

VILLAGE OF VALEMOUNT "Mountains of Opportunity"

2011 ANNUAL REPORT AND FINANCIAL REPORT



Village of Valemount
2011 Annual Report and Financial Report

TABLE OF CONTENTS

	<u>Page (s)</u>
Introduction.....	1
A Message from the Mayor	2
Village of Valemount Profile	3
Mayor and Council Roles	4-5
Administrative Services	6-7
Municipal Services	8-9
Departmental Operations.....	10-14
2010 Major Projects in Review	15-20
2011 Major Projects	21-28
Public Input, Declarations of Disqualification & Permissive Tax Exemptions	29
Council Remuneration.....	30
Development Statistics.....	31
Property Tax Breakdown 2010.....	32
5 Year Financial & Capital Plan.....	33-34
 Schedules	
Appendix “1”	2010 Financial Statements & Auditor’s Report
Appendix “2”	Strategic Planning

Village of Valemount 2011 Annual Report and Financial Report

INTRODUCTION

The Community Charter requires municipalities in British Columbia to prepare an “Annual Report” for its stakeholders. The Annual Report shall outline the following:

- A report respecting municipal services and operations for the previous year,
- A progress report respecting the previous year in relation to the objectives and measures established for that year,
- A statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next tax year(s),
- Any declaration of disqualification made under the Community Charter in the previous year, including identification of the Council member or former Council member involved and the nature of disqualification,
- For each tax permissive exemption provided by Council, under the Community Charter, the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt from taxes,
- Any other information the Council considers advisable.

In addition, the Annual Report shall contain a copy of the Audited Annual Financial Statements for the municipality for the previous year.

A public consultation process has been incorporated into the preparation of this report. We hope that the report will provide a meaningful overview of the Village’s operations for 2011 and projected operations for the 2012 and years beyond.

This report represents the Eighth Annual Report for the Village of Valemount.

Mayor and Council



Corporation of Village of Valemount

P.O. Box 168, Valemount, B.C. V0E 2Z0

Phone 250-566-4435

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"Let the Mountains Move You"

May 30, 2011

To the Residents of the Village of Valemount

It is my distinct pleasure to present the Annual Report for 2011 to the residents of the Village of Valemount.

Council has accomplished several projects in 2010 with the completion of the Water Treatment Plant, 10 New Senior Housing Units, Ash Street Lift Station Upgrade and the Deceleration Lane off Highway 5, Robson/Canoe Valley Resilience Study to name a few.

Members of Council, staff and I met in October for a strategic planning session and the agreement was to ensure this year would be to complete as many outstanding projects as possible. We are anticipating the purchase of a grader, Bylaw and Building Inspector review, Lift Station Phase II and the Cemetery review. The Centennial Park Upgrade will be put on hold for one year due to budget restrictions; however a risk analysis will be done this year. Other projects are the review of Traffic Patterns in the community and the purchase of a vehicle for travel in order to reduce our travel costs.

Economic Development continues to be a priority and Council and staff will continue to provide support for any future development projects in the area.

Council and I invite you to peruse this Report. If you have any questions, please do not hesitate to contact us.

Sincerely,

Robert (Bob) Smith
Mayor

Village of Valemount

2011 Annual Report and Financial Report

PROFILE

Valemount is located on the Yellowhead Highway 5, near the northern tip of Kinbasket Lake, 300 km south of Prince George, 320 km north of Kamloops, and 120 km west of Jasper.

Valemount is the home of Mount Robson, the highest peak in the Canadian Rockies, and at the watershed of the Fraser and Columbia basins. This is real mountain country with natural beauty, quiet solitude, and clean mountain air. Valemount offers some amazing snowmobiling and heli-skiing in winter; hiking, camping, and trail riding in summer.

Valemount is a rural community of approximately 1,065 residents on an area of 399 hectares or 4 square km. Valemount is also the commercial centre for another 700 people who live in the Regional District of Fraser-Fort George (Area H), from Albreda to Small River.

Today Valemount's economy is based on logging and a rapidly growing tourism industry. The Village of Valemount is served by ADSL and broadband wireless Internet access, 911 service, which includes the RCMP, a volunteer Fire Department, and BC Ambulance Service.

The Valemount Community Health Centre is a full service health centre with 3 full-time doctors, support staff, lab technicians, and nurses.

Valemount experiences four definitive seasons, including cold but dry winters, and warm summers.

Valemount is nestled between the *Rocky Mountains*, the *Monashee Mountains* and the *Cariboo Mountains*, at the foot of Canoe Mountain. The topography primarily consist of Paleozoic or sedimentary and Proterozoic, sedimentary and minor volcanic rock. It is an area of glacial drift and colluviums with sandy deposits being the main glacial features.

Community Events

Valemount Winter Festival-January

Get ready for a fun-filled, energetic outdoor winter experience at the annual Valemount Winter Festival! Whatever your winter pleasure, you will find it here. A snowmobile poker run in the lower elevations, a winter triathlon, a tradeshow, a concert dance with a live band, family games at the marsh, bonfires, and hot chocolate.

Valemount Spring Festival-May

Come out and join us as we learn, explore, and play on trails around Valemount. Whether you prefer to walk, hike, paddle, float, run or ride your ATV, there will be something for everyone-young and old. Most events are by donation. Proceeds go towards development and maintenance of the Cranberry Marsh and surrounding trails.

Canoe Mountain Rodeo & Bullarama -July

Wear your cowboy hat and comfy jeans to this BCRA sanctioned event, which includes bareback bronco riding, saddle bronco riding, bull riding, tie down roping, steer wrestling, ladies barrels, breakaway roping, team roping, junior steer riding, junior barrels, junior roping, peewee barrels. With great country music and many local vendors there is fun to be had by all members of the family.

Canoe Mountain Rodeo - Mud Bog Events - July

Last year, this Northwest Mud Racing Association was called the best BC mud racing event that both spectators and participants had attended in years. Rumors are that the 2011 event will be even better.

Valemountain Days - August

Organized by various volunteer community groups. Events include a parade, softball tournament, bingo, loggers' events, children's games & more.



Village of Valemount 2011 Annual Report and Financial Report

MAYOR AND COUNCILLOR ROLES

COUNCIL:

It is the role of Council to act as the governing body of the municipal corporation; to make decisions necessary for the successful and continuing operation of the municipality; and to represent the best interests of the citizens of the municipality as a whole.

Council is a continuing body, notwithstanding changes in its membership by election or appointment, and exercises its powers through resolutions and bylaws passed in open meetings. Council acts as a collective body. It is important to note that the members of Council can not make valid and binding decisions independently, unless express authority has been granted or legislated.

Council acts to foster economic and social opportunities for the community, and strives to advance the goals and objectives of the municipality.



***Council: (l to r) - Councillor Bobbi Roe, Councillor Murray Capstick,
Mayor Bob Smith, Councillor Cynthia Piper, Councillor Rita Tchir***

MAYOR:

The Mayor is the Head and Chief Executive Officer of the municipality. In addition to the Mayor's responsibilities as a member of Council, the Mayor is responsible to provide leadership to Council, including recommending bylaws, resolutions and others measures that in the Mayor's opinion, may assist the peace, order and good government of the municipality. The Mayor's role is also to communicate information to Council; to preside at Council meetings; to provide, on behalf of the Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council; and to represent the best interests of the citizens of the municipality.

COUNCILLOR:

Every Council member is responsible to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities; to participate in Council meetings, Committee meetings and meetings of other bodies to which a member is appointed; to carry out the duties assigned by Council; to consider the well-being and interests of the corporation, and to represent the best interests of the citizens of the municipality.



Village of Valemount 2011 Annual Report and Financial Report

ADMINISTRATIVE SERVICES

ADMINISTRATION

Involves activities within the following departments;

Administration and Finance

➤ Principally supported by:

- Chief Administrative Officer
- Corporate Officer
- Director of Finance
- Clerical, Reception and Accounting Staff
- Economic Development Officer

More specifically involving activities related to municipal administrative operations including business licensing, bylaw preparation and implementation, records management, elections, grants administration, financial records keeping and reporting, budgeting, planning (both fiscal and land use), land development and personnel management.

PUBLIC WORKS AND ENGINEERING

Involves activities within the following departments;

Public Works and Engineering Services

➤ Principally supported by:

- Public Works Superintendent
- Building Inspector
- Bylaw Enforcement Officer
- Public Works Employees
- Consulting Engineers

More specifically involving activities related to municipal works and services, engineering structures, planning and design, animal control, parks maintenance, roads, water and sewer systems maintenance and improvements, building

inspection services, local assistant to the Fire Commissioner Services, airport maintenance, garbage collection, cemetery services and bylaw enforcement.

ECONOMIC DEVELOPMENT AND TOURISM

Involves activities within the following departments;

Economic Development and Tourism Services

➤ Principally supported by:

- Economic Development Officer
- Tourism (Management by contract service)

More specifically involving activities related to economic development and promotion, tourism centre operations, tourism promotion, recreation programs, community projects and community investment.



Back Row:

Silvio Gislimberti, Victor LaBoucane, Melanie Hystad,
Trevor Pelletier, Brendan Taylor

Middle Row:

Suzanne Bloodoff, Carleena Shepherd, Duane Smith, Steve Barnes,
Don Venance, Tom Dall

Front Row:

Sandy Salt, Jennifer Robinson, Marie Birkbeck, Lori McNee

Missing from photo:

Sandy Janum, Erik Myggland

Village of Valemount 2011 Annual Report and Financial Report

MUNICIPAL SERVICES REVIEW

Tax payers and residents often overlook the sheer volume and value of services provided by their local governments. While a great number of services are provided by local governments, often less than half of the property tax bill goes to the local government.

Some of the services provided within the Village of Valemount include;

Road Maintenance

Paving, pot hole patching and crack repairs, maintenance of sidewalks and shoulders, maintenance and installation of signage, line painting, maintenance of public parking areas, snow removal, street sweeping, ditch and storm drainage maintenance

Water Systems

Provision of drinking water, provision of water and hydrants for fire protection purposes, water conservation initiatives

Sewer Systems

Collection, treatment and disposal of domestic sanitary sewage

Garbage Collection

Residential and commercial garbage (solid waste) collection and disposal through contract service

Parks Facilities

Maintenance of community owned parks and facilities (also contract maintenance of some Regional District park facilities); includes parks equipment maintenance and upgrading

Cemetery Services

Maintenance of community cemetery

Animal Control

Provision of animal control services (primarily dog control and licensing)

Building Inspection

Provision of building inspection services to provide compliance with Provincial building, plumbing and fire code regulations

Subdivision Approvals

Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing

Zoning and Land Use

Provision of regulations to ensure some level of consistency and advance indication of land uses

Bylaw Enforcement

Enforcement of local land use, noise, nuisance and related regulations. Enforcement initiated upon complaint

Economic Development

Attraction of economic development interests and business opportunities

Tourism Development

Operation of Tourist Information Centre and promotion of tourism development and tourist attraction opportunities

Recreation Programs

The Village assists in the promotion of recreational programs in the community through provision of facilities, advertising and assistance with program coordination.

Village of Valemount
2011 Annual Report and Financial Report

DEPARTMENTAL OPERATIONS

Tom Dall

Chief Administrative Officer

Human Resources

- a) To recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the municipality, being those employees who are designated officers by bylaw;
- b) Supervise officers by bylaw;
- c) Appoint acting Chief Administrative Officer in case of illness or absence;
- d) Responsible for contract negotiations with employees and recommend contract settlements to Council

General Administration

- a) Overall management of the operations of the municipality
- b) Ensuring that the policies, programs and other directions of the Council are implemented
- c) Advise and inform Council on the operations and affairs of the municipality
- d) Act as the principle intermediary between the municipality and the administration of other governments and all other entities dealing with the municipality
- e) From time to time, re-organize the administrative structure to improve the efficiency and effectiveness of the municipality
- f) Exercise additional duties and responsibilities Council from time to time may assign

Legal Advice and Proceedings

- a) Obtain legal advice
- b) Authorize lawyers to defend, or conduct any action or proceeding in a court of law or before any tribunal, board or any person, for or on behalf of the municipality
- c) Authorize settlement of claims against the municipality

Council

- a) Supervise preparation of Council agendas
- b) Supervise and assist in the writing of bylaws, policies and procedures for approval of Council.
- c) Responsible for establishing policies, procedures and schedules for the maintenance crews
- d) Attend meetings for Council
- e) Supervise in the preparation of the annual budgets for Council approval
- f) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council
- g) Provide advice and recommendations to Council on any matter within Council's jurisdiction
- h) Report on any matter of importance to the municipal Council

Sandy Salt

Corporate Officer

Statutory

- a) Ensuring that accurate minutes of the meetings of the Council and Council committees are prepared and that the minutes, bylaws and other records of the business of the Council and Council committees are maintained and kept safe
- b) Ensuring that access is provided to records of the Council and Council committees as required by law or authorized by Council
- c) Certifying copies of bylaws and other documents, as required or requested
- d) Administering oaths and taking affirmations, declarations and affidavits required to be taken under the Community Charter or any other Act in relation to municipalities
- e) Accepting, on behalf of the Council or municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the municipality
- f) Keeping the corporate seal, if any, and having it affixed to documents as required

Human Resources

- a) Recommend to the Chief Administrative Officer the appointment, promotion, discipline and dismissal of all employees within the municipality
- b) Supervise all employees in absence of the Chief Administrative Officer
- c) Supervise clerical position

General Administration

- a) Responsible for the operations of the Corporate Officer position for the municipality
- b) Implement the directives of Council and the Chief Administrative Officer
- c) Responsible for the preparation of Council agendas
- d) Provide advice and recommendations to Council on any matters relating to the Corporate Officer position
- e) Attend meetings of Council
- f) Responsible for the operations of the bylaw enforcement function of the municipality
- g) Responsible for the preparation of Bylaws, Policies, and Procedures for the municipality as required by Council
- h) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign
- i) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council

Lori McNee

Director of Finance

Statutory

- a) Receiving all money paid to the municipality
- b) Ensuring the keeping of all funds and securities of the municipality
- c) Expending municipal money in the manner authorized by the Council
- d) Ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared and kept safe
- e) Exercising control and supervision over all other financial affairs of the municipality
- f) Ensuring that all Sections of Part 6 – Financial Management of the Community Charter, but not limited to, is adhered to.

Human Resources

- a) Recommend to the Chief Administrative Officer the appointment, promotion, discipline and dismissal of all employees within the municipality
- b) Supervise all employees in the absence of the Chief Administrative Officer
- c) Supervise the Accounts Payable and Payroll position

General Administration

- a) Recommend to Council and the Chief Administrative Officer advice on the financial operation of the municipality
- b) Implement the directives of Council and the Chief Administrative Officer
- c) Provide advice and recommendations to Council on any matters relating to the Financial Officer position
- d) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign
- e) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council

Legal Advice and Proceedings

- a) Responsible for the obtaining insurance as deemed necessary
- b) Responsible for the provision of or management of insurance matters
- c) Provide advice to the Chief Administrative Officer and Council regarding any matter of a financial nature
- d) Prepare budgets, as required under the Community Charter and as requested by Council and the Chief Administrative Officer
- e) Liaise with the municipalities auditor in connection with the financial audit

Contracts

- a) Responsible for the calling and awarding of tenders for the supply of materials, equipment, services (leases, rentals, etc) or construction approved by Council

Victor LaBoucane

Public Works Superintendent

The Public Works Superintendent is responsible to plan, direct, manage and oversee the activities and operations of the Public Works Department; to administer the budget, staff and physical facilities of the Public Works Department; and to coordinate assigned activities with other Municipal departments and outside agencies.

Silvio Gislumberti

Economic Development Officer
Network Administrator

The Economic Development Officer shall formulate, direct, implement and coordinate economic initiatives of the Municipality, and promote business retention and assist new business interests. The Economic Development Officer shall act as the municipality's primary economic development contact, and shall promote the economic development goals and objectives of the municipality.

Steven Barnes

Building Inspector
Fire Safety Officer

The Building Inspector is appointed as Local Assistant to the (Provincial) Fire Commissioner and performs inspections and enforcement in relation to the Provincial Fire Code. The Building Inspector is also responsible for administration and enforcement of the Municipality Building Bylaw including but not limited to:

- Conducting inspections of buildings as set out in the BC Building Code, BC Fire Code, BC Plumbing Code and the Village of Valemount Building and Zoning Bylaws
- Conducting fire safety inspections as required under the Fire Services Act

Erik Myggland

Bylaw Enforcement Officer

The Bylaw Officer reports to the CAO and is responsible for enforcing municipal bylaws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees. Duties include but are not limited to:

- Enforcement of various Village bylaws
- Public relations as pertaining to bylaw compliance
- Review Business Licenses with Corporate Officer prior to approval

Village of Valemount

2011 Annual Report and Financial Report

2010 Major Projects in Review

Wildfire Fuel Management- Lot 5707 (Transfer Station) - Complete

- Objectives:** To increase public safety by reducing the fuel loading and thus the fire hazard around the Village of Valemount.
- Strategies:** Treatments will target the pine stands adjacent to town identified in the “Fire Hazard Risk Assessment and Wildfire Protection Plan” commissioned by the Village in 2005.
- Measurements:** The success of this project will be measured by a Post-Harvest Report for Fuel Management Prescription being completed and approved by a Registered Professional Forester stating that all requirements of the grant have been met.
- Benefits:** This project will benefit the residents of the Village by improving the health of the forest, creating acceptable scenery for the enjoyment of local residents and visiting tourists, and by reducing the fire hazard around our community.

Wildfire Fuel Management - Cedarside - Complete

- Objectives:** To increase public safety by reducing the fuel loading and thus the fire hazard around the Village of Valemount.
- Strategies:** Treatments will target the pine stands adjacent to town identified in the “Fire Hazard Risk Assessment and Wildfire Protection Plan” commissioned by the Village in 2005.
- Measurements:** The success of this project will be measured by a Post-Harvest Report for Fuel Management Prescription being completed and approved by a Registered Professional Forester stating that all requirements of the grant have been met.
- Benefits:** This project will benefit the residents of the Village by improving the health of the forest, creating acceptable scenery for the enjoyment of local residents and visiting tourists, and by reducing the fire hazard around our community.

Courthouse Paving - Complete

- Objectives:** To updated the paving on the parking lot at the Courthouse
- Strategies:** To piggy-back the downtown revitalization paving with this project so costs are reduced.
- Measurements:** The success of this project will be measured by being compliant with the current lease agreement with the courthouse and increase value to village property.
- Benefits:** This project will benefit the residents of the Village by increasing the value of village property and enhancing the market value when negotiating lease agreements.

Local Road Improvements - Complete

- Objectives:** To repair several heavily impacted road systems in the community.
- Strategies:** To design and construct 5th Avenue in conjunction with the Downtown Revitalization and to design and construct the Hwy # 5 Deceleration Lane in order to improve extremely hazardous road conditions at that location.
- Measurements:** The success of this project will be measured by timely completion, keeping expenses within budget and the increase of road safety.
- Benefits:** This project will benefit the residents of the Village by creating a safe deceleration lane for traffic from Hwy # 5 and for new asphalt surface on 5th Avenue and Cedar Street as part of the downtown revitalization project.

Trees for Tomorrow - Complete

- Objectives:** To increase our urban forests, contribute to the goals outlined in the Climate Action Charter contributing to reduction of energy use, creating a green and healthy community, and replacement of trees affected by the Mountain Pine Beetle.
- Strategies:** To utilize funding through the Trees for Tomorrow program offered by the Province of British Columbia and Evergreen to plant trees in the Village's Centennial and Sportsplex Parks, the boulevards along Hwy # 5 and at the Visitor Information Centre.
- Measurements:** The success of this project will be measured by the successful planting of 150 mixed tree species at the above mentioned parks and boulevards.
- Benefits:** This project will benefit the residents of the Village by improving our environment, creating opportunities for community and youth involvement, educating and enhancing environmental stewardship.

Olympic Torch Relay - Complete

- Objectives:** To create a community spirited atmosphere and celebration as the Olympic Torch travels through our community.
- Strategies:** To apply and secure funding to assist in the celebrations.
- Measurements:** The success of this project will be measured by the number of residents that participate and keeping within the budgeted grant.
- Benefits:** This project will benefit the residents of the Village by bringing the community together in the celebration of the 2010 Winter Olympics.

CBT Video Conferencing - Complete

- Objectives:** To purchase video conferencing equipment.
- Strategies:** To secure funding through Columbia Basin Trust for the purchase of video conferencing.
- Measurements:** The success of these projects will be measured by keeping within the allowed budget, the amount of use the video conference equipment has and public feedback.
- Benefits:** This project will benefit the residents of the Village by being able to communicate with other agencies without the travel costs.

Public Works Shop Expansion - Complete

Objectives: To expand the Public Works shop to include a lunch room. The old lunch room will be converted to a computer room for the Water Treatment Plant and Sewer Lift Station alarm systems.

Strategies: To seek quotes and select a local contractor as per Council direction to proceed with the construction.

Measurements: The success of this project will be measured by being Worksafe compliant regarding a staff lunch room and the working facility of a computer/alarm system area.

Benefits: This project will benefit the residents of the Village by having the proper working environment for municipal water and sewer alarm systems.

Water Treatment Plant - In Progress

Objectives: To construct a new water filtration system for the community of Valemount to improve health aspects of the Village's domestic water service.

Strategies: To complete the construction of the new Water Treatment Plant.

Measurements: Success of this project will be measured by the completion of the project within budget and bringing new treated water into the Village's water lines.

Benefits: This project will benefit the residents of the Village by providing higher levels of treatment / filtration of the community water supply to address health risks present in the current water supply. Additionally, current chlorination levels will be reduced as a result of the filtration process, thereby improving water taste and quality.

Vehicle Purchase - In Progress

- Objectives:** To purchase a new vehicle for village use.
- Strategies:** To research a reliable, affordable vehicle for staff and council use.
- Measurements:** Success of this project will be measured by the decreased expense of travel expenses for staff and council.
- Benefits:** This project will benefit the residents of the Village by decreasing the budget expenses.

Ash Street Lift Station Enhancement – Phase I - In Progress

- Objectives:** To complete lift station upgrades as per the ICI Engineering report which include upgrades to the Ash Street lift station and control panels.
- Strategies:** To secure funding through Towns for Tomorrow and have the project completed before the end of 2010.
- Measurements:** Success of this project will be measured by the reduction of manual pumping during power outages and the reduction in maintenance costs.
- Benefits:** This project will benefit the residents of the Village by providing safe and reliable collection of wastewater.

Other Projects

- Hotel Room Tax
- Hotel Resort Tax
- Bylaw Upgrades
- Policy Reviews
- Senior Housing Project
- Lease Reviews
- Pedestrian Hwy # 5 Signage
- Fire Hall Expansion

Village of Valemount

2011 Annual Report and Financial Report

2011 Major Projects

Grader Purchase

Objectives: To replace the existing grader as it is over 30 years old and repairs are beginning to be costly.

Strategies: To secure a loan through Municipal Finance Authority and to purchase the new grader within budget and before October 2011.

Measurements: Success of this project will be measured by the comparison of maintenance costs from previous years and the reduction in green house emissions.

Benefits: This project will benefit the residents of the Village will have a reliable piece of machinery for summer projects and more importantly, winter snow removal. It will also allow us to become compliant with the B.C. Climate Action Charter.

Bylaw Officer and Building Inspector

Objectives: To create two positions instead of one, in order to improve service to the public and to provide better coverage.

Strategies: To have the two positions hired by the end of February 2011.

Measurements: Success of this project will be measured by the amount of revenue generated by each position (fines and permits) and feedback from the public regarding the amount of continued presence by each in the community.

Benefits: This procedure will enhance the community by providing both services five days a week instead of 1.5 days.

Lift Station Project Phase II (Project on hold, did not receive funding)

- Objectives:** To complete the next phase of the lift station upgrades as per ICI Engineering's report which includes upgrades to two lift stations.
- Strategies:** To secure funding through Towns for Tomorrow and Gas Tax and have the project completed before the end of 2011 and on budget.
- Measurements:** Success of this project will be measured by the reduction of manual pumping during power outages and the reduction in maintenance costs.
- Benefits:** This project will benefit the residents of the Village by providing safe and reliable collection of wastewater.

Centennial Park Upgrade (Project on hold, looking for funding)

- Objectives:** To complete an engineered report on what it would take to upgrade the park equipment so when grants are available, the Village has a shelf ready project to present.
- Strategies:** To have the report completed by December 2011.
- Measurements:** Success of this project will be measured by compliance with Municipal Insurance Association regulations and the increased availability of grant options.
- Benefits:** This project will benefit the residents of the Village as options for funding are increased and provisions for a safe environment are made.

Cemetery Review

- Objectives:** To upgrade the cemetery bylaw and to follow requirements of the Provincial Government requirements for cemeteries. Also, to set aside an additional burial site as the current cemetery is reaching capacity.
- Strategies:** To have an up-dated bylaw completed and an additional site secured by the end of 2011.
- Measurements:** Success of this project will be measured by being compliant with the Provincial Government policies, Council approving an updated bylaw and securing an additional site.
- Benefits:** This project will benefit the residents of the Village by having a current and up-to-date bylaw to follow and residents can rest assured that they will have secure space for future burials.

99 Gorse St Building Renovations

- Objectives:** To replace old carpeting in the Learning Centre computer and training room.
- Strategies:** To seek quotes for the work and then proceed with bid as per Council direction.
- Measurements:** Success of this project will be measured by the feedback of the leasee.
- Benefits:** This project will benefit the residents of the Village by decreasing the risk of injury due to frayed carpeting, enhancing the services provided by the Valemount Learning Centre and increasing the value of Village property.

Asphalt Crushing

- Objectives:** To crush the old asphalt from 5th Ave and Cedar street that was removed and stored from the Downtown Revitalization project and to place on roads that require dust control.
- Strategies:** To secure a company who will be “passing through” in order to reduce travel costs and have completed before July 2011
- Measurements:** Success of this project will be measured by the decrease in dust control expenses and public feedback regarding improved road maintenance.
- Benefits:** This project will benefit the residents of the Village by decreasing expenses required for dust control and by improving visual and driving conditions on selected roads.

Occupational Health and Safety Employee Package

- Objectives:** To create an Occupational Health and Safety package for new employees in order to provide a safe working environment.
- Strategies:** To have all new employees review and comply with the Occupational Health and Safety package.
- Measurements:** Success of this project will be measured by the decrease in employee worksafe related issues, and the assurance that employees are aware of the surroundings and safety concerns.
- Benefits:** This project will benefit the residents of the Village by decreasing expenses related to worksafe issues and knowing that the staff employed by the Village are aware and safe in their positions.

Mapping

- Objectives:** To create an accurate cadastral base as well as migrate the Village's planning and infrastructure information into a new database.
- Strategies:** To work with Urban systems to undertake the initial assessment and then apply for funding to complete the core of the mapping.
- Measurements:** Success of this project will be measured by the time saved by staff researching old data and the accuracy provided to the public.
- Benefits:** This project will benefit the residents of the Village as we will be able to provide current and accurate information regarding properties, and to provide this service to potential developers.

Community Hall Renovations

- Objectives:** To renovate the Community Hall in order to increase the rentals and attractiveness for community and private events.
- Strategies:** To secure partial funding through Northern Development Initiative Trust (NDIT) and to have the renovations completed by the end of 2011.
- Measurements:** Success of this project will be measured by the increase in rental revenue and the feedback from community users of the facility.
- Benefits:** This project will benefit the residents of the Village by having a newly renovated facility to rent for the use of community and private functions. It will also increase Village general revenue from the increased rental of the renovated facility; create revenue for local business and contractors and increase the value of Village property.

Affordable Housing

- Objectives:** To explore the need and possibility of affordable housing.
- Strategies:** To ensure that any future growth in the community includes affordable housing.
- Measurements:** Success of this project will be measured by grants, partnerships and actual completion of projects.
- Benefits:** This project will benefit the residents of the Village by keeping families and seniors living within the community at reasonable costs.

Traffic Pattern

- Objectives:** To explore the possibility of changing traffic patterns in Valemount.
- Strategies:** To ensure a safe and most convenient movement of traffic in the community.
- Measurements:** Success of this project will be measured by the ease of larger trucks getting through with less stopping, and faster movement to the highway.
- Benefits:** This project will benefit the residents of the Village by providing safer and more convenient traffic patterns.

CBT Community Initiatives Grants

- Objectives:** To secure funding that will address the needs of local, non-profit organizations.
- Strategies:** To secure funding through Columbia Basin Trust - Community Initiatives Program (CIP).
- Measurements:** Success of this project will be measured by the number of applicants, public input and the completion of successful projects.
- Benefits:** This project will benefit the residents of the Village as it will provide funds to our community groups through a process involving significant public input.

CBT Water Smart

- Objectives:** To revitalize and enhance the Village's current water conservation public education program.
- Strategies:** To secure funding through CBT and hire a groundskeeper to fulfill these commitments.
- Measurements:** Success of this project will be measured by the reduction in water use and public educational programs held throughout the summer.
- Benefits:** This project will benefit the residents of the Village as it will help with the Village's water conservation program and will reduce the amount of residential and commercial water use.

Low Impact Study

- Objectives:** To complete the infrastructure cost savings for low environment impact development study as per the report provided by Urban Systems on September 3, 2008.
- Strategies:** To work with Urban System's as per the provincial funding planning grant requirements.
- Measurements:** Success of this project will be measured by the increase in developers and projects.
- Benefits:** This project will benefit the residents of the Village as it will help to entice developers with low costs to develop in our community.

Other Projects

- Hotel Room Tax
- Hotel Resort Tax
- Bylaw Upgrades
- Policy Reviews
- Lease Reviews

Village of Valemount 2011 Annual Report and Financial Report

Public Input, Declarations of Disqualifications & Permissive Tax Exemptions

Public Input

Input was sought from residents through an advertising promotion. As well, an opportunity was provided for input into the Annual Report following an overview presentation of the Report at a Regular Council meeting held June 28, 2011.

Declarations of Disqualification

Declarations of Disqualification Made Under Section III of the Community Charter.

NONE

Permissive Tax Exemptions

Record of the amount of property taxes that would have been imposed on Tax Exempt properties in the previous year if the properties were not Tax Exempt.

For 2011, Village Council adopted Tax Exemption Bylaw No. 658, 2011 which provided permissive tax exemptions for the following properties;

Registered Owners	Amount of Taxes if Not Exempted
United Church of Canada	\$ 660.82
Roman Catholic Bishop of Kamloops	\$ 589.54
New Life Sanctuary of Valemount, BC	\$ 1,146.52
VCFC Valley (Christian Fellowship Church)	\$ 372.12
Trustees of Congregation of Jehovah's Witnesses of Valemount	\$ 995.07
Valemount Senior Citizen Housing Corp	\$ 1,031.02
New Senior's Housing	\$ 223.16
Valemount Curling Club	\$ 3,259.72

Village of Valemount
2011 Annual Report and Financial Report

Council Remuneration

	<u>Stipends</u>	<u>Expenses</u>	<u>Total</u>
Mayor Bob Smith	16,000.00	8,481.60	24,481.60
Councillor Murray Capstick	7,200.00	7,385.54	14,585.54
Councillor Cynthia Piper	7,200.00	81.67	7,281.67
Councillor Bobbi Roe	7,200.00	3,690.31	10,890.31
Councillor Rita Tchir	7,200.00	3,174.04	10,374.04
TOTALS	<u>\$44,800.00</u>	<u>\$22,813.16</u>	<u>\$67,613.16</u>

Village of Valemount
2011 Annual Report and Financial Report

Development Statistics

Building Permits

Class	Permits Issued		\$ Value of Permits	
	2010	2011	2010	2011
Residential	24	21	1,293,000	1,260,500
Commercial	10	8	105,000	41,500
Institutional	3	0	27,000	0

Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2010	2011	2010	2011
Residential	2	1	1	1
Commercial	1	1	1	1
Other	0	0	0	0

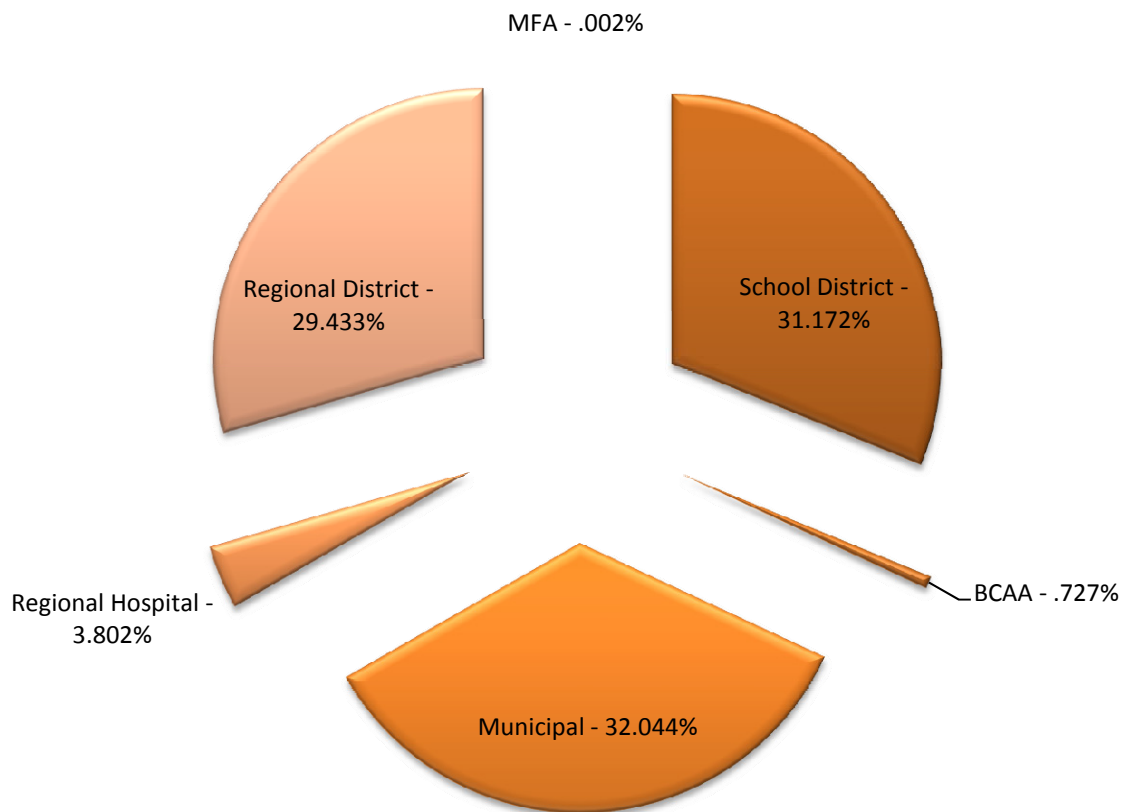
Temporary Commercial Permits and Board of Variance Applications

Class	Temporary Commercial Permits		Board of Variance	
	2010	2011	2010	2011
Residential	0	0	0	0
Commercial	1	0	0	0
Other	0	0	0	0

Rezoning and Official Community Plan Amendments

Class	Rezoning Amendments		OCP Amendments	
	2010	2011	2010	2011
Residential	2	3	0	0
Commercial	3	3	1	1
Other	0	0	0	0

VILLAGE OF VALEMOUNT 2011 Property Tax Breakdown



SCHEDULE A
Five Year Financial Plan Bylaw # 669, 2011

	Actual 2010	Budget 2010	Budget 2011	Budget 2012	Budget 2013	Budget 2014	Budget 2015
<u>GENERAL REVENUE</u>							
Property Taxes	\$ 530,429	\$ 535,938	\$ 547,000	\$ 557,940	\$ 569,099	\$ 580,481	\$ 592,091
Grants in Lieu of Taxes	\$ 600,562	\$ 575,293	\$ 592,321	\$ 592,321	\$ 592,321	\$ 592,321	\$ 592,321
Other Revenue	\$ 76,919	\$ 47,350	\$ 33,000	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Business Licenses & Office Rentals	\$ 93,012	\$ 88,750	\$ 82,650	\$ 82,650	\$ 82,650	\$ 82,650	\$ 82,650
Garbage Services	\$ 82,354	\$ 81,000	\$ 86,257	\$ 84,000	\$ 85,500	\$ 87,000	\$ 88,500
EDC Planning & Tourism	\$ 209,750	\$ 264,500	\$ 180,000	\$ 150,000	\$ 150,000	\$ -	\$ -
Recreation Services	\$ 14,415	\$ 12,500	\$ 11,750	\$ -	\$ -	\$ -	\$ -
Grants	\$ 906,493	\$ 1,269,056	\$ 509,907	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ -	\$ -
Trans & Collections for Other Governments	\$ 1,136,593	\$ 1,136,483	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240
Transfer from Own Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due From Surplus or Reserve	\$ -	\$ 114,446	\$ 153,432	\$ 69,939	\$ 38,280	\$ 21,398	\$ 4,289
TOTAL GENERAL REVENUE	\$ 3,650,526	\$ 4,125,316	\$ 3,295,056	\$ 2,636,590	\$ 2,617,590	\$ 2,463,590	\$ 2,459,591
<u>GENERAL EXPENDITURES</u>							
Legislative	\$ 78,126	\$ 82,500	\$ 89,500	\$ 81,500	\$ 82,500	\$ 83,500	\$ 84,500
Administration	\$ 471,207	\$ 527,500	\$ 622,350	\$ 597,350	\$ 600,350	\$ 600,350	\$ 600,350
Bylaw Control	\$ 1,243	\$ 1,250	\$ 29,000	\$ 20,500	\$ 20,500	\$ 20,500	\$ 20,500
Building Inspections	\$ 23,625	\$ 21,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Cemetery	\$ 5,333	\$ 8,000	\$ 21,250	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,250
Public Works	\$ 349,265	\$ 452,500	\$ 459,750	\$ 429,250	\$ 429,250	\$ 429,250	\$ 429,250
Garbage Collection	\$ 73,930	\$ 78,000	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500
EDC Planning & Tourism	\$ 256,325	\$ 310,000	\$ 180,000	\$ 150,000	\$ 150,000	\$ -	\$ -
Recreation & Culture	\$ 79,282	\$ 122,022	\$ 83,000	\$ 101,000	\$ 78,000	\$ 78,000	\$ 78,000
Grants	\$ 196,601	\$ 248,000	\$ 509,066	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ 866,720	\$ 1,008,061	\$ 90,000	\$ 40,000	\$ 40,000	\$ 35,000	\$ 30,000
Trans to other Governments	\$ 1,137,001	\$ 1,136,483	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240	\$ 1,082,240
Transfer to/from Reserves	\$ 32,400	\$ 130,000	\$ 12,400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Due To Surplus or Reserve	\$ 79,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL EXPENDITURES	\$ 3,650,526	\$ 4,125,316	\$ 3,295,056	\$ 2,636,590	\$ 2,617,590	\$ 2,463,590	\$ 2,459,590

SCHEDULE A
Five Year Financial Plan Bylaw # 669, 2011

WATER BUDGET

	Actual 2010	Budget 2010	Budget 2011	Budget 2012	Budget 2013	Budget 2014	Budget 2015
<u>WATER REVENUE</u>							
Water Revenue	\$ 266,356	\$ 212,200	\$ 315,500	\$ 316,400	\$ 320,400	\$ 324,400	\$ 328,400
Other Revenue	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Revenue	\$ 1,782,079	\$ 1,926,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -
Due From Surplus or Reserve	\$ -	\$ 101,300	\$ 22,500	\$ -	\$ -	\$ -	\$ -
TOTAL WATER REVENUES	\$ 2,048,435	\$ 2,364,500	\$ 433,000	\$ 316,400	\$ 320,400	\$ 324,400	\$ 328,400
<u>WATER EXPENDITURES</u>							
Water Expenditures	\$ 248,448	\$ 290,500	\$ 327,200	\$ 302,700	\$ 308,800	\$ 314,200	\$ 319,000
Water Capital	\$ 1,772,243	\$ 2,074,000	\$ 105,800	\$ 13,700	\$ 11,600	\$ 10,200	\$ 9,400
Due To Surplus or Reserve	\$ 27,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL WATER EXPENDITURES	\$ 2,048,435	\$ 2,364,500	\$ 433,000	\$ 316,400	\$ 320,400	\$ 324,400	\$ 328,400
TOTAL	\$ 0	0	0	0	0	0	0

SEWER BUDGET

	Actual 2010	Budget 2010	Budget 2011	Budget 2012	Budget 2013	Budget 2014	Budget 2015
<u>SEWER REVENUE</u>							
Sewer Revenue	\$ 199,787	\$ 199,000	\$ 221,500	\$ 226,500	\$ 230,500	\$ 234,500	\$ 236,500
Grant Revenue	\$ 53,770	\$ 180,600	\$ 511,230	\$ -	\$ -	\$ -	\$ -
Due From Surplus or Reserve	\$ 19,161	\$ 84,200	\$ -	\$ 5,260	\$ 5,700	\$ 5,590	\$ 7,700
TOTAL SEWER REVENUE	\$ 272,718	\$ 463,800	\$ 732,730	\$ 231,760	\$ 236,200	\$ 240,090	\$ 244,200
<u>SEWER EXPENDITURES</u>							
Sewer Expenditures	\$ 184,642	\$ 219,700	\$ 223,500	\$ 221,760	\$ 226,200	\$ 230,090	\$ 234,200
Sewer Capital	\$ 88,076	\$ 244,100	\$ 494,345	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Due To Surplus or Reserve	\$ -	\$ -	\$ 14,885	\$ -	\$ -	\$ -	\$ -
TOTAL SEWER EXPENDITURES	\$ 272,718	\$ 463,800	\$ 732,730	\$ 231,760	\$ 236,200	\$ 240,090	\$ 244,200
TOTAL	\$ 0	0	0	0	0	0	0

Appendix "1"

2010 Financial Statements & Auditor's Report

Village of Valemount
2011 Annual Report and Financial Report

Financial Statements and Auditor's Report

* Distributed as a separate document *

Appendix "2"

Strategic Planning Final Report

VILLAGE OF VALEMOUNT
2011
STRATEGIC PLANNING SESSION
FINAL REPORT

1. INTRODUCTIONS
2. BUILDING A STRATEGIC PLAN
3. VILLAGE RESPONSIBILITIES
4. VILLAGE NOT LEGALLY RESPONSIBLE FOR
5. 2010 IN REVIEW
6. CURRENT OUTSTANDING PROJECTS
7. COUNCIL 2010 WISH LIST
8. COUNCIL 2011 WISH LIST
9. VISION FOR THE FUTURE
10. GOALS AND OBJECTIVES
11. ACTION PLANNING
12. LIST OF COMMITTEES AND COMMISSIONS
13. OTHER ISSUES

INTRODUCTION

How To Be Successful

- Communication

Establish clear, honest, two-way communication to keep your team aligned and attuned

- Leadership and Teamwork

Be deliberate in forming strong relationships and effective processes for dealing with inevitable challenges

- Inspiring Vision & Goals

Your inspiring vision of success will move people when the going gets tough

- Managing Change

Anticipate and plan for change. When it comes, keep your vision in site and concentrate on your circle of influence

- Being Personally Accountable

You own actions ... and inactions ... directly affect your levels of success

Take Action

- Create Your Own Vision

Set an inspiring ideal for your own leadership and for your team's performance

- Analyze Your Team Development

What stage are you in and what do you need to do to reach high performance

- Chart Your Concerns and Circle of Influence

Then put your energy into things you can influence

- Remember: Attitude Determines Altitude

“Whether you think you can or think you can't, you're right” (Ford)

- Be Responsible for Your Actions & Accountable for Your Results

The buck stops here

Frontier Team Building (www.frontierbuilding.com)
Summit Training (www.summittraining.com)

Building a Strategic Plan

Mission Statement

To support economic development, enhanced community living and the cost effective and efficient delivery of public services through good government and responsible planning and management.

O.C.P BYLAW 595, 2006

STRATEGIC PLANNING

The Village of Valemout is committed to acting in the best interest of the residents and businesses of Valemout through responsible, accessible, cooperative government which balances the needs and resources of our unique community, thereby maximizing our potential.

Strategic Planning is the process of determining a municipality's long term vision and goals, and developing an action plan for achieving those goals.

It is a good method for Council and Senior Management to communicate strategic priorities to staff and citizens.

It directs and drives funding decisions during the budget process.

The key reasons for developing a strategic plan are:

- To establish a collective vision
- To plan for the future
- To maximize and streamline resources
- To communicate priorities

VILLAGE RESPONSIBILITIES

<ul style="list-style-type: none">• Roads• Parks and Recreation• Sewer• Water• Liability around Infrastructure• Fiscal Responsibility and Management	<ul style="list-style-type: none">• Legislation – bylaws, meetings, policies• Records Management• Protective Services (Even though we pay through Regional District)• Planning and Land Use• Accountability and Listen To Residents (Transparency)
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VILLAGE NOT LEGALLY RESPONSIBLE FOR

<ul style="list-style-type: none">• Community Events• Private Maintenance• Land Use Outside Boundaries• Transit Issues• Community Forests• Societies and Associations• Library Services• Aboriginal Relations• Regional District/UBCM/NCLGA• Education• Health• Senior Housing	<ul style="list-style-type: none">• Economic Development• Garbage• Cemetery Services• Recreation (Rinks and Sport Fields)• Trails• Subsidized Housing• Extended Fire Protection• Justice (Policing)• Animal Control• Major Highways• Internet, High Speed and Cell Service
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2010 PROJECTS REVIEW

<ul style="list-style-type: none">• Water Treatment Plant• Deceleration Lane• Pedestrian Hwy 5 Signage• Bylaws Review• Policy Review• Downtown Revitalization• Wildfire Protection/Prevention• Senior Housing• Courthouse Paving & Reno's• Robson Canoe Valley Study• Industrial Site Pre-Feasibility Study• Kinbasket Lake Weir• Air Quality• West Side Sewer Extension• Curling Rink – Lease and Operations• Ash Street Lift Station Project• Administrative Changes• Community Hall Renovations• Olympic Event• Occupational Health & Safety• Public Works Shop Expansion	<ul style="list-style-type: none">• Learning Centre Renovations• Back Hoe Repairs (2009)• Info Centre Handicap Access (2009)• Public Works Equipment Lease payouts (2009)• Stay Focused on 2010 Budget• Staffing Review• Professional Development• SAAS FEE Project• Affordable Housing• Government and Community Relations• Council Procedures• Fire Hall Expansion• Committee Review (Wildfire, Tourism, VCF)• Job Creation & Family Retention• Columbia Basin Trust Water Smart• Columbia Basin Trust Initiatives• Leases Review and Completion
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COUNCIL RESOLUTIONS

There have been 243 Council Resolutions up to October 26, 2010.

There are 12 Resolutions which have not been fully completed up to October 26, 2010.

CURRENT OUTSTANDING PROJECTS

- Water Treatment Plant
- Downtown Revitalization
- Deceleration Lane
- Bylaws Review
- Policy Review
- Occupational Health & Safety
- West Side Sewer Extension
- Ash Street Lift Station Project
- Community Hall Renovations
- Learning Centre Renovations
- Columbia Basin Trust Initiatives
- Columbia Basin Trust Water Smart
- Columbia Basin Video Conferencing
- SAAS FEE & other Developers
- Entrance Sign
- Valemout Traffic Pattern Review
- Robson Canoe Valley Opportunities Plan
- Wildfire Protection Projects
- Lift Station Upgrade II
- Vehicle Lease
- Budget 2011 (Stay Focused)
- Leases Review
- Building Inspector
- Bylaw Officer
- Professional Development
- Cemetery Review

2010 COUNCIL WISH LIST

<ul style="list-style-type: none">• Complete Current Projects• Budget Focus• Senior Housing Complete• Clean Water & Sewer• Sufficient Staffing Levels• Rebuild Surplus• Job Creation & Importation of Families• Professional Development• SAAS FEE• Affordable Housing• Tools – Capacity to do own jobs• Municipal Equipment R&M• Municipal Property R&M• Proper Studies before implementation• Communication – Committee-Association- Communication Officer/Policy – Linking Organizations• Planning/Planner – CAO• Old Dump Site – Upgrade – Review – RD Tourism• Walking/Bicycle Trails• Support Education• Arena & Fire Hall back to Village• Tourist Information Centre – Management & Admin	<ul style="list-style-type: none">• Kinbasket Lake Weir• Downtown Revite Phases II & III• Review Downtown Commercial• Review Commercial/Residential Ratio• Review Parking Requirements• Hwy 5 Pedestrian Crossing• Encourage Downtown Merchants to Comply with Mountain Theme• DCC Review• Need Office Space – Staff/Storage• Maintain/Enhance Relationships with other Governments• Centennial Park Equip & Upgrade• Study on Ash Street (Concept Plan)• Airport – Feasibility – Future Study Use• Council Procedures – (Governance)• Environmental (Wood Smoke)• Emergency Plan – Exercise – Review – Update• Fire Hall Expansion• Hospital/Health Centre – New• Emergency Services Bylaw• Cemetery Review and Expansion• New Industry – Jobs & Other E.D.• Boundary Expansion• West Side Sewer Extension
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2011 COUNCIL WISH LIST

<ul style="list-style-type: none">• Budget Focus• Sufficient Staffing Levels• Rebuild Surplus• Job Creation & Importation of Families• Professional Development• Affordable Housing• Municipal Equipment R & M• Municipal Property R & M• Proper Studies before Implementation• Planning/Planner - CAO• Old Dump Site – Upgrade - Review• Walking/Bicycle Trails• Support Education• Arena & Fire Hall back to Village• Tourist Information Centre• Downtown Revite Phase II• Road Systems – Traffic Pattern Study• Information Centre Parking Lot Enhancement• Village Webpage Upgrade• Cranberry Marsh Park and Trail• Bylaw Officer/Building Inspector Review• Clean Intake Channel• Asphalt Pile• Playgrounds	<ul style="list-style-type: none">• Review Downtown Commercial• Review Parking Requirements• Encourage Downtown Merchants to Comply with Mountain Theme• DCC Review• Maintain/Enhance Government Relations• Centennial Park Upgrade• Ash Street Study (Concept for Village Property)• Airport feasibility & future use study• Environmental – Wood Smoke• Emergency Plan – Review – Update - Exercise• Hospital/Health Centre - New• Emergency Services (Fire Department etc) Review• Cemetery Review & Expansion• New Industry – Jobs and Other E.D.• Boundary Expansion• West Side Sewer Extension• Lane Ways Maintenance Review• Trail Under Swift Creek Hwy Bridge• Robson Canoe Valley Study Implementation• Lift Station Phase II• Unsightly Premises• Purchase of New Grader• Court House Maintenance• Fire Hydrant Maintenance Program
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VISION FOR THE FUTURE

What is important to you?

What do you want to see completed or undertaken by 2011?

What are Council's priorities?

COUNCIL 2011 PRIORITY LIST

1. Municipal Entrance Sign Upgrade
2. Grader Purchase
3. Centennial Park Upgrade
4. Bylaw Officer/Building Inspector
5. Village Property (School Area) Review
6. Information Centre Parking Area Usage
7. Rebuild Surplus
8. Lift Station Phase II
9. Community Hall Renovations
10. Learning Centre Renovations
11. Courthouse Renovations
12. Cemetery Review
13. Downtown Revite Phase II
14. Airport Review
15. Village Vehicle Purchase

GOALS & OBJECTIVES SETTING

- Creating S.M.A.R.T. Goals
 - Specific
 - Measurable
 - Attainable
 - Realistic
 - Timely

PRIORTIZING GOALS

(TOP FIVE GOALS AND OBJECTIVES OF COUNCIL FOR 2011)

1. Grader Purchase
2. Centennial Park Upgrade
3. Bylaw Officer/Building Inspector Review
4. Lift Station Project Phase II
5. Cemetery Review

ACTION PLANNING

1. Grader Purchase

Goal:	To purchase a replacement grader
Objective:	To replace the existing grader which currently is very hard to repair and may not make the winter?
Activities:	Listed below
Responsible:	Victor LaBoucane
Deadline:	September 30, 2011
Expenses:	Estimated amount \$150,000
Resources:	Loans and Operating Budget
Measure:	Monthly Senior Staff Meetings and Budget

BRAINSTORMING SESSION

- Estimations by January 3, 2011
- Current Grader may make it through this winter
- Possible contracting out instead
- Contracting out may not be reliable
- Limit the size of the grader
- Look at lease, purchase options (MFA)
- Look at new/used and no older than 3 years
- Look for back up plan
- September 30, 2011 for final purchase
- Have resolution by March 2011 for borrowing
- Trade-In existing

ACTION PLANNING

2. Bylaw Officer/Building Inspector Review

Goal:	Create a Bylaw Officer and a Building Inspector Position
Objective:	Create two positions to improve service to the public and provide longer coverage.
Activities:	Listed below
Responsible:	Tom Dall
Deadline:	January 31, 2011
Expenses:	Approximately \$30,000
Resources:	Operating and Fees
Measure:	Monthly Senior Staff Meetings and Budget

BRAINSTORMING SESSION

- Bylaw position currently ½ day per week
- Building Inspection currently 1 day per week
- RCMP records indicate they have dealt with 588 Municipal Bylaw issues since January 2010.
- Possibly make two positions
- Estimated budget for both would be \$30,000
- Advertise for positions
- January 3, 2011 to have positions in place
- November 26, 2010 is the deadline with current position
- Meeting with Clearwater to discuss some options re: Building Inspection
- Contract out for two positions

ACTION PLANNING

3. Lift Station Project Phase II

Goal:	To complete the next phase of the lift station upgrades as per ICI Engineering report
Objective:	To complete the upgrade's to at least two more lift stations by the end of the year.
Activities:	Listed below
Responsible:	Tom Dall/Lori McNee/Victor LaBoucane
Deadline:	December 31, 2011
Expenses:	Approximately \$500,000
Resources:	Towns for Tomorrow and Gas Tax Grants
Measure:	Monthly Senior Staff Meetings and Budget

BRAINSTORMING SESSION

- Estimations by January 3, 2011
- Towns for Tomorrow Funding available through application
- Gas Tax Funding (guaranteed funds and second pool)
- Businesses are now purchasing generators and creates extra work for public works due to lift stations filling up and have to clean out manually when power is out.
- 5th Street Lift Station Upgrade should be considered as next site
- Dogwood Street Lift Station should be updated with subdivision project
- Could do more than one based on what funding we could get from Towns for Tomorrow
- Need to get grant application in as soon as possible (December 15, 2010)
- Have report from ICI to follow so have plan ready
- Have applied through Towns for Tomorrow for first grant so have template.

ACTION PLANNING

4. Centennial Park Upgrade

Goal:	To have the park and equipment upgraded
Objective:	To complete an engineered report on what it would take to upgrade the park and equipment so when grants are available we have shelf ready projects.
Activities:	Listed below
Responsible:	Sandy Salt, Silvio Gislimberti, Tom Dall
Deadline:	December 31, 2011
Expenses:	Requires research
Resources:	Requires research
Measure:	Monthly Senior Staff Meetings and Budget

BRAINSTORMING SESSION

- Estimations by January 3, 2011
- Create a water park
- Need current equipment evaluation
- Tennis court evaluation
- Replacement of existing equipment
- Code Requirements
- Material under swings
- Merry – go – round
- **Engineered plan – Shelf Ready for grant applications**
- MIA standards and previous evaluations
- CBT – possible funding
- Removal Expenses
- Underground Sprinkler Systems
- CBT Water Smart Funding
- Soil Base needs to be reviewed for better water retention
- Could be a Village ICON

ACTION PLANNING

5. Cemetery Review

Goal:	To upgrade the administrative functions and to seek alternative location for a cemetery site.
Objective:	To develop an upgraded cemetery bylaw and to follow the requirements of the Provincial Government for cemeteries and to set aside another cemetery site for the Village
Activities:	Listed below
Responsible:	Tom Dall
Deadline:	December 31, 2011
Expenses:	Requires research
Resources:	Requires research
Measure:	Monthly Senior Staff Meetings and Budget

BRAINSTORMING SESSION

- Completion by December 31, 2011
- New Bylaw and Rates
- Sell lots to locals only (should be considered)
- Upgrade to Ministry Standards
- Not covering our costs (overtime costs especially)
- Look for new location for second cemetery
- Bylaw to cover removal of flower arrangements
- Maintenance of cemetery
- ID and mapping of all individual sites
- Kiosk for mapping and other information
- Columbarium
- Unknown sites Memorial Board
- Review Trust Funds

COMMITTEES AND ASSOCIATIONS

• VCF	Valemount Community Forest	• NH	Northern Health
• UBCM	Union of BC Municipalities	• BCWWA	BC Water and Waste Assoc.
• FCM	Federation of Cdn Municipalities	• TOTA	Thompson Okanagan Tourism Association
• MIA	Municipal Insurance Association	• CBT	Columbia Basin Trust
• MFA	Municipal Finance Association	• VARDA	Valemount Area Recreation Development Association
• NCLGA	North Central Local Government Association	• ICIS	Integrated Cadastral Information Society
• RDFFG	Regional District Fraser-Fort George	• CNC	College of New Caledonia
• VHS	Valemount Historic Society	• VACC	Valemount and Area Chamber of Commerce
• OBAC	Omineca Beetle Action Coalition	• DU	Ducks Unlimited
• MUTN	Measuring Up The North	• NT	Nature Trust
• NWIPC	North West Invasive Plant Council	• VCAS	Valemount Children's Activity Society
• NDIT	Northern Development Initiative Trust	• BCOS	BC One Stop
• BCCFA	BC Community Forest Association	• VWPPC	Valemount Wildfire Protection /Prevention Committee
• LGMA	Local Government Management Association	• VTC	Valemount Tourism Committee
• NCLGMA	North Central Local Government Management Association		
• LGFOA	Local Government Financial Officers Association		

OTHER ISSUES

- Committee of the Whole Concept
- Vehicle Lease
- Mapping
- Committee Liaisons
- Airport Review
- Village Land Review
- Assisted Living
- Village Traffic Pattern Review
- Learning Centre (Sell)
- Developer Process
- Regional Funding Review
- Fire Department Review
- Solid Waste Review
- Committee Review
- Budget 2011
- Hydro – Reliable Power
- Newsletter