



# Annual Report for the Village of New Denver

## October 2018

### 1. Audited Financial Statements

The 2017 Audited Financial Statements are included as Appendix A to this Annual Report

### 2. Statement of Property Tax Exemptions

The Village of New Denver did not provide any permissive tax exemptions in 2017

### 3. Report Respecting Municipal Services and Operations (Prior Year)

#### Mayor's Message

2017 saw the continued and very valuable meetings with local groups and societies. New Denver volunteers provide many services to the community and make this an interesting and enriched community.

2017 saw the completion of the Mori Trail Project and the beginning of the Fire Interface Project which will be completed in 2018. These projects are very visible in the community.

The Village entered into Phase 2 of the Slocan Valley Economic Development Strategic Plan funded by the Rural Dividend and Columbia Basin Trust in late 2017. This project is a partnership with Silverton, Slocan and RDCK Area H and will follow the guidelines set out under Phase 1 which was completed early 2017. (The 3 part report from Phase 1 is available on the Village of New Denver website.) This is a 2 year project.

Late 2017 and early 2018 the Village partnered with the Columbia Basin Rural Development Institute (Selkirk College) for a survey "What Makes You Stay". There was a high response to this survey and the results are helpful for the Village and other groups to understand local perspectives on quality of life and services. This survey report is also available on the Village website and has been shared in "bites" in our notices in the Valley Voice.

Also, late 2017, public open house sessions were held to look at the draft drawing of Knox Hall upgrades. The Village has proceeded, after this input, with an application to CBT for funds to work on the Hall. In 2018 the Village also applied for and received funds to develop a costing of replacement of Bosun Hall with 2 options – 1 option for replacement as is and another option to include energy efficiency. These plus the cost analysis to repair the Hall will be presented to the community in Fall 2018.

In 2017 the Village applied for a large infrastructure grant (over 500,000) to upgrade the Denver Siding water system and connect to New Denver water. This work is contingent on a boundary expansion to include Denver Siding. The Village learned this spring that the grant was approved. There will be work with Denver Siding folks and with New Denver residents to facilitate this. There will be no impact to current residents of New Denver.

As always, it is the residents and volunteers who make this Village the rich and interesting community we all love.

Thank you for your ongoing support and feedback.

Mayor Ann Bunka

#### 4. Progress Report for 2017

Last year, Council set the following objectives for 2017 and 2018. The following progress has been made on those objectives.

##### 2018 Annual Report Objectives and Progress Measures for 2017 and 2018

SERVICE	OBJECTIVE	STRATEGY	MEASURE	OUTCOME
Finance	Improve financial reporting and analysis	Update processes to improve efficiency	Customized financial reports available for staff and Council	Completed
	Manage municipal assets sustainably	Develop Asset Management Plan	Council adoption of Asset Management Plan	Ongoing
Administration	Improve records management system	Develop records management policies and procedures	Records management policies in place across the organization	Ongoing
	Ensure municipal regulations meet community needs	Review and improve policies and bylaws	Council adoption of amended policies and bylaws	Ongoing
Development Services	Incorporate Denver Siding into municipality	Complete boundary expansion process	Provincial approval of expanded municipal boundaries	Ongoing
	Acquire Crown land	Make application to Province	Free Crown Grant of subject lands	Ongoing
Recreation & Culture	Update aging municipal signage	Install new signage at NIMC (exterior), pull-out, campground	New signage installed at municipal facilities	Completed
	Develop municipal facilities to meet needs of residents	Plan for renovations to the Knox Hall	Renovated facility available for community use	Ongoing
	Develop municipal trail network	Expand and connect existing trails	Trail network built and open to public	Ongoing

Economic Development	Encourage appropriate economic growth in the area	Rural Dividend project (Phase II – implementation)	Implementation of Area Economic Development strategy	Ongoing
	Attract new residents	RDI Resident Attraction pilot project	Resident attraction strategy presented to Council	Ongoing
Protective Services	Ensure fire department equipment meets regulations	Purchase new fire truck	Delivery of fire truck	Ongoing
	Protect municipality from wildfire	Conduct operational fuel treatment	Excess fuel removed from interface land	Completed
	Ensure fire department services meet municipal and community needs	Review of existing fire department policies	Adoption of revised policies	Ongoing
Public Works	Ensure streets remain in good condition	Undertake preliminary assessment of roads	Report to Council on road condition	Ongoing
	Replace aging equipment	Purchase replacement garbage truck and dump truck	Delivery of garbage truck and dump truck	Ongoing
Water	Ensure quality of drinking water	Eliminate dead end lines	Complete installation of blow-outs and loops	Ongoing

## 5. Declaration and Identification of Disqualified Council Members

N/A

## 6. Statement of Municipal Objectives and Progress Measures for Current (2018) and Next (2019) Year

See following pages

## 7. Other Information

N/A

**Statement of Objectives and Measures**

<b>Department</b>	<b>Objective</b>	<b>Strategies</b>	<b>Measures</b>	<b>Target Year</b>		<b>Status Oct 22 2018</b>
Administration	To improve utilization of existing accounting software to increase efficiency and provide improved information	Consultation with MAIS software company on system capabilities and current setup and operation	Improved efficiency of office financial systems	2018		Implemented - property tax certificate feature
		Staff review of current financial processes and report on recommended changes in operations	Improved reporting and information for Council	2018		Implemented - monthly revenue/expense report for Council
Administration	To establish appropriate cost recovery for fee related services	Prepare a financial analysis (costs/revenues) of municipal services that have fees levied	Fees and charges for services are adjusted or confirmed		2019	
Administration	To reduce the amount of future cost or impact on operations of high level of accrued banked time/vacation time	Prepare report on current amount of banked time and accrued vacation time and any existing limits set by contract or Council policy	Amount of accrued banked time and/or vacation time is reduced by the end of 2018	2018		
		Discuss plans for utilization of accrued time with affected staff members		2018		
		Prepare recommendations for Council to establish policy on caps and use of time where improved control needed			2019	
All Departments	Obtain better understanding of the existing condition of municipal buildings and prepare long term improvement plan	Review previous municipal records and previous inspection reports	Staff report to Council regarding existing information and gaps	2018		Previous fire inspection reports and building assessment reports review

		Hire consultant to undertake structural assessments	Consultant reports provided to Council	2018		Reports done for Knox, Bosun and part of Silvery Slocan Museum
		Prepare report on future work and financial implications	Council approves plan for future building upgrades and improvements	2018	2019	Knox hall grant received for upgrades. Bosun Hall still in review phase

Council	Review the existing structure and operation of the Council Committee system and identify any changes or improvements	Staff report to Council on what committees exist, what policies or bylaws govern their operation, time requirements for Council and staff, and how information flows between Committees and Council	Council approval of changes to Committee structure and/or operations	2018		Implemented
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Public Works Consultant	Prepare a report and plan for future paving work	Undertake a preliminary pavement condition assessment	Pavement report provided to Council for information	2018		
		Prepare a report on priority pavement repair areas and options (including financial impact)	Report provided to Council for consideration during 5 year financial plan preparation		2019	

Administration	Modernize, update and improve existing bylaws	Staff report to Council with recommendations for bylaw amendments that are high and medium priority	Council approves priorities for amending bylaws	2018		Primary bylaws are being reviewed for changes and updates
Administration	Adopt new bylaws that should, or must, be in place	Board of Variance Bylaw	Council adopts new bylaws	2018		
		Development works and services bylaw		2018		
		Park Regulation Bylaw			2019	
Administration	Amend bylaws to correct or improve content	Zoning Bylaw minor amendments	Council adopts amended bylaws	2018	2019	

		Road and Traffic Bylaw amendments			2019	
		Ticketing Bylaw amendments		2018		
		Fire Department Bylaw revisions		2018		
		Waste Management Bylaw update			2019	

Administration	Ensure that appropriate Council policies are in place and consistent with current regulation and best practices	Review existing Council Policies, identify policy gaps, prepare amended or new policies	Review and delete old policies	2018		
		Snow clearing policy	New or revised policies adopted	2018		
		Purchasing policy				
		Fire hydrant maintenance				
		Fire Response Level				
		Public Building Filming	New or revised policies adopted	2019		
		Hiring relatives of Council or staff				
		Grass mowing - boulevards, parks, cemetery				
		Grants in Aid				
		Trail maintenance (MIA)				
		Update/revise campground rental				
		Bylaw enforcement				
		Hazard trees				
Staff travel expenses						

Planning	Carry out a review of the 2007 Official Community Plan to determine whether content is still appropriate or whether amendments are desired	Consideration of various strategies and tools to engage the public in a review of the OCP	Council confirmation of current OCP content or adoption of amendments		2019	
Planning	Proceed with Denver Siding Boundary Expansion	Public meetings with residents in Village and in affected area.	Boundary expansion approved by Province	2018		
		Vote or alternate approval of Village electors				

Planning	Upgrade Denver Siding Water System	Detailed plan and cost estimate	Construction of water system upgrades completed		2019	
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Administration	To ensure that the Village Emergency Plan is current and integrated with the Regional Emergency Plan	Staff discussion with emergency services, discussion with RDCK Emergency Plan staff, submit report to Council on existing plans	Content of RDCK Emergency Plan changes confirmed by Council	2018		
		Support RDCK staff in preparing changes				

Administration	Assess and prioritize administrative work load	Staff review and report of outstanding and ongoing workload	Prioritized plan created and approved for reducing administrative work backlog	2019		
		Prioritized listing of work				
		Create an implementation strategy				
		Council endorsement of priorities and strategy				
Administration	Improve organization of records and information	Prepare plan to organize information, purge out-dated information and improve ability to retrieve information	Reduction in volume of obsolete paper work and increased ability to find information	2018	2019	Map files relocated and initial sort of other files carried out

Public Works	Improved management and planning of public works activities	Initiate weekly meetings with CAO and public works staff to discuss plan for week	Appropriate ongoing meetings are occurring to plan for and review work and written progress reports are provided to Council	2018		
Public Works		Monthly staff meetings to review budgets, overall progress, major projects		2018		
		Preparation of monthly reports, plus any recommendations, for Council				

Public Works	Improve organization and storage of inventory and assets	Prepare and implement a plan to dispose of worthless items, separate items that may have resale value, and organize remaining items	Obsolete materials, tools and equipment have been removed leaving more space for organized storage	2018		
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