desired and explore funding opportunities
<p>Connect to the Metro Vancouver water system or alternative sources</p> <p>Work collaboratively with neighbouring communities to identify regional priorities</p>	<ul style="list-style-type: none"> > Continue to engage with other local governments and Metro Vancouver to advocate for Anmore and identify synergies to support regional goals > Explore grants and other funding opportunities from other levels of government



We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community

Objectives	2024 Work Plan
Continue to provide an effective and sustainable fire service	<ul style="list-style-type: none"> > Continue to plan for the fire hall replacement
<p>Ensure Anmore continues to be an employer of choice</p> <p>Support the great staff of Anmore</p>	<ul style="list-style-type: none"> > Undertake needs assessment for resourcing and continue staff succession planning
Continue measures to ensure long-term fiscal responsibility	<ul style="list-style-type: none"> > Explore grants and other funding opportunities from other levels of government > Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base > All user-fee levels will be reviewed on an annual basis to ensure they adequately meet both the respective service delivery and capital costs
Maintain and enhance service levels	<ul style="list-style-type: none"> > Review Village bylaws and development processes to ensure clarity and consistency is well communicated and maintained > Continue assessment to identify opportunities to create efficiencies in productivity and effectiveness of service delivery > Identify and plan for infrastructure needs at Village public works yard

Goal continues on next page >





Goal continued from previous page

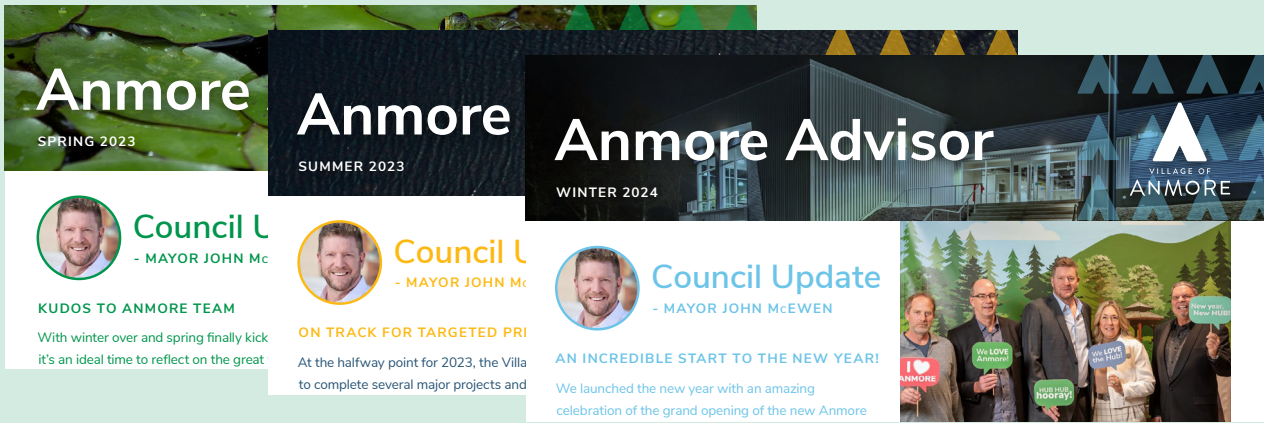
Objectives	2024 Work Plan
<p>Promote and support emergency preparedness</p>	<ul style="list-style-type: none"> > Implement Alertable Emergency Notification System > Increase communications and resources to community for personal preparedness > Apply for a FireSmart Grant to develop a Community Wildfire Resiliency Plan and develop Community Wildfire Resiliency Plan > Continue to engage with other local governments, provincial government, and stakeholders to identify and address areas of collaboration in emergency management
<p>Apply strategic asset management</p>	<ul style="list-style-type: none"> > Continue asset replacement planning and funding > Complete asset management planning update



We unleash the potential for great development that advances the interests of the community

Objectives	2024 Work Plan
<p>Create a complete community with opportunities to live, work, shop and play within Anmore</p> <p>Establish parameters for future development through community engagement</p> <p>Consider new approaches to development that support opportunities for less expensive housing, amenities and small commercial services</p> <p>Leverage Anmore’s natural assets</p>	<ul style="list-style-type: none"> > Engage in business attraction and retention opportunities as they arise > If a development proposal is received, consider the financial impact and engage the community and stakeholders > Review Village Official Community Plan, Zoning and Development Cost Charge bylaws
<p>Practise environmental stewardship</p>	<ul style="list-style-type: none"> > Ensure environmental factors are considered when assessing development opportunities > Look into ways that the Village can incorporate and promote good environmental practice in day-to-day activities





Mailed to residents and posted online, the Anmore Advisor is one of several ways Anmore keeps the community informed about important Village activities.

CONNECTING WITH THE VILLAGE

We encourage Anmore residents to connect with the Village to stay informed about Council decisions, upcoming projects and initiatives, and service updates. There are also opportunities to share input with Council.

Stay informed

- > Council Meetings – Regular Council Meeting dates, agendas, reports and minutes are posted on anmore.com
- > Village Email Notifications – Sign up at anmore.com for notifications customized to your preferred topics, and opt out at any time
- > Anmore Advisor quarterly newsletter – Mailed to Anmore residents and available for download at anmore.com
- > Village of Anmore Facebook page – Visit facebook.com/VillageOfAnmore
- > Village website – Visit anmore.com for events, news, reports and general information
- > Annual Report – Available on anmore.com

Share your input

- > Public hearings
- > Advisory Committees – consider volunteering on a committee
- > Public meetings
- > Open houses
- > Community surveys
- > Community workshops

Contact the Village

Village Hall

Drop by: 2697 Sunnyside Road
 Email: village.hall@anmore.com
 Phone: 604-469-9877

After Hours Public Works Emergencies

Phone: 604-817-7745
 Public works emergencies include water concerns, public safety concerns, trees down, unsafe dumping, etc.

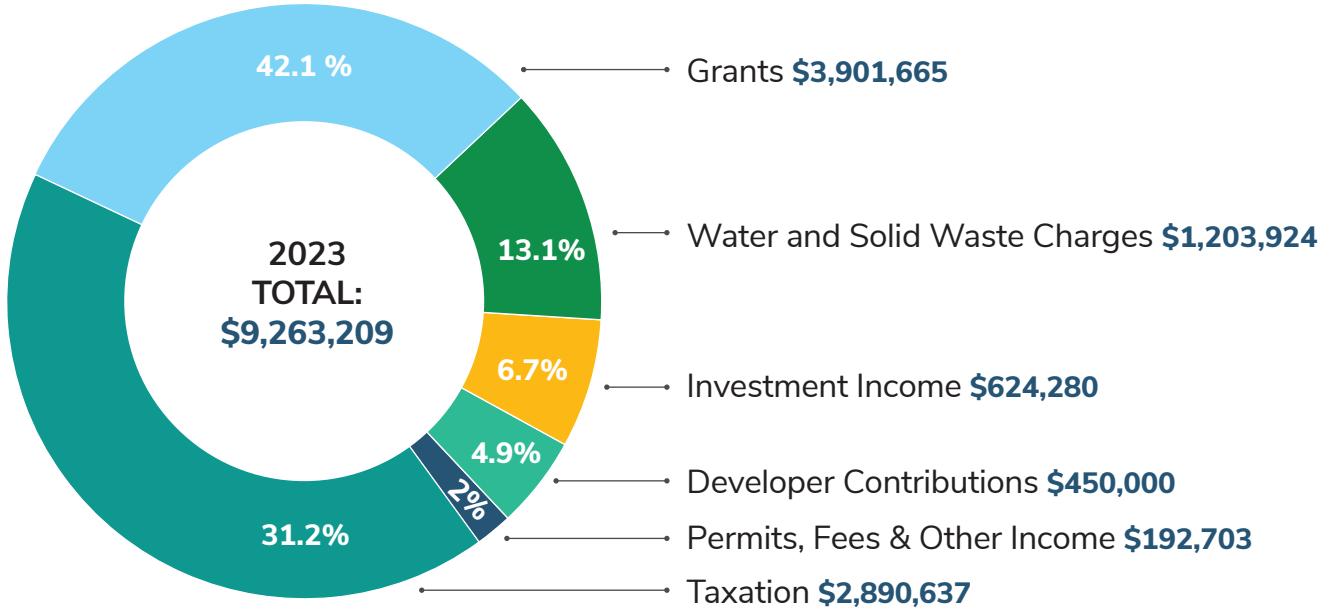
Bylaw Enforcement

Email: village.hall@anmore.com
 Complaint form: anmore.com/village-hall/bylaws

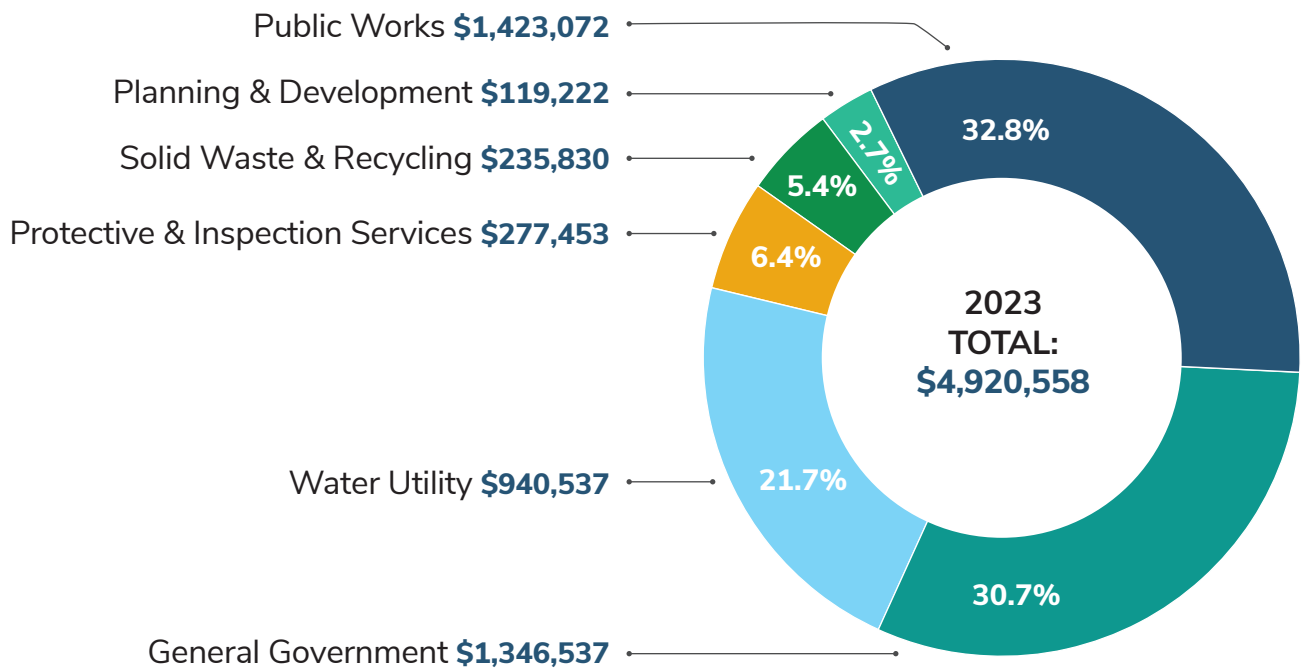


TOTAL REVENUE AND EXPENSES

2023 Revenue



2023 Expenses





FINANCIAL STATEMENTS

STATEMENT OF MANAGEMENT'S RESPONSIBILITY

The financial statements contained herein have been prepared by management in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board. 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 financial statements have been audited by BDO Canada LLP, independent external auditors appointed by Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

Lena Martin

Manager of Financial Services

May 13, 2024





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BDO Canada LLP
Unit 1100 - Royal Centre
1055 West Georgia Street
Vancouver, BC V6E 3P3 Canada

Independent Auditor's Report

To the Mayor and Council of The Village of Anmore

Opinion

We have audited the financial statements of the Village of Anmore (the “Village”) which comprise the Statement of Financial Position as at December 31, 2023 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of this report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of Schedule 4 and 5 of the Village's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.





Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


BDO Canada LLP

Chartered Professional Accountants
Vancouver, British Columbia
May 13, 2024



STATEMENT OF FINANCIAL POSITION

December 31	2023	2022
Financial Assets		
Cash	\$ 8,236,985	\$ 10,397,584
Accounts receivable (Note 1)	2,305,343	2,707,678
Loan receivable (Note 2)	145,595	179,400
Property taxes receivable	283,849	205,779
Investments (Note 3)	7,372,998	6,451,088
	<u>18,344,770</u>	<u>19,941,529</u>
Liabilities		
Accounts payable and accrued liabilities (Note 4)	2,774,277	3,100,400
Unearned revenue (Note 5)	935,077	1,375,344
Development cost charges (Note 6)	1,907,346	1,779,013
Deposits (Note 7)	975,820	900,737
Long-term debt (Note 8)	2,500,000	-
	<u>9,092,520</u>	<u>7,155,494</u>
Net Financial Assets	<u>9,252,250</u>	<u>12,786,035</u>
Non-Financial Assets		
Tangible capital assets (Schedule 2)	70,076,711	61,662,424
Prepaid expenses	24,634	25,529
Inventories	83,068	42,117
	<u>70,184,413</u>	<u>61,730,070</u>
Accumulated surplus (Note 9)	<u>\$ 79,436,663</u>	<u>\$ 74,516,105</u>



Manager of Financial Services

Mayor

The accompanying summary of significant policies and notes are an integral part of these financial statements.



STATEMENT OF OPERATIONS

For year ended December 31	2023 Fiscal Plan (Note 10)	2023	2022
Revenue (Schedule 1)			
Taxation (Note 12)	\$ 2,869,296	\$ 2,890,637	\$ 2,669,828
Government transfers - unconditional (Schedule 3)	2,411,793	2,505,671	844,154
Government transfers - conditional (Schedule 3)	1,889,675	1,395,994	2,004,457
Community amenity contribution	-	450,000	-
Permits, fees and other revenues	1,359,477	1,396,627	1,397,850
Interest income	160,000	624,280	278,870
	8,690,241	9,263,209	7,195,159
Expenses (Schedule 1)			
General Government	1,379,769	1,346,537	1,216,207
Public Works	1,364,593	1,423,072	1,324,589
Protective Services	349,129	277,453	252,526
Planning & Development	117,900	119,222	81,946
Solid Waste & Recycling	227,350	235,830	214,482
Water System	897,446	940,537	865,992
	4,336,187	4,342,651	3,955,742
Annual surplus	4,354,054	4,920,558	3,239,417
Accumulated surplus, beginning of year	74,516,105	74,516,105	71,276,688
Accumulated surplus, end of year	\$ 78,870,159	\$ 79,436,663	\$ 74,516,105

The accompanying summary of significant policies and notes are an integral part of these financial statements.



STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For year ended December 31	2023 Fiscal Plan (Note 10)	2023	2022
Annual surplus	\$ 4,354,054	\$ 4,920,558	\$ 3,239,417
Acquisition of tangible capital assets	(10,344,759)	(9,602,077)	(3,718,611)
Amortization of tangible capital assets	1,071,135	1,153,854	1,071,135
Disposal of tangible capital assets	-	33,936	-
Change in prepaid expenses	-	895	(1,001)
Change in inventories	-	(40,951)	5,902
Change in net financial assets for the year	(4,919,570)	(3,533,785)	596,842
Net financial assets, beginning of year	12,786,035	12,786,035	12,189,193
Net financial assets, end of year	\$ 7,866,465	\$ 9,252,250	\$ 12,786,035

The accompanying summary of significant policies and notes are an integral part of these financial statements.



STATEMENT OF CASH FLOWS

For the year ended December 31	2023	2022
Cash provided by (used in)		
Operating activities		
Annual surplus	\$ 4,920,558	\$ 3,239,417
Items not involving cash:		
Loss on disposal of tangible capital assets	4,461	-
Amortization of tangible capital assets	1,153,854	1,071,135
	<u>6,078,873</u>	<u>4,310,552</u>
Changes in non-cash operating balances:		
Accounts receivable	402,335	(1,954,693)
Property taxes receivable	(78,070)	(6,503)
Prepaid expenses	895	(1,001)
Accounts payable and accrued liabilities	(326,123)	2,443,250
Unearned revenue	(440,267)	19,926
Deposits	75,083	71,646
Inventories	(40,951)	5,902
	<u>5,671,775</u>	<u>4,889,079</u>
Capital activities		
Proceeds on sale of tangible capital assets	29,475	-
Acquisition of tangible capital assets	(9,602,077)	(3,718,611)
	<u>(9,572,602)</u>	<u>(3,718,611)</u>
Investing activities		
Purchase of Investments	(921,910)	(53,390)
Loan receivable advances	-	(230,000)
Loan receivable repayments	33,805	50,600
	<u>(888,105)</u>	<u>(232,790)</u>
Financing transactions		
Development cost charges and interest received	128,333	76,881
Debt advances	2,500,000	-
	<u>2,628,333</u>	<u>76,881</u>
Increase (decrease) in cash during the year	(2,160,599)	1,014,559
Cash, beginning of year	10,397,584	9,383,025
Cash, end of year	\$ 8,236,985	\$ 10,397,584

The accompanying summary of significant policies and notes are an integral part of these financial statements.



SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

For the year ended December 31, 2023

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).

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.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. 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	5 to 50 years
Buildings	15 to 40 years
Machinery and vehicles	8 to 10 years
Equipment and furniture	5 to 10 years
Water infrastructure	15 to 50 years
Other infrastructure	10 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 fair market value of contributed assets, useful lives of tangible capital assets, and asset retirement obligation.

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.



SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

For the year ended December 31, 2023

Revenue Recognition (continued)

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 services are 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.

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 unearned revenue when transferred and subsequently as revenue in the statement of operations as the stipulation liabilities are settled.

Community amenity contributions received by the Village are included on the Statement of Operations. Revenue is recognized on the cash basis in the year the payment was received.

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.

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

Effective January 1, 2023, the Village adopted PS 3450 - Financial Instruments. The standard was adopted prospectively and comparative figures were not restated.

The Village's financial instruments consist of cash, accounts receivable, loan receivable, property taxes receivable, investments, accounts payable and accrued liabilities, deposits, and long-term debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the carrying value for financial instruments.



SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

For the year ended December 31, 2023

Financial Instruments (continued)

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Unrealized gains and losses from changes in the fair value of financial instruments would be recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Village has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

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 liabilities and 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 14 and Schedule 1.

Contaminated Sites

A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.

Loan Receivable

Loans receivable are initially recorded at cost less any amount for valuation allowance. Valuation allowances are used to reflect collectability and risk of loss and to reflect loans receivable at the lower of cost and the net recoverable value. Changes in valuation allowance are recognized in expenses in the statement of operations. When the loss is known with sufficient precision and there is no realistic prospect of recovery the loan receivable is reduced by the amount of the loss. Interest income is accrued on loans receivable as earned to the extent it is deemed collectable.



SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

For the year ended December 31, 2023

Asset Retirement Obligation

Effective January 1, 2023, the Village adopted the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations (“ARO”). Under the ARO standard, a liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

As at December 31, 2023 and December 31, 2022, no asset retirement obligations have been identified by the Village.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. Accounts Receivable

	2023	2022
GST receivable	\$ 385,548	\$ 74,041
Government grants receivable	1,407,075	2,309,064
Interest receivable	37,957	95,182
Other	254,119	44,635
Water levies	220,644	184,756
	<u>\$ 2,305,343</u>	<u>\$ 2,707,678</u>

2. Loan Receivable

Bylaw No. 673-2022 was established as a local area service for the purpose of securing a loan from the Village to Strata Property LMS 3080 (Anmore Green Estates), to allow for completion and operation of the David Avenue regional sewer connection project. The full cost of the project, including borrowing and administration costs, will be paid for by the owners within the local area service.

At the April 26, 2022 Regular Council meeting, Council approved the request on behalf of the owners of Anmore Green Estates requesting financing be provided by the Village in the amount of \$230,000 in order to execute the sewer connection project.

Interest on the loan receivable accrues at the Municipal Finance Authority short-term financing floating daily rate, 4.97% at December 31, 2023 (December 31, 2022 - 5.06%), plus a 2.50% administration fee and is to be recovered equally over 5 years in the form of a parcel tax. In 2023, the loan was repaid by \$33,805 (2022 - \$50,600).

3. Investments

	2023	2022
Guaranteed investment certificates	\$ 5,372,998	\$ 6,451,088
MFA Money Market Fund	2,000,000	-
	<u>\$ 7,372,998</u>	<u>\$ 6,451,088</u>

The Village's investments consist of guaranteed investment certificates ("GICs") held at a Canadian chartered bank and are recorded at amortized cost; and a pooled investment fund held at Municipal Finance Authority of BC, recorded at fair value.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

3. Investments (continued)

The GICs earn interest at rates ranging from 4.55% to 5.55% (2022 - 3.45% to 4.10%) with maturities ranging from August 21, 2024 to December 2, 2024.

The MFA Money Market Fund is composed of high-quality money market instruments designed to provide participating investors with interest income. The Fund holds assets with maturities no longer than 366 days and can be withdrawn by the Village with one day of notice. The average yield on the MFA Money Market Fund investment as at December 31, 2023 was 5.9%. The Village did not hold any MFA Money Market Fund investments prior to 2023.

4. Accounts Payable and Accrued Liabilities

	2023	2022
Trade accounts payable and accrued liabilities	\$ 355,732	\$ 304,686
Construction trade accounts payable and holdbacks	2,043,186	2,297,882
School taxes and police services payable	356,616	484,483
Wages and benefits	18,743	13,349
	\$ 2,774,277	\$ 3,100,400

5. Unearned Revenue

Unearned revenue represents revenues and unspent capital contributions 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:

	2023	2022
Community centre developer restricted donations	\$ -	\$ 595,236
Outdoor plaza grant	-	124,358
Other deferred government grants	241,743	19,855
Unearned building permits and other	410,540	345,348
Tax prepayments	282,794	290,547
	\$ 935,077	\$ 1,375,344



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

6. Development Cost Charges

Development cost charges (DCCs) 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 DCCs levied as deferred revenues until the related expenditures are incurred, then the DCCs are recognized as revenue.

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 1,779,013	\$ 1,702,132
Receipts in the year	38,842	42,876
Interest earned and deferred	89,491	34,005
	<u>\$ 1,907,346</u>	<u>\$ 1,779,013</u>

7. Deposits

Deposits are collected in respect of development activities as security against potential damage to Village property. Deposits, less any draw down of damage to Village property, are refunded upon satisfactory conditions being met and approved by the Village.

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 900,737	\$ 829,091
Receipts in the year	203,500	133,201
Refunds issued	(128,417)	(61,555)
	<u>\$ 975,820</u>	<u>\$ 900,737</u>



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

8. Debt

	<u>2023</u>	<u>2022</u>
Issue 160, issued in 2023, accruing interest at 4.97%, maturing in 2048	<u>\$ 2,500,000</u>	<u>\$ -</u>

Pursuant to security issuing by-laws under authority of the Community Charter, the Village obtains debt instruments through the Municipal Finance Authority of British Columbia ("MFA") to finance certain capital expenditures.

The Village is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenses, becomes an obligation of MFA to the Village. Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged.

As at December 31, the total of the Debt Reserve Fund was comprised of:

	<u>2023</u>	<u>2022</u>
Cash holdbacks	\$ 25,000	\$ -
Demand note	<u>68,274</u>	<u>-</u>
Total	<u>\$ 93,274</u>	<u>\$ -</u>

Future principal payments of debt for the next five years and thereafter are:

	<u>Principal</u>
2024	\$ 62,496
2025	64,808
2026	67,206
2027	69,693
2028	72,271
Thereafter	2,163,526
Total	\$ 2,500,000



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. Accumulated Surplus

The Village segregates its accumulated surplus into the following categories:

	2023	2022
Unrestricted current funds	\$ 3,265,158	\$ 2,010,535
Statutory reserve funds	8,302,496	8,428,209
Non-statutory reserve funds	1,972,009	2,347,288
Invested in non-financial assets	65,897,000	61,730,073
Balance, end of year	\$79,436,663	\$ 74,516,105

Unrestricted current funds represent the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available as cash.

Non-statutory and statutory reserves are accumulated surplus that has been set aside by decision of Council for a specified purpose. Statutory reserves have been established by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated. Details of Statutory reserve funds are shown below:

	2023	2022
Parks	\$ 446,148	\$ 425,141
Capital	7,023,901	7,244,052
Water storage	42,007	40,030
Water utility	390,676	372,282
Operating	399,764	346,704
	\$ 8,302,496	\$ 8,428,209

Details of Non-statutory reserve funds are shown below:

	2023	2022
Community Works Gas Tax Funds	\$ 3,114	\$ 195,766
General Funds	22,500	-
Community Amenity Contributions	453,706	1,279,576
Climate Action Funds	-	59,082
COVID-19 Restart Grant (Schedule 4)	84,043	812,864
Growing Communities Fund (Schedule 5)	1,408,646	-
	\$ 1,972,009	\$ 2,347,288



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. Accumulated Surplus (continued)

Investment in non-financial assets is equal to the book value of the tangible capital assets, inventories and prepaid expenses less any debt incurred to acquire the non-financial assets. In the normal course of operations the tangible capital assets, inventories and prepaid expenses are not available to finance operations, but will be consumed/used to provide services, and any related debt repaid by future period revenues.

10. Fiscal Plan

The budget figures reported in the Financial Statements represent the 2023 component of the Financial Plan Bylaw adopted by Council on May 2, 2023.

The following reconciles the approved bylaw to the amounts presented in the financial statements:

	<u>2023</u>
Annual surplus per Financial Plan bylaw on a PSAS basis	\$ 4,354,054
Acquisition of tangible capital assets	(10,344,759)
Amortization	1,071,135
Change in net financial assets on a PSAS basis	<u>\$ (4,919,570)</u>

11. 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.
- (c) In the regular course of operations, legal claims are initiated against the Village in varying and unspecified amounts. The outcome of any potential claims cannot reasonably be determined at this time. Any ultimate settlements will be recorded in the year the claim is deemed to be likely to be paid and can be reasonably estimated.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

12. Taxation - Net

	2023	%	2022	%
Total taxation	\$ 7,260,258	100.00	\$ 6,726,733	100.00
Collections on behalf of other governments:				
Metro Vancouver	606,405	8.35	518,169	7.70
School District - school tax	2,950,495	40.64	2,796,840	41.58
Municipal Finance Authority	400	0.01	378	0.01
BC Assessment Authority	68,497	0.94	67,178	1.00
TransLink	442,858	6.10	431,827	6.42
Police	300,966	4.15	242,513	3.61
	4,369,621	60.19	4,056,905	60.32
General municipal taxation	\$ 2,890,637		\$ 2,669,828	

13. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee 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, 2022, plan membership has about 240,000 active members and 124,000 retired members. Active members include approximately 43,000 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 may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$83,654 (2022 - \$78,004) for employer contributions while employees contributed \$77,364 (2022 - \$72,140) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

14. 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 Village's 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.

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 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.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

14. Segmented Information (continued)

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.

Solid Waste and Recycling

The solid waste and recycling department provides curbside garbage and recycling collection services to the residents of the Village.

15. Financial Risk Management

The Village is potentially exposed to credit risk, market and interest risk and liquidity risk. The following analysis provides an assessment of those risks as at December 31, 2023.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Credit risk primarily arises from the Village's cash and cash equivalents, accounts receivable and investments. The risk exposure is limited to their carrying amounts at the date of the statement of financial position.

The Village mitigates exposure to credit risk for cash and investments by maintaining its cash with top rated Canadian Schedule I financial institutions, and by maintaining its investments with MFABC which meets the investment requirements of Section 183 of the Community Charter of the Province of BC.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the Village regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. The Village historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

15. Financial Risk Management (continued)

Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the fair value of the Village's investments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The Village manages market risk by holding cash balances with top rated Canadian Schedule I financial institutions. Other portfolio investments are MFABC's money market funds which are composed of high-quality money market instruments with short maturities not exceeding 366 days, and MFABC bond funds, which have been created specifically constructed with appropriate diversification, risk and return characteristics for long term investments.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Village's investments recognized at fair value are impacted by changes in market interest rates. Increases in interest rates result in a decrease of the fair value of the Village's MFA bond funds, while a decrease results in an increase to the fair value. The annual changes to the fair value of these investments are recognized through the statement of remeasurement gains (losses) until realized on disposal.

The exposure to interest rate risk in relation to debt instruments is limited to long-term debt. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Liquidity Risk

Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due. The Village manages liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.



SCHEDULE 1

COMBINED STATEMENT OF OPERATIONS BY SEGMENT

Tables continue on next page

For the year ended December 31, 2023

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling
Revenues					
Taxation	\$ 2,890,637	\$ -	\$ -	\$ -	\$ -
Government transfers-unconditional	2,158,089	347,582	-	-	-
Government transfers-conditional	-	1,365,994	30,000	-	-
Community amenity contribution	-	450,000	-	-	-
Permits, fees and other revenue	29,727	-	133,241	29,735	244,851
Interest income	624,280	-	-	-	-
Total revenue	5,702,733	2,163,576	163,241	29,735	244,851
Expenses					
Goods & services	462,236	215,929	120,035	119,222	227,161
Salaries & benefits	787,272	448,310	157,418	-	8,669
Loss on disposal of TCAs	-	4,461	-	-	-
Amortization on TCAs	97,029	754,372	-	-	-
Total expenses	1,346,537	1,423,072	277,453	119,222	235,830
Excess (deficiency) in revenues over expenses	\$ 4,356,196	\$ 740,504	\$ (114,212)	\$ (89,487)	\$ 9,021

For the year ended December 31, 2022

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling
Revenues					
Taxation	\$ 2,669,828	\$ -	\$ -	\$ -	\$ -
Government transfers-unconditional	520,793	323,361	-	-	-
Government transfers-conditional	-	2,004,457	-	-	-
Community amenity contribution	-	-	-	-	-
Permits, fees and other revenue	17,871	-	160,047	108,541	242,038
Interest income	278,870	-	-	-	-
Gain on disposal of TCAs	-	-	-	-	-
Total revenue	3,487,362	2,327,818	160,047	108,541	242,038
Expenses					
Goods & services	457,883	266,036	33,313	93,165	206,304
Salaries & benefits	719,192	319,144	219,213	-	8,178
Amortization on TCAs	39,132	739,409	-	-	-
Total expenses	1,216,207	1,324,589	252,526	93,165	214,482
Excess (deficiency) in revenues over expenses	\$ 2,271,155	\$ 1,003,229	\$ (92,479)	\$ 15,376	\$ 27,556

Continued from previous page

For the year ended December 31, 2023

	Water System	2023 Actual	2023 Fiscal Plan	2022 Actual
Revenues				
Taxation	\$ -	\$ 2,890,637	\$ 2,869,296	\$ 2,669,828
Government transfers-unconditional	-	2,505,671	2,411,793	844,154
Government transfers-conditional	-	1,395,994	1,889,675	2,004,457
Community amenity contribution	-	450,000	-	-
Permits, fees and other revenue	959,073	1,396,627	1,359,477	1,397,850
Interest income	-	624,280	160,000	278,870
Total revenue	959,073	9,263,209	8,690,241	7,195,159
Expenses				
Goods & services	561,511	1,706,094	1,734,018	1,563,640
Salaries & benefits	76,574	1,478,243	1,531,034	1,345,731
Loss on disposal of TCAs	-	4,461	-	-
Amortization on TCAs	302,452	1,153,853	1,071,135	1,057,590
Total expenses	940,537	4,342,651	4,336,187	3,966,961
Excess (deficiency) in revenues over expenses	\$ 18,536	\$ 4,920,558	\$ 4,354,054	\$ 3,228,198

For the year ended December 31, 2022

	Water System	2022 Actual	2022 Fiscal Plan	2021 Actual
Revenues				
Taxation	\$ -	\$ 2,669,828	\$ 2,653,025	\$ 2,592,650
Government transfers-unconditional	-	844,154	673,600	743,756
Government transfers-conditional	-	2,004,457	2,500,000	53,151
Community amenity contribution	-	-	-	1,093,500
Permits, fees and other revenue	880,572	1,409,069	1,348,663	1,302,081
Interest income	-	278,870	99,514	85,326
Gain on disposal of TCAs	-	-	-	44,416
Total revenue	880,572	7,206,378	7,274,802	5,914,880
Expenses				
Goods & services	506,939	1,563,640	1,797,250	1,696,205
Salaries & benefits	80,004	1,345,731	1,441,061	1,237,634
Amortization on TCAs	279,049	1,057,590	920,000	1,077,595
Total expenses	865,992	3,966,961	4,158,311	4,011,434
Excess (deficiency) in revenues over expenses	\$ 14,580	\$ 3,239,417	\$ 3,116,491	\$ 1,903,446

SCHEDULE 2

TANGIBLE CAPITAL ASSETS

Tables continue on next page

For the year ended December 31, 2023

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads
Balance,					
beginning of year	\$ 37,790,548	\$ 3,951,372	\$ 182,140	\$ 7,982,835	\$ 14,485,107
Additions	-	7,231,014	698,540	-	916,845
Disposals & adjustments	-	-	-	-	-
Cost, end of year	37,790,548	11,182,386	880,680	7,982,835	15,401,952
Accumulated amortization,					
beginning of year	-	175,281	114,226	3,635,891	6,965,732
Amortization	-	23,920	70,880	253,764	413,493
Disposals & adjustments	-	-	-	-	-
Accumulated amortization, end of year	-	199,201	185,106	3,889,655	7,379,225
Net book value, end of year	\$ 37,790,548	\$ 10,983,185	\$ 695,574	\$ 4,093,180	\$ 8,022,727

Included in buildings at December 31, 2023 are assets under construction, from 2020 – 2023, totaling \$10,580,129. These assets include Hub engagement and design costs, building site prep, HUB building construction and Spirit Park Revitalization. The Village will begin amortizing these assets in 2024 when the HUB and park improvements are substantially completed.

For the year ended December 31, 2022

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads
Balance,					
beginning of year	\$ 37,790,548	\$ 970,498	\$ 169,867	\$ 7,982,835	\$ 14,038,218
Additions	-	2,980,874	12,273	-	446,889
Disposals & adjustments	-	-	-	-	-
Cost, end of year	37,790,548	3,951,372	182,140	7,982,835	14,485,107
Accumulated amortization,					
beginning of year	-	153,920	96,455	3,379,945	6,579,601
Amortization	-	21,361	17,771	255,946	386,131
Disposals & adjustments	-	-	-	-	-
Accumulated amortization, end of year	-	175,281	114,226	3,635,891	6,965,732
Net book value, end of year	\$ 37,790,548	\$ 3,776,091	\$ 67,914	\$ 4,346,944	\$ 7,519,375

Continued from previous page

For the year ended December 31, 2023

	Machinery & Vehicles	Water Infrastructure	2023	2022
Balance,				
beginning of year	\$ 982,650	\$ 12,253,378	\$ 77,628,030	\$ 73,909,419
Additions	66,138	689,540	9,602,077	3,718,611
Disposals & adjustments	(42,800)	-	(42,800)	-
Cost, end of year	1,005,988	12,942,918	87,187,307	77,628,030
Accumulated amortization,				
beginning of year	565,534	4,508,942	15,965,606	14,894,471
Amortization	89,345	302,452	1,153,854	1,071,135
Disposals & adjustments	(8,864)	-	(8,864)	-
Accumulated amortization, end of year	646,015	4,811,394	17,110,596	15,965,606
Net book value, end of year	359,973	\$ 8,131,524	\$ 70,076,711	\$ 61,662,424

For the year ended December 31, 2022

	Machinery & Vehicles	Water Infrastructure	2022	2021
Balance,				
beginning of year	\$ 953,747	\$ 12,003,706	\$ 73,909,419	\$ 73,509,864
Additions	28,903	249,672	3,718,611	606,290
Disposals & adjustments	-	-	-	(206,735)
Cost, end of year	982,650	12,253,378	77,628,030	73,909,419
Accumulated amortization,				
beginning of year	468,202	4,216,348	14,894,471	14,023,612
Amortization	97,332	292,594	1,071,135	1,077,594
Disposals & adjustments	-	-	-	(206,735)
Accumulated amortization, end of year	565,534	4,508,942	15,965,606	14,894,471
Net book value, end of year	417,116	\$ 7,744,436	\$ 61,662,424	\$ 59,014,948

SCHEDULE 3

GOVERNMENT TRANSFERS

For year ended December 31	2023 Fiscal Plan <small>(Note 10)</small>	2023	2022
Unconditional			
Community Works Fund - Gas Tax	\$ 64,793	\$ 68,089	\$ 64,793
TransLink - Major Road Network	107,000	111,000	107,000
TransLink - Operation, Maintenance and Rehabilitation	155,000	155,000	150,000
Growing Great Communities	1,730,000	1,730,000	-
Small community grant	355,000	360,000	456,000
Other grants	-	81,582	66,361
Total unconditional	2,411,793	2,505,671	844,154
Conditional			
Canada Infrastructure Grant	1,889,675	1,365,994	2,004,457
COVID-19 Emergency Preparedness	-	30,000	-
Total conditional	1,889,675	1,395,994	2,004,457
Total government transfers	\$ 4,301,468	\$ 3,901,665	\$ 2,848,611



SCHEDULE 4

**ANNUAL REPORT ON COVID-19 SAFE
RESTART GRANT SPENDING (UNAUDITED)**

For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
COVID-19 Safe Restart Grant		
Balance, beginning of year	\$ 812,864	\$ 824,589
Interest	3,957	15,548
Total Grant Funds Available	816,821	840,137
Less: Funds Spent	732,778	27,273
Balance, end of year	\$ 84,043	\$ 812,864

In November 2020, the Village received a COVID-19 Safe Restart Grant for \$882,000 from the Province of British Columbia. An annual report on the grant spending is a requirement of the Province and will be provided annually until the grant funds are fully spent. COVID-19 Safe Restart Funding is classified as an unconditional Provincial operating government transfer with revenue recognized on the Statement of Operations in the period in which the funds were received.

As at December 31, 2023, \$821,973 in grant funds were spent.



SCHEDULE 5

ANNUAL REPORT ON GROWING COMMUNITIES FUND (GCF) SPENDING (UNAUDITED)

For the year ended December 31, 2023

	2023	2022
Growing Communities Fund		
Balance, beginning of year	\$ -	\$ -
Grant received	1,730,000	-
Interest	67,385	-
	1,797,385	-
Eligible costs		
Enhancements to Anmore HUB and surrounding area	200,000	-
Ravenswood Drive realignment and tree management	21,875	-
Water System Service Planning	16,864	-
Ma Murray Lane project	150,000	-
Balance, end of year	\$ 1,408,646	\$ -

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Village of Anmore received \$1,730,000 of GCF funding in March 2023.





VILLAGE OF
ANMORE 

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