

REGULAR COUNCIL MEETING AGENDA



Agenda for the Regular Council Meeting scheduled for
Tuesday, January 5, 2016 at 7:00 p.m. in the portable classroom
at Anmore Elementary School, 30 Elementary Road, Anmore BC

1. CALL TO ORDER

2. ADDITIONS AND DELETIONS TO THE AGENDA

Recommendation: That Anmore Procedure Bylaw No. 510-2011 section 39 rules be waived, to allow item no. 4 Public Input to be added to the agenda, as presented.

3. APPROVAL OF THE AGENDA

Recommendation: That the agenda be approved as circulated.

4. PUBLIC INPUT

5. PETITIONS AND DELEGATIONS

6. ADOPTION OF THE MINUTES

page 1

(a) Minutes of the Regular Council Meeting held on December 1, 2015

Recommendation: That the Minutes of the Regular Council Meeting held on December 1, 2015 be adopted as circulated.

page 10

(b) Minutes of the Special Council Meeting held on December 8, 2015

Recommendation: That the Minutes of the Special Council Meeting held on December 8, 2015 be adopted as circulated.

7. BUSINESS ARISING FROM THE MINUTES

8. BYLAWS

9. CORRESPONDENCE

Recommendation: That all general correspondence circulated and filed in the village office be received.

page 14

(a) School District No. 43 – Eligible School Site Proposal

Letter dated December 11, 2015 from Mark Ferrari, Treasurer, is attached for consideration.

Recommendation: That Council accepts the School Board's 2015 Eligible School Sites Resolution and proposed requirements for the School District in 2015-2025.

page 20

(b) Metro Vancouver – Water Shortage Response Plan Review Process

Letter dated December 21, 2015 from Carol Mason, Commissioner/Chief Administrative Officer, is attached for information.

Recommendation: That Council directs staff to prepare communication to residents regarding the amended Water Shortage Response Plan activation period; and further, that staff commence review and update of the Anmore Lawn Sprinkling Bylaw.

10. COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Advisory Planning Commission

page 21

(i) Minutes of the Meeting held on November 9, 2015

Minutes of the Advisory Planning Commission Meeting held on November 9, 2015 are attached for information.

(b) Emergency Preparedness Committee

page 24

(c) Environment Committee

(i) Minutes of the Meeting held on November 2, 2015

Minutes of the Environment Committee Meeting held on November 2, 2015 are attached for information.

(d) Finance Committee

page 29

(i) Minutes of the Meeting held on November 16, 2015

Minutes of the Finance Committee Meeting held on November 16, 2015 are attached for information.

The Committee approved the following resolution on November 16, 2015.

"That the Finance Committee agrees to keep additional revenues to a dedicated reserve to smooth out revenue and to hire staff positions based on recommendations from the CAO to Council."

(ii) Recommendations from the Meeting held on December 21, 2015

The Committee approved the following resolutions on December 21, 2015.

"That Finance Committee recommends to Council to proceed with the Mossom Creek Bridge Project, with approval that the shortfall of \$75,000 be funded from the Parks Reserve."

"That Finance Committee recommends to Council to approve a temporary, auxiliary position to be hired in 2016 for a maximum of two days per week, to support the Building & Bylaw Department, to be funded from the Development Reserve."

"That the Finance Committee recommends to Council to authorize the public works foreman recruitment to commence, and the position to be filled, as soon as possible."

(e) Heritage and Cultural Committee**(f) Parks and Recreation Committee****(i) Minutes of the Meeting held on November 19, 2015**

Minutes of the Parks and Recreation Committee Meeting held on November 19, 2015 are attached for information.

(g) Protective Services Committee**(i) Minutes of the Meeting held on June 1, 2015**

Minutes of the Protective Services Committee Meeting held on June 1, 2015 are attached for information.

(h) Youth Advisory Committee**11. UNFINISHED BUSINESS****(a) Rezoning Application Update: 2307 Sunnyside Road (Lancaster Walk)**

A resolution was adopted at the Regular Council Meeting held on December 1, 2015 to table this item. To commence discussion, a resolution is required to lift this item from the table.

12. NEW BUSINESS

page 40

(a) Sasamat Volunteer Fire Department Board of Trustees – Minutes of the Meeting held on November 18, 2015

Minutes of the meeting held on November 18, 2015 are attached for information.

(b) Administrative Appointment

Verbal report from the Chief Administrative Officer to be presented.

Recommendation: Whereas Community Charter section 146 requires that a municipality appoint a Financial Officer, and

Whereas Council is supportive of the organizational review presented in November 2015,

Council hereby agrees to appoint Juli Kolby as Chief Administrative Officer and Chief Financial Officer for the Village of Anmore.

(c) Christmas Lights Purchase Update

Verbal report from the Chief Administrative Officer to be presented.

page 42

(d) Village Hall Building Replacement – Next Steps

Report dated December 21, 2015 from the Chief Administrative Officer is attached for consideration.

13. MAYOR'S REPORT

14. COUNCILLORS' REPORTS

15. CHIEF ADMINISTRATIVE OFFICER'S REPORT

16. PUBLIC QUESTION PERIOD

17. ADJOURNMENT



VILLAGE OF ANMORE

COUNCIL MINUTES

Minutes of the Regular Council Meeting held on Tuesday, December 1st, 2015 in the portable classroom located behind Anmore Elementary School, 30 Elementary Road, Anmore BC

ELECTED OFFICIALS PRESENT:

Mayor John McEwen
Councillor Ryan Froese
Councillor Ann-Marie Thiele
Councillor Kim Trowbridge
Councillor Paul Weverink

STAFF PRESENT:

Juli Kolby, Chief Administrative Officer
Karen-Ann Cobb, Manager of Corporate Services
Kevin Dicken, *Acting* Approving Officer/Manager of Public Works
Brent Elliott, Planning Consultant

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:00 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

R220/2015 It was MOVED and SECONDED:

"THAT THE RULES OF PROCEDURE BE WAIVED PURSUANT TO SECTION 39 – ORDER OF PROCEEDINGS AND BUSINESS IN ANMORE PROCEDURE BYLAW NO. 510-2011 BY ADDING AFTER ITEM NO. 3 – APPROVAL OF THE AGENDA, ITEM NO. 4 – COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE AGENDA, AND FURTHER THE REMAINING ITEMS ON THE AGENDA BE RE-NUMBERED IN ACCORDANCE WITH THIS ADDITION."

CARRIED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

R221/2015 It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED."

CARRIED UNANIMOUSLY

4. COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE AGENDA

Pam Blackman, East Road, requested an explanation regarding the cost of \$400 to change an address for a building and the \$500 fee for tree cutting per tree within the Anmore Fees and Charges Bylaw No. 545-2015. Ms. Blackman suggested to contact the parents of the 1st Anmore Scout youth who recently passed away, to confirm that they are in agreement with the planting of a memorial tree in Anmore. Ms. Blackman questioned the name "Lancaster Walk" for the recent rezoning application.

5. PETITIONS AND DELEGATIONS

(a) Delegation – Now That's Ugly Society

Jordan Birch presented information on the Ugly Christmas Sweater Dash occurring on December 5th, 2015 at Rocky Point Park at 11:00am. Funds raised at the event will benefit the Children's Wish Foundation.

R222/2015 It was MOVED and SECONDED:

"THAT COUNCIL PROCLAIMS DECEMBER 5TH, 2015 AS UGLY CHRISTMAS SWEATER DAY IN THE VILLAGE OF ANMORE."

CARRIED UNANIMOUSLY

6. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on November 17, 2015

Karen-Ann Cobb explained the paragraph on Page 7 of the minutes that refers to the resolution regarding the Anmore Zoning Amendment Bylaw No. 543-2015, noting that removal of how Councillor's voted is in accordance with Procedure Bylaw section 43(d) - after the Mayor puts the question to a vote, a member must not speak to the question or make a motion concerning it.

R223/2015 It was MOVED and SECONDED:

"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON NOVEMBER 17th, 2015 BE ADOPTED AS AMENDED."

CARRIED UNANIMOUSLY

7. BUSINESS ARISING FROM THE MINUTES

Nil

8. BYLAWS

(a) Anmore Fees and Charges Bylaw No. 545-2015

Karen-Ann Cobb spoke to her report dated November 26th, 2015 of the Anmore Fees and Charges Bylaw No. 545-2015, highlighting new items and increased costs.

R224/2015 It was MOVED and SECONDED:

**"THAT ANMORE FEES AND CHARGES BYLAW NO. 545-2015 BE
READ A FIRST, SECOND AND THIRD TIME."**

CARRIED UNANIMOUSLY

9. CORRESPONDENCE

(a) Correspondence

R225/2015 It was MOVED and SECONDED:

**"THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE
VILLAGE OFFICE BE RECEIVED."**

CARRIED UNANIMOUSLY

(b) Draft Regional Affordable Housing Strategy

Council discussed the letter dated November 23rd, 2015 from Greg Moore, Chair, Metro Vancouver Board, regarding the Draft Regional Affordable Housing Strategy and requested comments on the draft report by January 29th, 2016.

R226/2015 It was MOVED and SECONDED:

**"THAT THE LETTER FROM METRO VANCOUVER BOARD
BE RECEIVED; AND FURTHER, THAT THE LETTER BE FORWARDED
TO THE VILLAGE'S PLANNING CONSULTANT FOR
REVIEW AND COMMENT."**

CARRIED UNANIMOUSLY

10. COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Emergency Preparedness Committee

**(i) Minutes of the Emergency Preparedness Committee Meeting
held on September 3, 2015**

It was stated that no meeting was held on September 3, 2015 and no further action was taken on this item.

(b) Environment Committee

**(i) Minutes of the Environment Committee Meeting held on
September 16, 2015**

R227/2015 It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE ENVIRONMENT COMMITTEE
MEETING HELD ON SEPTEMBER 16TH, 2015 BE RECEIVED."**

CARRIED UNANIMOUSLY

(c) Finance Committee

**(i) Minutes of the Finance Committee Meeting held on March
23, 2015**

R228/2015 It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON MARCH 23RD, 2015 BE RECEIVED."**

CARRIED UNANIMOUSLY

10. COMMITTEE REPORTS AND RECOMMENDATIONS (CONTINUED)

(d) Parks & Recreation Committee

**(i) Minutes of the Parks & Recreation Committee Meeting held
on October 15, 2015**

R229/2015 It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE PARKS & RECREATION COMMITTEE
MEETING HELD ON OCTOBER 15TH, 2015 BE RECEIVED."**

CARRIED UNANIMOUSLY

11. UNFINISHED BUSINESS

Nil

12. NEW BUSINESS

(a) Memorial for Clara Crespi

R230/2015 It was MOVED and SECONDED:

**"THAT THE MEMORIAL FOR CLARA CRESPI BE REFERRED TO THE
PARKS AND RECREATION COMMITTEE FOR COMMENTS."**

CARRIED UNANIMOUSLY

(b) Council Meeting Schedule for December

R231/2015 It was MOVED and SECONDED:

**"THAT THE COUNCIL MEETING SCHEDULED FOR TUESDAY
DECEMBER 15TH, 2015 IS HEREBY CANCELLED; AND FURTHER,
THAT COUNCIL HOLD A SPECIAL COUNCIL MEETING ON
TUESDAY, DECEMBER 8TH, 2015 AT 7:00 P.M."**

CARRIED UNANIMOUSLY

12. NEW BUSINESS (CONTINUED)

(c) 2016 Council Meeting Schedule

R232/2015 It was MOVED and SECONDED:

**“THAT THE 2016 COUNCIL MEETING SCHEDULE AND ACTING
MAYOR SCHEDULE BE APPROVED, AS AMENDED”**

CARRIED UNANIMOUSLY

(d) Rezoning Application Update: 2307 Sunnyside Road (Lancaster Walk)

Brent Elliott spoke to his report regarding comments heard from the Advisory Planning Commission, Environment Committee, Parks and Recreation Committee and the Fire Chief on the application to rezone 2307 Sunnyside Road from RS1 to CD to allow for a 22 lot development. Highlights of concerns raised by Council are as follows:

Councillor Froese

- the lack of preserving hillside to provide clustering
- part of Sunnyside Road will be ‘eaten up’ with the proposed round-about with future connection to David Avenue
- houses are not blended in with existing homes

Councillor Weverink

- building size, size of lots, density
- amount of green space and community amenity contribution

Councillor Thiele

- not captured within the OCP as a steep slope
- not innovative in terms of housing
- no cost savings in a large magnitude with infrastructure
- doesn’t consider neighbourhood to be semi-rural and it is not considered clustering
- not financially feasible; possible higher costs for the Village due to higher density
- lack of affordability, possibly a lack of community feel, less trees, not what she would like to see with a CD zone in comparison to Birch Wynde
- offers riparian area and trails, however, CD is not the only way to protect these areas
- trade-off is not worth going to CD zone for the sake of protecting riparian areas when there are other ways
- not all boxes are ‘checked’ within the section of the OCP when it speaks to where the Village allows CD zone and what to expect to see.
- not in favour of moving forward as a CD Zone development

12. NEW BUSINESS (CONTINUED)

(d) Rezoning Application Update: 2307 Sunnyside Road (Lancaster Walk) (Continued)

Councillor Trowbridge

- innovative housing wording could be difficult for an applicant without a definition
- concerned with getting caught up with a catch phrase word that hasn't been defined
- would like to see where the street comes around and dead-ends the development; be 'stratified' with the cost deferred to the residents
- does not have a problem with CD application due to having control over the community and architectural guidelines
- community should be reflective of the same kind of metrics as applied to the steep slope application

Mayor McEwen

- concerns with the rear yard reduction, especially with septic fields
- can't compare with the semi-rural feeling of Birch Wynde since there is a park in the middle of the neighbourhood and the homes are much smaller
- the comment from a committee 'could look like row housing' was from the first proposal as opposed to the current one
- concerned with the road setback
- likes trails and parks
- would like to see a financial sustainability plan
- concerned with the integration with the David connector

Council requested clarification on the dedicated road allowance located by lot 47 of the site plan prior to moving forward and agreed to table this item.

R233/2015 It was MOVED and SECONDED:

**"THAT THE REZONING APPLICATION FOR 2307 SUNNYSIDE ROAD
BE TABLED."**

CARRIED UNANIMOUSLY

13. MAYOR'S REPORT

Mayor McEwen reported that:

- He attended the loco Lands Open House.
- On November 26th, he attended a Board of Trade luncheon regarding TransLink issues and future plans, where Minister Fassbender was present.
- He attended a Metro Vancouver meeting where a report from the food bank was discussed regarding the issuance of tax receipts to restaurants who provide unused food; it has created a lot of additional work.
- Sunday, December 6th is Anmore's Christmas event.
- This Thursday, he and Juli Kolby will attend the Chamber of Commerce Christmas Lunch.
- A Year in Review that highlights accomplishments in the village for 2015. The information will be posted on the website.
- He presented flowers to Karen-Ann Cobb and thanked her for her incredible commitment to the village, and wished her well in her retirement.

14. COUNCILLORS' REPORT

Councillor Thiele requested the following recommendation to Council:

R234/2015 It was MOVED and SECONDED:

**"THAT COUNCIL DIRECT THE VILLAGE'S PLANNER TO PREPARE
AN ANYALYSIS OF THE GROWTH STRATEGY IN ANMORE."**

CARRIED UNANIMOUSLY

Councillor Thiele reported that:

- She attended a Protective Services workshop on November 21st where they went through the 22 recommendations for a Wildfire Protection Plan.
- She will attend the Emergency Preparedness Committee meeting on December 3rd.
- She attended the loco Lands Open House.
- On November 27th she and Co-Chair Ken Juvik of the Emergency Preparedness Committee met with the Emergency Planning Consultant.
- The RCMP Auxiliary Award Night is taking place on Sunday, December 6th.

Councillor Trowbridge reported that:

- He toured the old Village Hall with Juli Kolby and he suggested that all of council do the same. He added that the additions to the building were not properly built to code and understands why the cost to rebuild was so high, further adding that there are many historical pieces to salvage, but the building itself should not be.

15. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Juli Kolby, Chief Administrative Officer reported that:

- Staff will be sending out a notice to recruit volunteers for the new term of the Advisory Planning Commission.
- The Village Hall office will be closed from 4:00 p.m. on December 24th and will reopen on January 4th, 2016.
- She is looking forward to starting an official Staff work plan in the new year, which will incorporate all the corporate strategic objectives of Council.
- She met with the City of Port Moody regarding the Water Agreement and will meet with them again in the new year.
- An Emergency Preparedness Consultant interviewed key staff members, Councillor Thiele and Ken Juvik. A report will be presented to the Committee and then to Council in January.

16. PUBLIC QUESTION PERIOD

Herb Mueckel, Alpine Drive, questioned if there is an Advisory Planning Commission meeting scheduled in December, and Juli Kolby confirmed that a meeting has been scheduled for December 14th.

17. CONCLUSION

R235/2015 It was MOVED and SECONDED:

"THAT THE MEETING BE CONCLUDED."

CARRIED UNANIMOUSLY

The meeting concluded at 9:22 p.m.

Juli Kolby
Chief Administrative Officer

Mayor John McEwen



VILLAGE OF ANMORE

COUNCIL MINUTES

Minutes of the Special Council Meeting held on Tuesday, December 8, 2015 in the portable classroom located behind Anmore Elementary School, 30 Elementary Road, Anmore BC.

ELECTED OFFICIALS PRESENT:

Mayor John McEwen
Councillor Ryan Froese
Councillor Ann-Marie Thiele
Councillor Kim Trowbridge
Councillor Paul Weverink

STAFF PRESENT:

Juli Kolby, Chief Administrative Officer
Kevin Dicken, Manager of Public Works and Acting Approving Officer

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:00 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Council agreed to add the following resolution to the agenda:

R236/2015 It was MOVED and SECONDED:

"THAT THE RULES OF PROCEDURE BE WAIVED PURSUANT TO SECTION 39 – ORDER OF PROCEEDINGS AND BUSINESS IN ANMORE PROCEDURE BYLAW NO. 510-2011 BY ADDING AFTER ITEM NO. 3 – APPROVAL OF THE AGENDA, ITEM NO. 4 – COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE AGENDA, AND FURTHER THE REMAINING ITEMS ON THE AGENDA BE RE-NUMBERED IN ACCORDANCE WITH THIS ADDITION."

CARRIED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

R2337/2015 It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED, AS AMENDED."

CARRIED UNANIMOUSLY

4. COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE AGENDA

Nil

5. PETITIONS AND DELEGATIONS

Nil

6. ADOPTION OF MINUTES

Nil

7. BUSINESS ARISING FROM THE MINUTES

Nil

8. BYLAWS

(a) Anmore Fees and Charges Bylaw No. 545-2015

R238/2015 It was MOVED and SECONDED:

**"THAT ANMORE FEES AND CHARGES BYLAW NO. 545-2015 BE
RECONSIDERED, FINALLY PASSED AND ADOPTED."**

CARRIED UNANIMOUSLY

9. CORRESPONDENCE

(a) Correspondence

R239/2015 It was MOVED and SECONDED:

**"THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE
VILLAGE OFFICE BE RECEIVED."**

CARRIED UNANIMOUSLY

10. COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Advisory Planning Commission

(i) Minutes of the Meeting held October 8, 2015

R240/2015 It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE ADVISORY PLANNING
COMMISSION MEETING HELD ON OCTOBER 8, 2015 BE
RECEIVED."**

CARRIED UNANIMOUSLY

11. NEW BUSINESS

(a) Statutory Approving Officer for Village of Anmore

R241/2015 It was MOVED and SECONDED:

**"THAT COUNCIL APPOINT KEVIN DICKEN, MANAGER OF PUBLIC
WORKS, AS THE APPROVING OFFICER FOR THE VILLAGE OF
ANMORE, AS RECOMMENDED IN THE REPORT DATED
NOVEMBER 16, 2015 FROM THE CHIEF ADMINISTRATIVE
OFFICER REGARDING ORGANIZATIONAL REVIEW."**

CARRIED UNANIMOUSLY

12. MAYOR'S REPORT

Mayor McEwen reported that:

- He enjoyed the Light up Spirit Park event that he attended.
- He visited two homes in Anmore where trees had fallen during the recent wind storm, and he feels that a review of the Tree Management Bylaw needs to be a priority.

13. COUNCILLORS' REPORTS

Councillor Weverink reported that:

- He enjoyed the Light up Spirit Park event and found that there were less people who had attended this year, possibly from the bad weather.

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Nil

15. PUBLIC QUESTION PERIOD

Donna Webber, Fern Drive, explained that when a tree had fallen onto Sunnyside Road during the recent wind storm and a barricade placed on the road, she had found out later that the emergency access road off of Crystal Creek was opened to traffic, and she questioned if there was a possibility of the barricade being placed closer to First Avenue or to include signage to indicate that there was an alternative route or detour. Staff agreed to look into this matter.

16. CONCLUSION

R242/2015 It was MOVED and SECONDED:

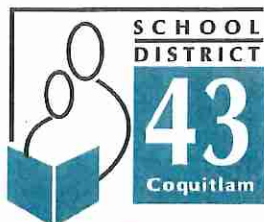
"THAT THE MEETING BE CONCLUDED."

CARRIED UNANIMOUSLY

The meeting concluded at 7:09 p.m.

Juli Kolby
Chief Administrative Officer

Mayor John McEwen



Learning for a Lifetime

550 Poirier Street, Coquitlam, BC, Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-937-6758

December 11, 2015

Juli Kolby
Chief Administrative Officer
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Via email

Dear Ms. Kolby:

Further to our email of November 26, 2015, attached is the District's REVISED 2015 Eligible School Site Proposal passed by the Board of Education on December 8, 2015.

As previously noted, staff have been directed to send a certified copy of the resolution to each local government in the district for acceptance. Therefore, the eligible school site resolution of the Board of Education is attached for acceptance by your Council pursuant to the *Local Government Act*.

Pursuant to the Act, local governments have 60 days from receipt of this request to either:

9. *Pass a resolution accepting the school board's resolution of proposed eligible school site requirements for the school district;*
10. *Respond in writing to the school board indicating that it does not accept the school board's proposed site requirements for the school district and indicating*
 - *Each proposed school site to which it objects;*
 - *The reason for the objection.*

If no response is received within 60 days the legislation states that the local government will have been deemed to accept the proposal.

Should you have any questions regarding the ESSP please contact me at (604) 937.6763 or mferrari@sd43.bc.ca.

Regards,

SCHOOL DISTRICT NO. 43 (COQUITLAM)


Mark Ferrari
Secretary-Treasurer

Attachment

- c. Ivano Cecchini, Acting Assistant Secretary-Treasurer, Facilities & Planning Services, SD43
Chris Nicolls, Assistant Secretary-Treasurer, Corporate & Financial Services, SD43

**Board of Education of
School District No. 43 (Coquitlam)**

2015 Eligible School Sites Resolution

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance pursuant to the *Local Government Act*.

Pursuant to the Act, the school district has consulted with local governments with respect to the following information:

- 1) Projections by municipalities of the number of eligible development units to be authorized or created in School District No. 43 (Coquitlam) in the 10 year time frame, 2015-2025, pursuant to Section 142 of the School Act for school site acquisition planning (Schedule 'A' Table A-1 and A-2 attached);
- 2) A projection of the number of children of school age, as defined in the School Act, that will be added to the school district as the result of the eligible development units projected in paragraph (1) (Schedule 'A' Table A-3, A-4 attached);
- 3) The approximate size and number of school sites required to accommodate the number of children projected under paragraph (2) (Schedule 'B' attached); and
- 4) The approximate location and value of the school sites referred to in paragraph (3) (Schedule 'B' attached).

WHEREAS the Board of Education of School District No. 43 (Coquitlam) has consulted with representatives from the development industry and staff for the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Anmore and Village of Belcarra on these matters;

IT IS RESOLVED THAT:

- 1) Based on information from local government, the Board of Education of School District No. 43 (Coquitlam) estimates that there will be **21,687, new development units** constructed in the School District over the next 10 years (Schedule 'A');
- 2) These **21,687** new development units will be home to an estimated **4,685 school age children** (Schedule 'A');
- 3) The School Board expects that **4 new school sites**, over the 10 year period, will be required as a result of the growth within the School District as represented in Schedule 'B';
- 4) According to Ministry of Education site standards presented in Schedule 'B' the sites will require a total of **10.0 hectares** of land. These sites are expected to be purchased within 5 years and, at current serviced land cost, the land will **cost approximately \$36,000,000**;
- 5) The Eligible School Site Proposal be incorporated in the 5 Year Facility Capital Budget **2015-2020**, and submitted to the Ministry of Education.



Chair of the Board



Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of a resolution passed by the Board of Education of School District No. 43 (Coquitlam) at a regular meeting held December 8, 2015.



Secretary-Treasurer

2015-2025

SCHEDULE 'A'



Table A-1: Growth Forecasts -Housing Units By Type -10 year forecast by school year: 2015-2025

Estimates by school year	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10 yr. Tot.	Total Units
VILLAGE OF ANIMORE												210
Single Detached	21	21	21	21	21	21	21	21	21	21	210	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart./suites	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
VILLAGE OF BELCARRA												20
Single Detached	2	2	2	2	2	2	2	2	2	2	20	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
CITY OF COQUITLAM												15,902
Single Detached	300	300	275	275	275	275	275	275	275	275	2,800	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	250	250	250	250	250	250	250	250	250	250	2,500	
Low Rise Apart./suites	250	250	250	250	250	250	250	250	250	250	2,500	
High Rise Apart.	749	817	936	800	800	800	800	800	800	800	8,102	
CITY OF PORT COQUITLAM												3,240
Single Detached	30	30	30	30	30	26	26	26	26	26	280	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	88	88	88	88	88	90	90	90	90	90	890	
Low Rise Apart./suites	220	220	220	220	220	194	194	194	194	194	2,070	
High Rise Apart.											-	
CITY OF PORT MOODY												2,315
Single Detached	5	10	10	7	7	7	7	7	7	7	74	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	21	25	25	25	25	25	25	25	25	25	246	
Low Rise Apart./suites	85	125	120	120	120	120	120	120	120	120	1,170	
High Rise Apart.	0	185	80	80	80	80	80	80	80	80	825	

Table A-2: SCHOOL DISTRICT #43 - ELIGIBLE DEVELOPMENT UNIT ANNUAL TOTALS BY TYPE 2015-2025

Estimates by school year	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10 yr. Total	Total Units
Single Detached	358	363	338	335	335	331	331	331	331	331	3,384	
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	
Row House	359	363	363	363	363	365	365	365	365	365	3,636	
Low Rise Apart./suites	555	595	590	590	590	564	564	564	564	564	5,740	
High Rise Apart.	749	1,002	1,016	880	880	880	880	880	880	880	8,927	
Total Units	2,021	2,323	2,307	2,168	2,168	2,140	2,140	2,140	2,140	2,140	21,687	

\\gdbwdr-SD43-AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\8EIOEN11\Copy of 2015 - SCHEDULE A and B Version Final for board\3 final with capital plan changes JLE A

Table A-3: YIELD CALCULATIONS BY MUNICIPALITY - SD#43

ESTIMATED NUMBER OF NEW SCHOOL-AGED POPULATION BASED ON AVERAGE YIELD RATIO ESTIMATES FOR NEW HOUSING IN MUNICIPALITY

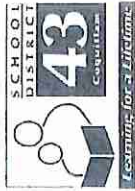
Estimates by school year	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	13	13	13	13	13	13	13	13	13	13	128	0.67
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	13	13	13	13	13	13	13	13	13	13	128	
VILLAGE OF BELCARRA												
Single Detached	1	1	1	1	1	1	1	1	1	1	8	0.41
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	1	1	1	1	1	1	1	1	1	1	8	
CITY OF COQUITLAM												
Single Detached	150	150	138	138	138	138	138	138	138	138	1,400	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	95	95	95	95	95	95	95	95	95	95	950	0.38
Low Rise Apart./suites	40	40	40	40	40	40	40	40	40	40	400	0.16
High Rise Apart.	52	57	66	56	56	56	56	56	56	56	567	0.07
Total Yield School Age 5-19	337	342	338	329	329	329	329	329	329	329	3,317	
CITY OF PORT COQUITLAM												
Single Detached	15	15	15	15	15	13	13	13	13	13	140	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	33	33	33	33	33	33	33	33	33	33	329	0.37
Low Rise Apart./suites	35	35	35	35	35	31	31	31	31	31	331	0.16
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	0.07
Total Yield School Age 5-19	83	83	83	83	83	77	77	77	77	77	800	
CITY OF PORT MOODY												
Single Detached	3	7	7	5	5	5	5	5	5	5	51	0.69
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	8	9	9	9	9	9	9	9	9	9	91	0.37
Low Rise Apart./suites	14	21	20	20	20	20	20	20	20	20	199	0.17
High Rise Apart.	-	20	9	9	9	9	9	9	9	9	91	0.11
Total Yield School Age 5-19	26	58	45	43	43	43	43	43	43	43	432	

Table A-4: Total School District #43 (Coquitlam) School Age Yield (New Development)

Estimates by school year	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	182	186	173	171	171	169	169	169	169	169	1,727	0.57
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	0.256
Row House	135	137	137	137	137	138	138	138	138	138	1,370	0.38
Low Rise Apart./suites	90	96	91	96	96	91	91	91	91	91	930	0.16
High Rise Apart.	52	78	74	65	65	65	65	65	65	65	658	0.07
Total Yield School Age 5-19	459	496	480	468	468	463	463	463	463	463	4,685	0.22
Estimated new SD#43 students	386	417	403	393	393	389	389	389	389	389	3,936	0.18
Average												

Does not include projections for potential development which are in the ALR and require BC Land Commission approval.
Does not include projections for potential development which may require major changes to an Official Community Plan.

The annual estimate of new development units for each category is based on a ten year average distribution of the ten year total expectation for new housing, provided by each municipality for the period between school years 2012-2013 and 2021-2022.



SCHEDULE 'B' Capital Projects Requiring New Sites

Table B-1: ELIGIBLE SCHOOL SITES REQUIRING APPROVAL - 2015-2020 Five Year Capital Plan

School Site #	112259	105266	109228	101469	TOTALS
Basis of Costs	Estimate	Estimate	Estimate	Estimate	Estimate
Type of Project	New	New	New	New	
Grade Level	Elementary	Elementary	Elementary	Elementary	
Approximate Location	Riverwalk	Partington Creek	Marigold	Annora/Fort Moody	
Proposed Capacity	430	430	430	430	1,720
Approx. Size (ha)	2.5	2.5	2.5	2.5	10.0
Market Land Costs	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	\$ 36,000,000

Total Acquisition Sites to be included in the 2015-2020 Five Year Capital Plan = 4

Proposed school site sizes are based on an assumption that some sites may be joint school and park sites. Stand alone school sites would require greater site area and market land cost.

Note: This Schedule includes proposed sites only. Approved eligible school sites since the inception of the ESSP are not included.

Note: Approx size of each site has been updated to reflect update to date requirements for a elementary and middle school.

17 JUL 2009 13 34

BB1089371

**LAND TITLE ACT
FORM 17**
(Sections 154, 155(1), 241)

APPLICATION

NATURE OF INTEREST:

FREE CHARGE

PARCEL IDENTIFIER NO. 028-076-273

UNDERSURFACE RIGHTS AND OTHER EXCEPTIONS AND RESERVATIONS SECTION 50 LAND
ACT SEE BB122 0068 AND SECTION 35 COMMUNITY CHARTER

HEREWITH FEES OF: NIL

PID 028-076-273

LEGAL

DESCRIPTION That portion Sec 20 Twp 39 N1W0 shown as closed
road on Plan BCP 42741

FULL NAME, ADDRESS, TELEPHONE NUMBER of person presenting application:
ON BEHALF OF THE CROWN IN RIGHT OF BRITISH COLUMBIA.

LARRY BLASCHUK, REGISTRAR

Signature of Applicant of
Solicitor or Authorized Agent

DEC 22 2015

RECEIVED

Office of the Commissioner/Chief Administrative Officer
Tel. 604.432-6210 Fax 604.451-6614

DEC 21 2015

File: CR-12-01
Ref: WD 2015 Nov 3

Ms. Juli Kolby, Chief Administrative Officer
Village of Anmore
2697 Sunnyside Road RR1
Anmore, BC V3H 5G9

Dear Ms. Kolby:

Re: Water Shortage Response Plan Review Process

At its November 27, 2015 regular meeting, the Greater Vancouver Water District Board of Directors adopted the following resolution:

That the GVWD Board:

- a) Approve the Water Shortage Response Plan Review Process outlined in the report titled "Water Shortage Response Plan Review Process", dated November 5, 2015; and,*
- b) Authorize amending the activation period for Stage 1 of the Water Shortage Response Plan from June 1 - September 30 to May 15 - October 15.*

We would ask that you please incorporate the amended *Water Shortage Response Plan* Stage 1 activation period (May 15 to October 15) into your communications materials such as your 2016 municipal calendars. Please note that the *Water Shortage Response Plan* review process proposes that the Board be presented with minor amendments to the *Water Shortage Response Plan* at their February 26, 2016 meeting. Subject to Board approval, municipalities will be asked to make the corresponding changes to their *Water Shortage Response Plan* bylaws by May 15, 2016.

We thank you for your continued cooperation and support in amending our regional *Water Shortage Response Plan* to both respond to customer needs and address our water supply demands. Please contact Stan Woods (604-436-6909) with regard to technical questions about the *Water Shortage Response Plan*, or Larina Lopez (604-451-6673) with regard to water conservation campaign materials or communications.

Yours truly,



Carol Mason
Commissioner/Chief Administrative Officer

CM/IS/sw

12939220



**VILLAGE OF ANMORE
ADVISORY PLANNING COMMISSION
MINUTES – NOVEMBER 9TH, 2015**

Minutes of the Advisory Planning Commission Meeting held on Monday, November 9th, 2015 in the portable classroom behind Anmore Elementary School 30 Elementary Road, Anmore, B.C.

Members Present

Mark Roberts (Vice-Chair)
Bob Devlin
Herb Mueckel
Steven Siblock
Darren Smurthwaite
Councillor Ann-Marie Thiele (Council Liaison)

Members Absent

Mario Piamonte (Chair)
Garnet Berg

1. CALL TO ORDER

Vice-Chair Roberts called the meeting to order at 7:04 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED.”

CARRIED UNANIMOUSLY

4. DELEGATIONS

Nil

5. MINUTES

(a) Minutes of the Advisory Planning Commission Meeting held on October 8th, 2015

It was MOVED and SECONDED:

"THAT THE MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING HELD ON OCTOBER 8TH, 2015 BE ADOPTED AS AMENDED."

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Vice-Chair Roberts would like to ensure that all discussions, recommendations and concerns brought forward at the October 8th, 2015 Advisory Planning Commission meeting with relation to infill housing be fully expressed and included within the village planner's report which is to be brought forward to Council.

It was MOVED and SECONDED:

"THAT THE VILLAGE PLANNERS REPORT COME BACK TO THE ADVISORY PLANNING COMMISSION FOR REVIEW AS IT RELATES TO THE INFILL HOUSING."

CARRIED UNANIMOUSLY

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS

Nil

9. ADJOURNMENT

It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:14 p.m.

Certified Correct:

Approved:

Juli Kolby
Chief Administrative Officer

Mark Roberts
Vice-Chair



**VILLAGE OF ANMORE
ENVIRONMENT COMMITTEE
MINUTES – NOVEMBER 2, 2015**

Minutes for the Environment Committee Meeting held on Monday, November 2, 2015 at the Portable Classroom located at Anmore Elementary School, 30 Elementary Road, Anmore, B.C.

MEMBERS PRESENT

Councillor Ryan Froese (Chair)
Mike Barnes
Grace Bergman
Paige Crawley
Coleen Hackinen
Elaine Willis

1. CALL TO ORDER

Chair Froese called the meeting to order at 7:07 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED.”

**CARRIED
1 Opposed**

4. DELEGATIONS

Nil

5. COMMITTEE MEETING MINUTES

(a) Minutes of the Meeting held on September 16th, 2015

It was MOVED and SECONDED:

**“THAT MINUTES OF THE ENVIRONMENT COMMITTEE MEETING
HELD ON SEPTEMBER 16TH, 2015 BE ADOPTED AS AMENDED.”**

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. CORRESPONDENCE

Nil

8. UNFINISHED BUSINESS

(a) Tree Management Bylaw No. 430, 2007

Committee discussed the Tree Management Bylaw No. 430, 2007. Highlights are as follows:

- A member discussed View Royals Tree Management Bylaw and noted that they are more urban and perhaps not a good comparison to Anmore.
- When trees are cut down illegally, allow the municipality to have the authority to replant and then charge the costs and a fine to the owner's property taxes.
- Difficult to enforce the bylaw.
- Root protection zone from machines are important.
- Is 20% tree coverage enough?
- Tree bylaw review to take place early in 2016.
- Municipal Ticketing Bylaw needs to be updated.
- Requirement for a tree map when a change of ownership takes place.
- Permit required for removal of all trees as defined in the bylaw, but no charge on first two trees cut per year.

8. UNFINISHED BUSINESS (CONTINUED)

(a) Tree Management Bylaw No. 430, 2007 (Continued)

- Upon removal of trees within a new development, there are concerns with not only the trees itself but, the whole system, natural vegetation, amphibians, soil, snail's slugs and preservation of an undisturbed soil column.
- A member noted that the bylaw needs "teeth."
- Tree removal on steep land needs to include section 11(1) of our tree management bylaw and should be amended to 20%.
- Identify specific trees to protect and name them; e.g. "heritage trees."
- Include any tree protected by covenant in the definition of "protected tree."
- Use Google Maps to show trees on each lot?
- Depending on the lot size, identify what is considered a "cluster?"
- Incorporate within the bylaw the requirement for a replanting plan and a tree map.
- Concerns over the possibility of developers dictating tree removals in Anmore.
- Investigate the security deposit of 150% from the developers, on the cost of replacing and maintaining trees; is this being enforced and maintained by the Village?
- Review security annually to ensure amount of security is still appropriate and replanting work actually gets completed – the plan should include a schedule for timely completion.
- Specify who does the estimate to cover the cost of the deposit.
- Be able to enforce replanting on steep slopes due to the risks of erosion or land slip.
- Require replanting of trees along top of bank and on slope where trees have fallen because of previous clearing along top of bank.

Action item: Members to provide additional items to be addressed on the tree management bylaw to be brought forward to members by email.

9. NEW BUSINESS

(a) Items to Refer to Council

Members reviewed the Action Item list and noting the following:

Item # 5 – The Environment Committee recommends to Council to ask Staff the most efficient way to discharge water in an effort to minimize turbidity when flushing water mains and further; investigate the best times of the year to discharge guided by the fisheries window.

A member spoke with Richard Franko from the City of Port Moody who explained that a dechlorinating trailer is used during flushing to remove chemicals and to control the high flow and volume of discharged water which minimizes erosion and the effects on natural watercourses.

It was discussed to possibly try and work out an agreement to rent the City of Port Moody's dechlorinating trailer.

Action Item: Chair Froese to speak with Richard Franko about the costs associated with the possibility of renting the trailer.

Action Item: Prepare information regarding waste diversion to include on the Village's website.

Action Item: Prepare a "Welcome to Anmore" brochure for new residents.

10. ADJOURNMENT

It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 8:58 p.m.

Certified Correct:

Approved:

Juli Kolby
Chief Administrative Officer

Councillor Ryan Froese
Chair



VILLAGE OF ANMORE FINANCE COMMITTEE MEETING MINUTES

Minutes of the Finance Committee Meeting held on Monday, November 16th, 2015 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

Committee Members Present

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

Staff Present

Juli Kolby, Chief Administrative Officer
Karen-Ann Cobb, Manager of Corporate Services
Kevin Dicken, Manager of Public Works and Approving Officer

1. CALL TO ORDER

Chair McEwen called the meeting to order at 7:00 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED."

CARRIED UNANIMOUSLY

4. DELEGATIONS

Nil

5. MINUTES

(a) Minutes of the Meeting held on March 23rd, 2015

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON MARCH 23RD, 2015 BE ADOPTED AS CIRCULATED.”**

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Finance Committee Meeting held on March 23, 2015

Item 8(a) – Friendly Forest Preschool Association 2015 Grant Application – A member questioned if additional estimates for the project were received and then members agreed to end discussion on this item since nothing has come forward and year-end is approaching.

Item 8(b) – Hotel Booking for UBCM – Mayor McEwen stated that due to the high cost of the rooms nothing was booked, instead a car rental company was used.

Item 8(b) – Rick Beauchamp shall provide a review of the Council Honorarium. Mayor McEwen stated that staff found the cost for a review was too high.

Item 8(b) – Council Expense Policy – Mayor McEwen question if a Council Expense Policy is part of the Fees and Charges Bylaw, and staff replied that such a policy is not part of the Fees and Charges Bylaw, but it will be part of the overall expense policy review that will include staff and council.

Item 8(b) – Communications Officer – Staff questioned if a shirt sleeve meeting should still be scheduled, and council agreed to postpone until a later date.

7. UNFINISHED BUSINESS

(a) Recast – 2015 Budget

Juli Kolby presented a recast of the 2015 Budget. Following are highlights of the presentation and discussion.

- This is the first time in recent history that a ‘2015 Recast’ document has been presented to the Committee.

7. UNFINISHED BUSINESS (CONTINUED)

(a) Recast – 2015 Budget (Continued)

- Under the general fund table, salaries should read a surplus amount of \$111,200.00 as opposed to \$70,500.00; the overall total does not change.
- Staff salaries are charged under general fund and at the end of the year a portion of public works staff salaries is moved to the water fund.
- Surplus is considerably high due to originally budgeting \$115,000.00 in building permit fees with a projection now of \$276,200.00 (includes all fees).
- To the question about the budget for the development revenues for 2015 and what is a sustainable level?, Juli Kolby replied that there is currently a variable due to the unknown future development permits and what will be seen as growth and development, as well as upcoming changes to development and building fees under the fees and charges bylaws.
- Builders in the past have underestimated the costs of buildings which has been recently captured correctly.

Action item: Members requested further details explaining under General Funding - Equipment (\$6,000.00), Miscellaneous Income (\$40,000.00) and Consultant (\$20,000).

- To the question asking if, under 'Consultant', if that includes the planning consultant's costs for the upcoming review of the zoning bylaw, Juli Kolby replied that the zoning bylaw review was a one-time funding for the project, budgeted in operating in the amount of \$70,000.00, adding that a further \$35,000.00 amount is budgeted for non-zoning bylaw related and non-recoverable related planning expenditures that the Village incurs.

Action item: Members requested what sustainable development revenue for 2016 would be.

- To the question on whether legal fees are a one-time or ongoing problem, Ms. Kolby replied that it is related to specific scenarios and doesn't anticipate it to be ongoing.
- Over \$29,000.00 is budgeted annually in penalties and have collected \$19,500.00.
- There are concerns with environmental consultant fees not being included in the building permit fees. This needs to be reviewed.
- To the question on why there is a deficit of \$9,500.00 under investment income, Juli Kolby replied that there had been separate bank accounts for each identified reserve which has since been consolidated into one account, and having no investments could cause an impact. Members stated that no direction was given to consolidate reserves accounts into one account.
- Donations are issued tax receipts.

Action item: Staff to investigate the Investment Income deficit and whether the Village has a policy.

7. UNFINISHED BUSINESS (CONTINUED)

(a) Recast – 2015 Budget (Continued)

- Severance would be noted under Salaries.
- Organics & Solid Waste levy should be adjusted in 2016 due to greater than anticipated tipping fees.
- It is difficult to foresee the amount of staff time in building and bylaw enforcement and whether or not a part-time person should be hired.
- The Building Inspector hasn't had the opportunity to spend much time on the bylaw enforcement side due to the increased amount of building in Anmore.
- Environmental consulting requirements specific to building are recovered on the expense line with revenue charged separately.
- Not enough administrative fees to cover off staff time during new developments.
- DCC's need to be reviewed.

It was MOVED and SECONDED:

"THAT THE FINANCE COMMITTEE AGREES TO KEEP ADDITIONAL REVENUES TO A DEDICATED RESERVE TO SMOOTH OUT REVENUES AND TO HIRE STAFF POSITIONS BASED ON RECOMMENDATIONS FROM THE C.A.O. TO COUNCIL."

CARRIED UNANIMOUSLY

- To the question on why there is large deficit in Water Maintenance & Operation, staff replied that many things are incorporated within that line item, such as staff salaries, contractors hired to work on water systems, and required supplies, and therefore, spending in these areas is higher than what was budgeted for. It was further explained that in order to keep the water quality where it needs to be has been difficult but moving forward improvements will be made, such as installation of auto flushers and possibly renegotiating the water fee rate with the city of port moody.
- Annually, one full-time employee works on the water system alone.

Action item: Staff to provide clarity on the \$31,000.00 deficit on Water, Maintenance & Operation

8. NEW BUSINESS

(a) 2016 Budget

Juli Kolby advised that an operating budget will be brought forward to show the costs to provide the same level of services from the previous year and include any new services to be combined and brought back to the Committee.

Mayor McEwen noted that a civic centre, village hall, a communications branding process to include new signboards and a road master plan are some of the priorities that were identified within the strategic plan. He further noted that he was informed that Metro Vancouver funding and support for the Sasamat Volunteer Fire Department which is budgeted for 2016 at \$307,000.00 is being eliminated.

Members agreed that would like to see a line by line budget for 2016, however, they do not require full explanation of details.

(b) Canadian Red Cross - Referral from Emergency Preparedness Committee

Councillor Thiele presented information on what that the Canadian Red Cross can do for Anmore. Highlights are as follows:

- \$5,000.00 per year is already allotted for Emergency Preparedness supplies.
- Seeking funding for four volunteers, with cost of approximately \$2,400.00 per year, which works out to \$1.00 per resident.
- Each volunteer would be equipped with emergency kits.
- Two incidents have occurred in Anmore that could have used this service.
- Unsure whether Canadian Red Cross still assists if Anmore doesn't have volunteers.
- Unsure where this fits with other budget priorities; possibly include in the 2016 budget.
- Members expressed support for this initiative and asked for further clarification on whether the Red Cross will cover the costs for two additional volunteers.

9. ADJOURNMENT

It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 9:08 p.m.

Certified Correct:

Approved:

Juli Kolby
Chief Administrative Officer

Mayor John McEwen
Finance Committee Chair



**VILLAGE OF ANMORE
PARKS & RECREATION COMMITTEE
MINUTES – NOVEMBER 19, 2015**

Minutes for the Parks and Recreation Committee Meeting held on Thursday, November 19, 2015 at the Portable located at Anmore Elementary School, 30 Elementary Road, Anmore, B.C.

MEMBERS PRESENT

Councillor Paul Weverink (Chair)
Mike Dykstra
Susan Mueckel
Bruce Scatchard
Bruce Wall

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:00 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED."

CARRIED UNANIMOUSLY

4. DELEGATIONS

Nil

5. MINUTES

(a) Minutes of the Parks and Recreation Committee held on October 15th, 2015

It was MOVED and SECONDED:

"THAT THE MINUTES OF THE PARKS AND RECREATION COMMITTEE MEETING HELD ON OCTOBER 15TH, 2015 BE ADOPTED AS CIRCULATED."

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. UNFINISHED BUSINESS

(a) Replacement of Mossom Creek Bridge

Members reviewed the report dated October 14, 2015 from ISL Engineering and Land Services.

Chair Weverink explained that he spoke with Kevin Dicken, Manager of Public Works who informed him that the report has been forwarded to Fortis BC prior to bringing back to Council. He further explained that the existing bridge is located on Councillor Trowbridge's property and would need to be moved over avoiding the gas line.

Highlighted discussions continued as follows:

- If there are any funds remaining after the bridge has been built, possibly apply it to the trails going up on either side
- There are concerns regarding machine access to the site.
- Once the design is completed for the bridge, it will be forwarded to BC Fisheries and also to the Environmental Consultant who will ensure there is a 'spotter' on site during construction.
- Environmental Assessment of the construction will be a component for the plan.
- The Village will commission a process for the plan.

7. UNFINISHED BUSINESS (CONTINUED)

(b) Trail to Mossom Creek Hatchery

An update on the trail to the Mossom Creek Hatchery Project will be provided at a later date.

ADJOURNMENT

It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:13 p.m.

Certified Correct:

Approved:

Karen-Ann Cobb
Manager of Corporate Services

Paul Weverink
Chair



**VILLAGE OF ANMORE
PROTECTIVE SERVICES
COMMITTEE
MINUTES – JUNE 1ST, 2015**

Minutes of the Protective Services Committee Meeting held on Monday, June 1st, 2015 at the Portable located at Anmore Elementary School, 30 Elementary Road, Anmore, BC.

Members Present

Councillor Ann-Marie Thiele (Chair)
Sheri DeVito
Olen Vanderleeden

Members Absent

Mel Mercier

1. CALL TO ORDER

Chair Thiele called the meeting to order at 7:04 p.m.

2. INTRODUCTION OF MEMBERS

Members introduced themselves to one another.

3. PROTECTIVE SERVICES COMMITTEE STRUCTURE

The Protective Services Committee is a Select Committee of Council to address items that have been referred to the Committee by Council.

4. COMMITTEE MEETING MINUTES

Minutes of the Committee Meeting will be an overview of the meeting and only addressing the key points of the meeting.

5. MEETING SCHEDULE

Committee discussed and agreed to meet on the first Monday of each month.

6. WILDFIRE PROTECTION PLAN

The Committee agreed to review the Community Wildfire Protection Plan and the old Emergency Preparedness Working Group's review of the plan at home and bring back comments as to how to bring forth to Council.

7. ADJOURNMENT

It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:35 p.m.

Certified Correct:

Approved:

Carmen Disiewich
Acting Deputy Corporate Officer

Councillor Ann-Marie Thiele
Chair

Sasamat Volunteer Fire Department Board of Trustees

Wednesday November 18, 2015
8:00-9:00 PM
Belcarra Village Hall
4084 Bedwell Bay Rd, Belcarra

Chair:	Councilor Darrell Penner	MV Board	P
Note Taker:	Diana Bennett	Metro Vancouver	A
Members:	Councilor Bruce Drake	Village of Belcarra	P
	Mayor Ralph Drew	Village of Belcarra	P
	Councilor Jennifer Glover	Village of Belcarra	A
	Mayor John McEwen	Village of Anmore	P
	Councilor Kim Trowbridge	Village of Anmore	P
	Councilor Paul Weverink	Village of Anmore	P
Staff :	Rob Nicholls	Metro Vancouver	P
	Fire Chief Jay Sharpe	Fire Chief	P
	District Fire Chief Dave Gregory	Anmore District Chief	A
	District Fire Chief Jol Drake	Belcarra District Chief	A

MINUTES

Call to order 8:20 pm

Item #	Item	Status
1.	<p><u>Approval of Agenda:</u></p> <p>MOTION: to approve the Agenda as distributed.</p> <p>Moved and seconded</p>	Carried
2.	<p><u>Purchase of new Pumper and / or Quint Fire Truck</u></p> <p>MOTION: that the SVFD Board of trustees receive the Fire Chief report titled "Sasamat Volunteer Fire Department, Engine 1 Replacement Strategy", and approves option #3; the purchase of a new triple combination pumper and a used Quint. The Fire Chief and Metro Vancouver will bring back a recommendation and budget amounts to the Board of Trustees for final approval, prior to the purchase of either/both apparatus.</p> <p>Moved and seconded</p>	Carried

**Sasamat Volunteer Fire Department
Board of Trustees**

November 18, 2015

Page 2

3.	<u>Next Meeting</u> At the call of the Chair	
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Meeting Adjourned at 9:15 pm



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: December 21, 2015

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Village Hall Replacement – Next Steps

Purpose / Introduction

To seek endorsement from Council in regards to the next steps for the Village Hall Replacement, including the sealing off of the old Village Hall, renovation of the 2006 addition for immediate use and issuing an RFP for the design of the new Village Hall.

Recommended Resolutions

THAT Council endorse the Village Hall replacement next steps as outlined in the report dated December 21, 2015 from the Chief Administrative Officer regarding Village Hall Replacement – Next Steps.

Background

The “old Village Hall”, formerly Ma Murray’s homestead, was gifted to the Village in 1988, following incorporation. The building was originally constructed in 1916 and has been expanded and renovated numerous times over the years in an effort to accommodate a growing Village, staff and display artifacts. In 2012, it was decommissioned as a result of health and safety concerns and has remained unused, with the exception of storage. Since that time, three Atco trailers have been utilized as the Village Hall and a portable classroom at Anmore Elementary School has been utilized as Council Chambers. A number of reports have been presented to Council since 2012 which outline options for renovating the existing Village Hall or replacing it with new construction. A feasibility study was conducted in September 2014 by City Spaces to provide the Village with a preliminary development program for the replacement of the Village Hall, and is attached for your reference as **Attachment 1**.

Although the Village submitted an application for the Canada 150 Federal grant program to renovate the existing Village Hall, the application was unsuccessful.

Upon further review and following professional opinion obtained, the old Village Hall is not structurally sound and would require extensive funds spent to renovate it adequately. It will also continue to fall short of its required use as a civic facility.

Report/Recommendation to Council

Village Hall Replacement – Next Steps

December 21, 2015

Discussion

2006 Addition

As part of the ongoing renovation work to the old Village Hall, an addition was constructed on the rear portion of the house in 2006. Public washrooms were also constructed as part of this space to address the needs of Spirit Park. The 2006 addition of the old Village Hall has been identified as the only part of the overall structure which could be renovated and used for the immediate needs of the Village. The recommendation is to seal off the 2006 addition from the remainder of the old Village Hall and to renovate it for immediate use.

Council Chambers/Meeting Space

The use of the Anmore Elementary School portable for Council meetings was initially intended to be a short term solution to address the lack of space available following the decommissioning of the old Village Hall. Now going into the fourth year of use, the Village requires its own space to be able to conduct Council, staff and committee business. The Village also utilizes the Sasamat Volunteer Fire Department Fire Hall located in Anmore, where possible, however the fire hall does not always serve as an appropriate meeting space given the lack of security/access afforded. The 2006 addition could be used for the purposes of a Council Chambers and meeting space for the Village and the community.

Old Village Hall

Although an important part of Anmore's past, the old Village Hall is not structurally sound. The work required to bring it up to code and ensure it is able to meet the needs as the Emergency Operations Centre for the Village, are cost prohibitive. It is more financially prudent to demolish the original building (including closed in garage) and build a new Village Hall. Any items of historic significance would be removed from the building prior to demolition and be showcased in the new Village Hall. Items of note are the stained glass window in the Council Chambers, wooden panelling in the Chief Administrator Officer's Office, the post at the foot of the interior staircase leading to the second level, the beams outside of the original entrance to the house and some non-fixed items (such as the printing press). Consideration has been given to "donating" the old Village Hall to any interested party, however the building would likely not withstand the move given its compromised structural integrity. At this time, it is not recommended that the Village move forward with the demolition as it would be more economical to do so once a final design and site layout for the new Village Hall is complete.

Site and Scope for New Village Hall

The feasibility study conducted in September 2014 indicates a desire to construct a new Village Hall on the existing site of the old and current Village Hall. As a result of this, the current Village Hall (Atco trailers) would need to be relocated, likely to the unused parcel of Village owned land to the south of Spirit Park.

Report/Recommendation to Council

Village Hall Replacement – Next Steps

December 21, 2015

Village Hall Replacement Next Steps

Given the information collected to date, the following next steps are being recommended by staff and are included in the 2016-2020 Draft 5 Year Financial Plan for funding.

1. Seal off the old Village Hall (Ma Murray homestead) from the 2006 addition
2. Renovate the 2006 addition to be used as Council Chambers, meeting room, community space and park washrooms
3. Issue and award an RFP for the design of the replacement Village Hall
4. Finalize the design of the replacement Village Hall, following public consultation
5. Issue and award an RFP for the construction of the new Village Hall

Other Options

1. THAT Council receive the report for information
2. THAT Council requests specific information to be brought back by staff
3. THAT Council provides alternate direction on the site, scope or next steps included in this report

Financial Implications

The cost for the design of the new Village Hall is estimated to be \$60,000 and is included in the 2016-2020 draft 5 year financial plan. Estimates to seal off the old Village Hall and renovate the 2006 addition are currently being obtained, but are not expected to be more than \$75,000-\$100,000. These funds are proposed to come from the Capital Asset Reserve, which has an adequate balance to fund these projects. Costs for the replacement Village Hall will be identified once the design of the facility is near completion. Subsequently, all funding options will be identified. The intention of completing the design step is to have a project ready for any grant applications available from the provincial or federal government, if such opportunity were to arise.

Communications / Civic Engagement

A number of the steps included in this report will involve public consultation, either as part of a larger process (i.e. the draft 5 year financial plan) or specific to the step (i.e. design of the new Village Hall).

Council Strategic Plan Objectives

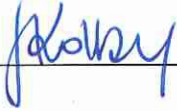
The next steps identified in this report achieve the strategic initiative of exploring the Village Hall funding options and next steps.

Attachments:

1. Anmore Village Hall Feasibility Study, September 2014.

Report/Recommendation to Council
Village Hall Replacement – Next Steps
December 21, 2015

Prepared by:

A handwritten signature in blue ink, appearing to read "J. Kolby", is written over a horizontal line.

Juli Kolby
Chief Administrative Officer



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ANMORE VILLAGE HALL FEASIBILITY STUDY

VILLAGE OF ANMORE

September 2014

TABLE OF CONTENTS

INTRODUCTION	1
STUDY PURPOSE + SCOPE	1
PLANNING CONTEXT	3
ANMORE LONG RANGE PLANNING	3
TRENDS IN TOWN HALL DEVELOPMENT	5
CASE STUDY EXAMPLES	7
DEVELOPMENT PROGRAM	11
SPACE NEEDS + OPPORTUNITIES.....	11
SITE CONTEXT + ANALYSIS	13
NEW VILLAGE HALL DESIGN PRINCIPLES	15
PRELIMINARY DEVELOPMENT PROGRAM.....	16
SCHEMATIC DESIGNS	19
TEMPORARY VILLAGE HALL OPERATIONS	22
FINANCIAL ANALYSIS	23
CAPITAL BUDGET ANALYSIS	23
RISK REGISTER	25
RISK MANAGEMENT	25
PROJECT SCHEDULE	29
PROJECT STAGES + TIMELINE	29
APPENDICES	31



INTRODUCTION



Above: Current Village Centre located at Sunnyside and East Roads.

Middle: Decommissioned Ma Murray Building

Below: New temporary Village Hall modular building.

STUDY PURPOSE + SCOPE

The Village is considering developing a new Village Hall in order to improve their current administrative and community space condition, expand their operational space for staff and administrators, as well as open the space to multi-purpose programs and services. The existing Village Hall has been decommissioned.

The Village hired NSDA Architects to work with the Village's Planning Consultant CitySpaces Consulting, with inputs from the Altus Group as quantity surveyor, towards exploring the feasibility of the proposed Village Hall development project. The feasibility study provides the key components outlined below:

- Research trends in municipal hall space programming and development;
- Prepare a preliminary development program;
- Illustrate conceptual schematics based on the development program;
- Prepare an order of magnitude capital budget based on the development program;
- Outline risk management strategies through a Risk Register;
- Prepare a high-level project timeline; and
- Identify next steps and successful measures to be taken to deliver the proposed Village Hall development project.

THE OLD VILLAGE HALL

The 'old' Village Hall is an adaptive reuse of an existing residential structure; namely of the historic 'Ma Murray' homestead. The Village converted the residential building into administrative offices as well as a museum to display historic archives of Anmore.

However, the occupation and use of the building has extended beyond the original structural purpose of the building, and there has been significant deferred maintenance.

Combined, the condition of the building has deteriorated and the structural integrity of the building has been compromised. According to the Building Inspection Report prepared by Emerald Inspection + Consulting Services (prepared in 2013), the building's structural issues include sloping roofs, exposed concrete, and water damage. Further, there has been significant pest infestation that has posed health and safety risks to Village staff and visitors.

As a result of the building condition as well as possible health and safety issues, the Village of Anmore has decommissioned the existing Village Hall and established a temporarily administrative operation out of a modular structure until a solution of their space needs can be determined.

THE OPPORTUNITY

Given the inability for the Village to continue its municipal operations from the historic Ma Murray residence, and given the limitations and costs of operating municipal services from a temporary, modular building, an investigation into the opportunities of developing a new Village Hall was initiated in late 2013.

Acquiring appropriate and suitable space for municipal operations through a redevelopment project is not only a response to the immediate space needs of the Village, but also an opportunity to broaden the development program and include space that can be used for other purposes which can benefit the community at-large, beyond the day-to-day activities of administration. These opportunities also represent further means to celebrate Anmore's unique and rural identity, provide flexibility to accommodate a variety of community group meetings and events and allow the Village to accommodate potentially unforeseen needs that may arise in the future.

These opportunities, and counterpart constraints, associated with a new Village Hall development project are the focus of this feasibility study.

PLANNING CONTEXT

The Village of Anmore has recently undertaken a number of long-range planning initiatives to guide the future growth and development of the community, including the Official Community Plan, an Age-Friendly Plan, a Financial Sustainability Plan and a Parks Master Plan. These planning initiatives contain policies and strategies that impact the future development of buildings and structures, including having implications on the proposed new Village Hall.

ANMORE LONG RANGE PLANNING

Implications of OCP to new Village Hall

- ▶ Focal, community Village Centre
- ▶ Connectivity of Village Hall to trails, roads, and people.
- ▶ Low impact/green buildings and infrastructure.
- ▶ Reflect Village's history and character.
- ▶ Incorporate public art.



OFFICIAL COMMUNITY PLAN UPDATE

The Village of Anmore's Official Community Plan (OCP) provides a policy framework to guide decisions related to land use, parks, the environment, transportation, infrastructure, social issues, and sustainability. At the Regular Council Meeting on September 9th, 2014 Council gave the Anmore Official Community Plan Designation Bylaw No. 532, 2014 third reading, and subsequently gave the Bylaw final adoption.

The focus of the updated OCP is management of change, noting Anmore like many Metro municipalities is facing an increased need for infrastructure investment, rising service delivery costs, and growth pressures from both within Anmore and externally from the region.

An emerging key policy direction stems from a long standing vision of establishing a Village Centre at the crossroads of Sunnyside Road and East Road. Envisioned as a place of civic and community gathering, the Village Centre Concept is framed around a revitalized Village Hall and greater, more functional use of Spirit Park

Also relevant to this study is the identification of draft policy directions that encourage the development of a better performing building stock in Anmore. Such buildings should realize greater energy efficiency, reduced operating costs and overall, serve to help the Village reduce its greenhouse gas emission stemming from its buildings.

AGE-FRIENDLY PLAN

As a parallel process to the OCP update, the age-friendly planning process was initiated by Council in recognition of Anmore's aging population and with an interest in analyzing the issues and opportunities related to seniors services, housing needs, connectivity, accessibility and communication within the Village. Generally, the intent of the Plan is to present strategies and actions to assist Anmore in building a community that supports and embraces all residents, of all ages.

Implications of Age-Friendly Plan to new Village Hall

- ▶ Accessible design.
- ▶ Social inclusion.
- ▶ Opportunities for civic participation for residents of all ages.

FINANCIAL SUSTAINABILITY PLAN

The Village of Anmore recently prepared a Financial Sustainability Plan to assess the long-term financial implications of the current development regulations to determine whether alternative approaches to development and growth would lead to improved financial outcomes. The analysis was forecast over a 20-year horizon and investigated municipal services, their associated costs and revenues, and key drivers of change.

One of the key findings from this study was discovering that the most significant influence on municipal financial performance in the future is the cost of infrastructure replacement. Further, the report highlighted that the Village had an estimated backlog of infrastructure replacement costs of nearly \$9 million at the end of 2012, including \$2.35 million for a new Village Hall.

The financial realities of municipal hall construction will have a significant impact on what features the Village can afford with respect to developing a new Village Hall, both in terms of capital costs.

Implications of Financial Sustainability Plan to new Village Hall

- ▶ Heightened awareness of municipal budget constraints (capital and operational).
- ▶ Increased focus on quality and longevity of construction.
- ▶ Requirement for social impact/ community benefit in return for financial investment.

PARKS MASTER PLAN

As a final piece of policy development, the Village is also drafting its first Parks Master Plan (PMP) towards outlining a clear vision for future parks acquisitions, management and maintenance. The Plan was initiated in late 2013 and is envisioned to be completed by fall-2014.

In developing the PMP, consultants worked with the Village's Parks Committee and residents to identify park and open space related issues and priorities. Similar to messages heard through the earlier OCP process, the community places a high priority on its trails and system of natural spaces. Further, it was noted that while the Village was lower in its amount of flat, accessible and programable park space compared to similar municipalities in the Province, there comes with such spaces an associated higher maintenance cost.

Spirit Park was identified through the project's parks and open inventory as one of the Village's only Community Parks, as well as a valued community space that can underpin the Village Centre concept.

Implications of Parks Master Plan to new Village Hall

- ▶ Enhanced connectivity.
- ▶ Synergetic community gathering opportunities with Spirit Park.
- ▶ Current lack of useable open space.

TRENDS IN TOWN HALL DEVELOPMENT

Across smaller and mid-sized communities in western Canada, new municipal hall and civic centre development projects have ranged from repurposing, redeveloping or complete new-build projects. There are comparable examples of municipal halls that contain similar ideas and aspirations of the proposed new Village Hall in Anmore. From these recent projects, trends have been identified and include multi-purpose functions, civic hub or destination, and sustainability.

MULTI-PURPOSE FUNCTIONALITY

Municipal halls and other community facilities are increasingly being repurposed, redeveloped or newly designed in a way that is flexible, adaptable and useful for more than the primary “civic” or administrative user. Municipal halls can be utilized by various local groups, activities, and events. Typically, newly designed multi-purpose municipal halls and other community facilities consist of either having shared spaces, meeting rooms open to users outside municipal administration, or designated spaces for non-municipal community groups.

There are several benefits to having multi-purpose municipal halls and community facilities. First, a multi-purpose municipal hall provides meeting/program/event space for community groups that would otherwise not have access to space in the community due to lack of space availability. Second, there are opportunities for the municipality to provide space for free or for a subsidized rate for those non-profit community groups that otherwise are unable to afford space user/rental fees. There are also opportunities for the municipality to charge a fee-for-use of space for special events or other programs, creating a potential revenue-generating activity for the Village. In addition, multi-purpose spaces in a municipal hall further serve to activate the building at different times of the day, and different days of the week, noting such facilities are often void of activity during most evenings and weekends.

In the end, such multi-purpose spaces and their inherent synergetic benefits can contribute to enhanced site security, improved facility utilization and overall, represent increased community return on the municipality's investment.

CIVIC ANCHOR CATALYST

Not all communities are interested in creating a destination place with their municipal hall; however, it should be noted that a major trend in civic development projects across western Canada is that municipal halls and other civic buildings are used as community ‘anchors’, particularly in when located in the Town Centre or Downtown areas.

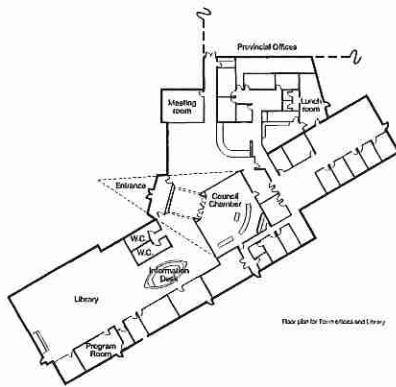
Municipal hall development projects are usually accompanied by complementary civic institutions and businesses. Trends indicate that a municipal hall creates a natural anchor for a community hub - attracting other businesses, residents and events to locate nearby. Foot traffic is automatically generated to the municipal hall and, as such, communities have found that clustering other civic services or uses (libraries, community or senior centres, parks and trail heads, etc.) within or around the municipal hall, creates a one-stop-shop community destination. Clustering civic buildings, facilities, services and programs naturally draws people to a distinct area, and often supports other businesses and amenities to locate nearby (i.e. coffee shops).

For Anmore, the principal benefit here is fostering a gathering place for the community and encouraging connectivity between the municipal hall and other community amenities and services.

SUSTAINABLE COMMUNITY BENEFITS

Based on comparable examples, building sustainability is a given expectation when it comes to any municipal hall or community facility development project. Trends in municipal hall developments indicate that such projects are expected to be green in terms of their performance. Often building rating systems such as LEED® are used to illustrate civic development as a 'showcase' of environmental and energy efficiency. This trend is typically supported by municipal policies and regulations, such as OCP's that encourage development projects with low environmental impact and with green technologies/infrastructure.

Sustainability goes further than the environmental component. Increasingly trending is the fiscal sustainability associated with municipal hall and community facility development, including the longevity and usage of buildings. This is where multi-purpose and functionality also comes into play; with more usage of the hall by different groups and at different times of the day, the more worth while a project investment can become. Similarly, the overall community social impact is also improved by offering more programs and services for the community under one roof, fostering greater inclusiveness. Combined, such influences demonstrate increased environmental, economical, social and cultural sustainability.



Above: Town of Slave Lake Government Centre and Library Layout and Development Program.

Below: Rendering of Town of Slave Lake Government Centre and Library.



Above: Outside the new Town of Slave Lake Government Centre and Library.

Below: Inside the new Town of Slave Lake Government Centre and Library.



Photos Courtesy of: Canadian Wood Council, Manasc Isaac Architects, Town of Slave Lake.

CASE STUDY EXAMPLES

Community support is heightened when a municipal hall serves multiple purposes and users, becomes a civic hub of activity and demonstrates a lower ecological footprint - resulting in better utilization of municipal dollars. As examples, four case studies of recent and successful municipal hall and civic centre projects from around Western Canada are outlined below, intended to illustrate the above noted trends.

CASE STUDY - CITY OF PARKSVILLE

In 2001, the City of Parksville built a new municipal hall in the downtown in partnership and sharing space with several organizations: Vancouver Island University, School District No. 69, the community public library, and the MLA office. Collectively, the building was named the Parksville Civic and Technology Centre. The cost of construction is estimated between \$6 to \$6.5 million dollars.

This award winning facility is 41,000 square feet in area, situated on a 20 acre site. The facility includes several multi-purpose rooms that are flexible and adaptable over time. One example of this adaptability was the recent lease agreement of a small, 80 square foot space to the Provincial Government for the purpose of securely storing a provincial computer server. The Province is paying the City \$1,680 per year for this 80 square feet of space, and will be a consistent source of revenue for the City in the future.

CASE STUDY - TOWN OF SLAVE LAKE

The Town of Slave Lake has engaged in two municipal hall development projects in the last five years. Both municipal hall development projects were initiated for two very different reasons, and both contained the same objectives, vision and with similar layout and development program.

The first municipal hall project was completed in 2009, when the Town partnered with the Government of Alberta in repurposing an existing commercial mall that had experienced high vacancy rates for an extended period of time. The Town opted to occupy this existing underutilized space in the community, both central in location with ample parking and with already established retail and other services. By merging the existing commercial features with new government activities, the project was slated for creating a small-scale, mixed-use civic node for residents in Slave Lake.

The first municipal hall was designed as a one-stop shop to access government services. The construction included 11 provincial offices, the Town of Slave Lake Council Chamber, municipal administrative offices, community meeting rooms, and the community public library. Altogether, the new municipal hall brought together 120 provincial staff, 29 Town staff, and ten library staff from four different owned and leased buildings scattered throughout the community - forming a new community hub.

The building was LEED® certified, costing \$35.8 million. The financial arrangement allowed the Town to recover 80% of the costs by the Government of Alberta through a 20-year lease agreement. The space was functional, praised by politicians and residents, and was a proud development and design achievement for the Town.

Unfortunately, only a year after the grand opening of the new, mixed-use multi-purpose government centre and library, the Town of Slave Lake was devastated by a massive wildfire that destroyed nearly 40% of the structures in the community - including residential neighbourhoods, businesses, and the new municipal hall.

While parts of the retail space located in the old mall were salvageable, the majority of the Town Hall had to be rebuilt. Nearly two years after the fire, the new municipal hall was opened.

It was a costly redevelopment project and a setback to the municipality and provincial government by way of lost archives and community services. Interestingly, there was no change in the development program or layout of the rebuilt municipal hall compared to the old 'burnt-down' municipal hall. If there was one thing that the Village would have changed about the original design - it was nothing. The small-scaled mixed-use repurposing of the old mall with multi-purpose rooms and community space proved to be very beneficial to the municipality and to community residents. As such, the Town re-built the same municipal hall as they did a few years earlier.

CASE STUDY - RESORT MUNICIPALITY OF UCLUELET

The District Municipality of Ucluelet has a multi-functional community centre that combines municipal services with a number of other uses, activities and programs in a single 20,000 square foot building. This municipal facility contains functional and multi-purpose spaces for a variety of programs and activities, including: Council Chamber, administrative offices, library, daycare, office space for community social services, cultural performance hall, kitchen, dance hall, and activity room.

Construction of the community centre was completed in 2010, with a construction budget of \$7.6 million.



Above: Outside Ucluelet Municipal Hall and Community Centre, ecologically designed to integrate with the natural environment.

Below: Inside Ucluelet Municipal Hall and Community Centre - multi-purpose room.



Above: Inside Ucluelet Municipal Hall and Community Centre - Council Chambers.

Below: Outside Ucluelet Municipal Hall and Community Centre - wood and stone architectural features.



Photos Courtesy of: Acton Ostry Architects Inc.



Above: Elkford Community Conference Centre

Below: Inside the Community Conference Centre, showing extensive use of BC wood products.



Photos Courtesy of: District of Elkford

CASE STUDY - DISTRICT OF ELKFORD

The District of Elkford's Council expressed an interest in achieving a signature building with a strong natural aesthetic in the development of its new Community Conference Centre. Completed in 2011, the 18,000 square feet, \$6.4 million project offers the community a 4,300 square feet auditorium that will seat 300 people, a commercial kitchen, a 780 square feet multipurpose community room that can be divided, a lobby and reception gallery, a community playschool with an enclosed playground, a Visitor Information Centre and the Chamber of Commerce.

The development employs energy-efficient technologies and employed innovative use of structural wood in its design. Specifically, the design made use of Cross Laminated Timber (CLT), a structural wood product that can match the strength of concrete, as well as glulam timbers and Insulspan Structural Insulating Panels (SIP); all of which were prefabricated off-site to improve the installation and construction period. Together these innovative approaches work to maximize energy conservation and reduces the Centre's environmental footprint.

The project was funded in part by a \$300,000 grant from the Columbia Basin Trust. The District has also received post occupancy in 2012 a Community Excellence Award from the Union of British Columbia Municipalities and an Annual Recognition Award from WoodWorks BC, noting that the centre was one of three Wood Demonstration Projects in B.C. showcasing the commercial viability of new wood-product solutions.

IMPLICATIONS FOR ANMORE'S NEW VILLAGE HALL

Considering the trends and successful implementation of the above comparable municipal hall and community gathering development projects in Western Canada, there are notable program and design elements that could be transferred to the new Anmore Village Hall project as it is conceived.

These include:

- Mixed-use design with multi-purpose/adaptable rooms.
- High-performance and durable building designs.
- Green infrastructure and use of natural systems.
- Fiscal prudence.
- Showcasing local environment and construction materials.
- Foster community gathering and amenity connectivity.

These take aways, and their implications upon the Village's development needs and interest, will be expanded upon further in the following sections.

DEVELOPMENT PROGRAM

SPACE NEEDS + OPPORTUNITIES

Since Village staff have moved into the temporary modular office space, the Village has been able to continue its municipal operations, but with limitations. Even before the occupation of the temporary building, the Village was operating out of a historic, re-purposed Ma Murray residential building, which also had its space restrictions. The use of the Ma Murray building had evolved as the community evolved, and until recently it had been used for purposes beyond the structural intent of the building.

Given the Ma Murray building was decommissioned and given the limitations of operating municipal services from a temporary office space, the Village is considering its options for a new Village Hall.

To start this process, Village staff and Council participated in a visioning workshop to identify space needs and opportunities for a new Village Hall in Anmore. The key messages from this workshop are summarized below.

MORE SPACE

The former Village Hall and its 4,595 square feet of floor space as well as the smaller temporary modular building both present limited space for future Village administration. There is an opportunity for the new Village Hall to provide adequate space for administration, staff, as well as floating space for Mayor and Councillors. In addition, workshop participants indicated that there is a need for flexible office space that can be used for various purposes such as administrative meetings as well as meetings for community groups.

SHOWCASE RURAL CHARACTER + IDENTITY

In keeping with the former Village Hall that celebrated the history of Ma Murray and showcased a museum with archives, workshop participants indicated that it is vitally important to continue the celebration of Anmore's unique identity through architectural design and space dedication. There is also an opportunity to incorporate a dedicated space in the new Village Hall to display museum archives and mementos.



The new Village Hall development also presents an opportunity to celebrate the rural character of Anmore in the architecture and sustainable design of the building, site plan, and landscaping.

MORE THAN A VILLAGE HALL

There is an opportunity to make the new Village Hall more than just a 'one-stop-shop' for municipal services and local decision-making. Workshop participants indicated that the new Village Hall could incorporate space that could host various community activities and events, inclusive of community groups and the public. Considering functional, multi-purpose space was seen to be an efficient way to program and utilize space at the new Village Hall.

LEAD BY EXAMPLE WITH HIGH-PERFORMING DESIGN

Given the planning processes in Anmore such as the OCP update and the Age-Friendly Plan, there is an opportunity to implement policies within the development of the new Village Hall. In this attempt, the Village Hall can be a local demonstration project of good planning and site design, setting the standard for future development projects in Anmore.

SUSTAINABLE INVESTMENT

Further to the studies and plans being undertaken in the Village, workshop participants indicated that the new Village Hall should be financially sustainable and reasonably budgeted. There is an opportunity to build practically, plan for future expansion needs, and incorporate multiple uses including possible revenue generating activities that could contribute to the financial longevity of the building.

SITE CONTEXT + ANALYSIS

Also included in the Village workshop discussion was the question of the preferred location for a new Village Hall building. It was acknowledged that the existing site of the Village Hall is strategically located at the crossroads of Sunnyside Road and East Road and is adjacent to the Village's Volunteer Fire Hall to the east and Spirit Park to the west. An undeveloped 2 acre site, located immediately south of the existing Village Hall, was also reviewed as it presents an alternative location to accommodate the new Village Hall.

An overview of the opportunities and constraints represented by each of the two site options is presented below, each identified on the adjacent context photo.

EXISTING SITE

The Ma Murray building, as well as the temporary modular building, is currently located on a 1.0 acre property zoned P-1 Civic Institutional that presents a slight grade increase over the norther portion of the property. Access is gained from Ravenswood Drive and Ma Murray Lane, offering public and staff parking options as well as accommodating servicing and deliveries.

The site is encumbered with a statutory right of way to accommodate the Fortis BC gas pipeline, limiting the placement of permanent structures or uses over much of the southern half the site to all but parking.

Immediately to the west, opposite Ma Murray Lane, is the 1.5 acre Spirit Park, providing public animation and activity to the combined sites. Specifically, the adjoining nature of the two municipal properties presents a synergistic opportunity for cross-programming and the hosting of community events, as is evident by the current provision of community washroom facilities for Park patrons in the Ma Murray building.

The Park also accommodates the existing in-ground septic system associated with the existing Village Hall, the condition of which and remaining lifespan are unknown at the time of writing this report (further assessment required).

ALTERNATIVE SITE

Immediately south of the existing Village Hall lands is a vacant, forested site owned by the Village, currently zoned P-1 Civic Institutional, permitting the same Assembly, Civic and Public Service uses as the existing Village Hall site.

The site has a slight grade decline to the west from Sunnyside Road to Ravenswood Drive, and offers potential access off the latter street. The site is absent of any covenants or right of ways, however to the southwest, the site abuts the residential Ravenswood subdivision.

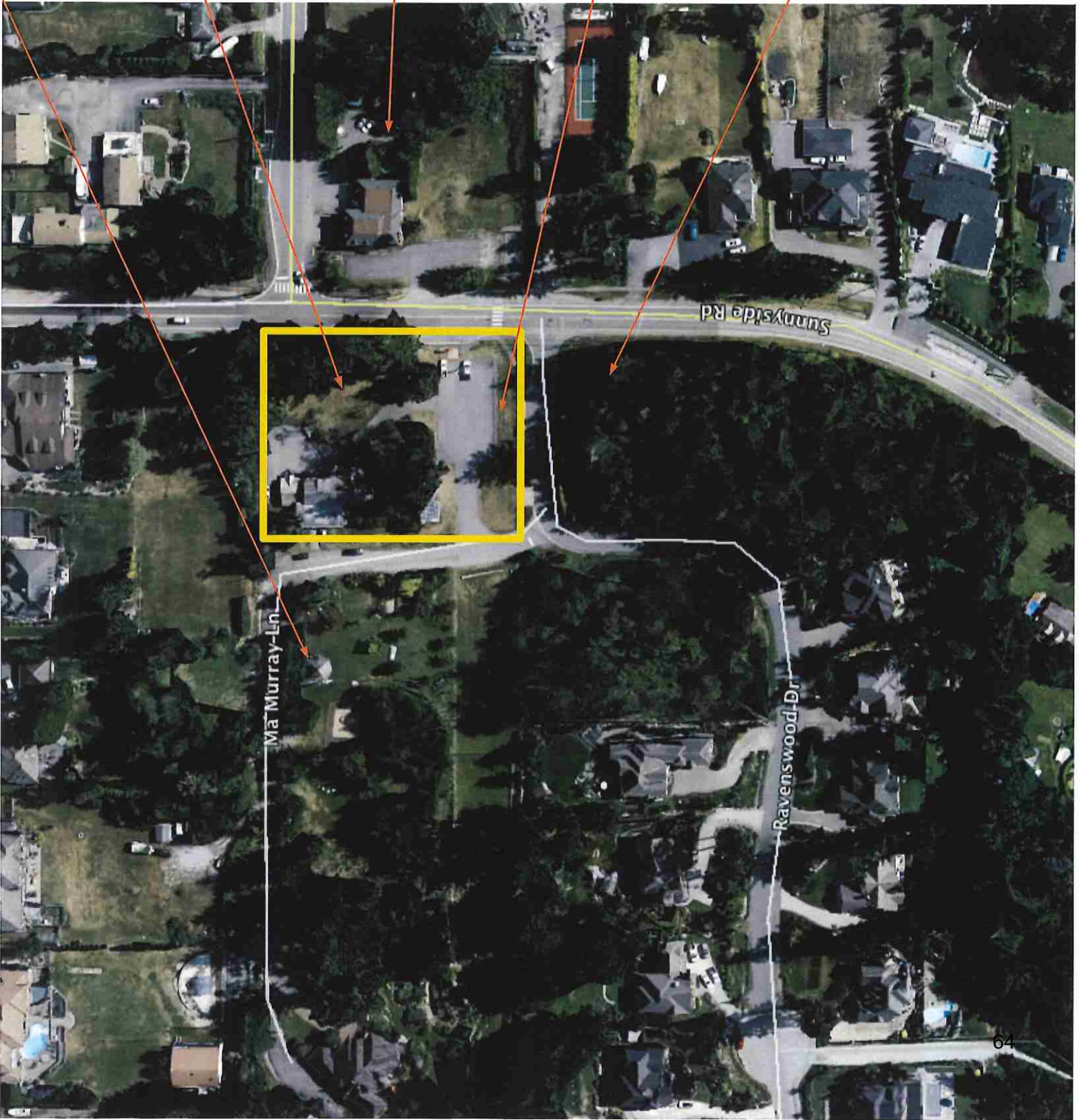


Existing Village Hall Site

Volunteer Fire Dept.

Fortis BC R.O.W.

Alternative Site



SITE OPPORTUNITIES AND CONSTRAINTS

As noted in the OCP and PMP related discussion with the community and Village Council, the Village has long envisioned the crossroads of Sunnyside Road and East Road as the Village Centre, offering a hub of community activity and services. Further, through the current drafting of its PMP, it has been heard from residents that the Village needs more open space for community gatherings and possible recreation opportunities such as the installation of the green gym.

In light of the two possible site options before the Village, both could support the achievement of the Village Centre vision. As a result, and to assist in determining the ideal location to consider a new Village Hall building as the project moves forwards, a summary of the opportunities and constraints presented by each site is outlined in Table 1.

TABLE 1: SITE OPPORTUNITIES + CONSTRAINTS ANALYSIS

OPPORTUNITIES		CONSTRAINTS	
EXISTING SITE	ALTERNATIVE SITE	EXISTING SITE	ALTERNATIVE SITE
Retain existing location	Provides a site clear of title encumbrances, facilitating greater site design flexibility	Smaller site size and programmable area	Utilizes vacant property, removing possible future use
Maintain connection to existing septic system (or continue to use Spirit Park in accommodating a new septic system)	Avoids potentially complicated construction staging, given need to also accommodate temporary building on existing site during construction.	Potentially complicated construction staging given need to accommodate existing building on site during construction	Requires removal of existing stands of mature trees
Continue physical connection with Spirit Park, allowing ease of access to public washrooms	Allows for extension of Spirit Park to Sunnyside Road, offering increased gathering and open space	Use of existing site limited by right of way on title	Introduces non-residential use next to Ravenswood subdivision
Reserves alternative site for possible future use	Takes advantage of other- wise vacant Village property		

PREFERRED DEVELOPMENT LOCATION

Through its high-level discussion of the opportunities and constraints of each site option, Council and staff has indicated its preference to develop the new Village Hall on the existing site of the current Village Hall. The grade of the site, along with the existing statutory right of way over the southern portion of the site and the need to continue temporary administrative functions throughout construction will limit the siting of the new Village Hall building. Noting that, the orientation of the building should maximize the potential to visibly and physically connect the preliminary development program with Spirit Park, through public gathering spaces and locating public rooms towards the Park.

NEW VILLAGE HALL DESIGN PRINCIPLES

Building off of the ideas generated in the workshop discussion with Village staff and Council, and again drawing upon the insights gained through the review of emerging trends and comparable development projects by peer municipalities, 12 Design Principles have been created with the intent of guiding the planning and design for the new Anmore Village Hall.

1. **A centre that is characteristically Anmore:** The new Village hall should be a warm and welcoming building, reflecting the values and characteristics of that are inherent to the Village.
2. **A Village centre:** The design of the Village Hall should accommodate the full range of required administrative services as well as contribute to community gatherings and maximize connections to Spirit Park in order to foster wide appeal and use by the community.
3. **Multi-purpose:** Options for commercial and/or flex-office space should be explored.
4. **Flexibility for change:** The requirements for the Village Hall will change over time and with it how the building and its components can best serve the community. It will need to be flexible to respond to these changes.
5. **Designed for phasing and expansion:** The scope of the project may be limited by funding or its scope may be expanded in the future. Consideration of possible phasing will facilitate this.
6. **A safe and secure building:** Safety and security for those working at the Village Hall and visitors is essential.
7. **A barrier free building:** Individuals with mobility impairment must be able to easily access the building and all components.
8. **Design with nature in mind:** The building should be designed to be environmentally sensitive as well as perform sustainably to minimize operating costs.
9. **Integrated with the community:** The design and operation of the Village Hall should recognize the community context, including the surrounding uses, and strive for integration.

10. **Animated and active:** The new Village Hall and its location should take advantage of synergistic opportunities or foster additional opportunities for vibrancy, especially given potential for limited animation on evenings and weekend periods.
11. **Financially viable:** The design and construction of the Village Hall will need to meet an approved capital and operating budget.
12. **A lasting legacy:** the building should ensure durability in its design, construction and material choices.

PRELIMINARY DEVELOPMENT PROGRAM

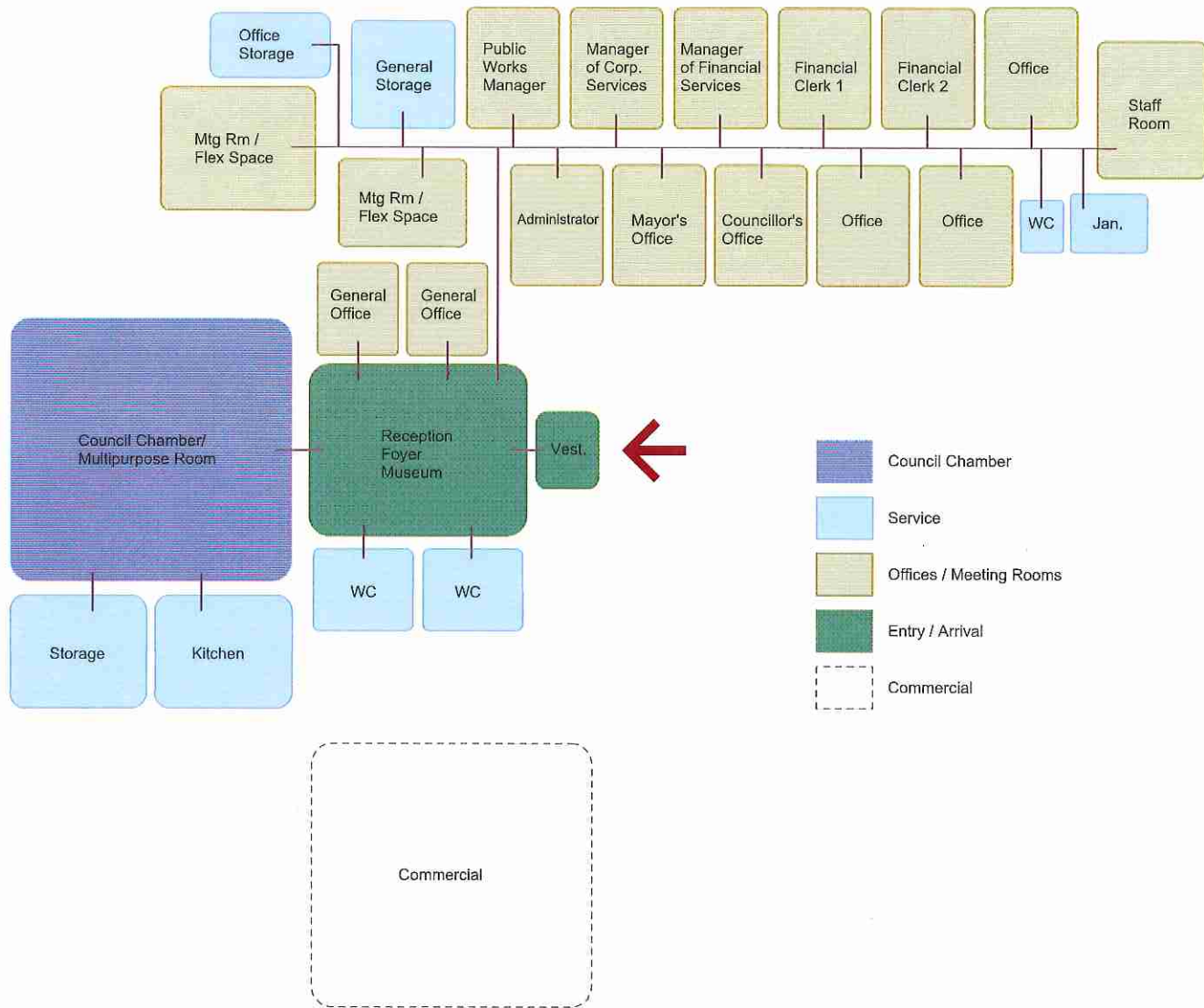
With the outcomes of the Staff and Council workshop in mind, a preliminary development program for the proposed new Village Hall has been prepared.

Specifically, the new Village Hall is anticipated to be a single storey building with a basement, 7,205 square feet in size, comprising of civic administrative office space and flexible space for council chambers/multi-purpose community use.

- Included in the proposed floor space and ensuing financial analysis is an optional 1,000 square feet dedicated as basement storage and public amenities/washrooms, taking advantage of the grade of the existing site.
- An additional 1,000 square feet of possible future expansion space/ commercial space has been identified as a long-term aspiration, but is not included in the approximately 7,200 square foot program nor the financial analysis, for budgetary reasons.
- The program is also reflective that the Village Hall should be a post-disaster building.

A further description of the various spaces and a diagram is provided below to help illustrate the preliminary development program. Further, a larger version of the development program concept can be found in Appendix A.

DIAGRAM 1: PRELIMINARY DRAFT PROGRAM



OFFICE + ADMINISTRATION

The preliminary development program contains 11 offices, each 140 square feet in area, totaling 1,540 square feet of office space. It is anticipated that the offices would be used for Village Staff, with one dedicated office for Mayor and one dedicated office for Councillors, as needed.

ENTRY RECEPTION / MUSEUM / GATHERING

The new Village Hall will have a welcoming foyer with 2 general offices for reception. The foyer will also house a museum to display and celebrate the local history of the Ma Murray site and the Village. The foyer/museum totals 500 square feet, plus 100 square feet for each general reception office.

COUNCIL CHAMBER + MULTI-PURPOSE ROOM

The preliminary development program allocates 1,000 square feet to a multi-purpose Council Chamber that could be booked for other community meetings and events. Attached to the Council Chamber is a storage room (200 square feet) and kitchen (200 square feet). Designating the Council Chamber as a multi-purpose room, anticipating wider use beyond administrative functions, avoids the need to consider separate additional spaces or facilities (with additional costs) for community programs and events.

MEETING ROOMS + FLEX SPACE

Two meeting rooms have been incorporated into the program - one at 250 square feet, and the second at 150 square feet. The meeting rooms are also flexible spaces that could be used for a variety of activities for administration and/or community groups.

SHORT-TERM STORAGE (ABOVE GRADE)

In addition to the storage room attached to the Council Chambers/Multi-purpose Room, there are two storage rooms planned for the new Village Hall. An office storage room is attached to one of the meeting rooms, at 100 square feet. The second storage room is for general storage, flexible to the needs of administration, at 150 square feet.

FUTURE EXPANSION / COMMERCIAL USE

Optional space of 1,000 square feet has been identified for a possible commercial space, or alternatively future administrative expansion. The inclusion of a commercial use will require further discussion to ensure comfort going forward that such space can be either market-viable and/or otherwise functional to the envisioned role of the new Village Hall as a community gathering space.

LONG-TERM STORAGE, PUBLIC WASHROOMS + EMERGENCY GENERATOR

An allowance for a 1,000 square foot basement space has been included, and would presumably be located under the western portion of the building where the slope of site would permit a walk-out understorey at grade. It is envisioned that long-term storage, along with public washroom facilities would be provided in this space, along with an emergency generator that could be needed following a disaster. Given the electrical, venting and fueling design requirements necessitated by the inclusion of the generator in the basement, an exterior at-grade alternative might also suffice, while acknowledging the increased possibility of vandalism and visual impacts to the development. Further discussion regarding this space is warranted noting additional costs and the option of regrading the site to locate the entire building at-grade.

MISCELLANEOUS

Other space that has been incorporated into the preliminary development program includes a staff room (200 square feet), staff washroom (30 square feet), janitorial room, (60 square feet), public washrooms (220 square feet) and vestibule (65 square feet). As well, a multiplication grossing factor of approximately 1.2 has been included in the above numbers to allow for circulations spaces, walls, etc.

SCHEMATIC DESIGNS

Based on the preliminary program, two draft schematic design concepts have been prepared, outlining how the spaces might potentially be aligned to relate to one another and the site.

For the purposes of the draft schematics (below and Appendix B), it is assumed that the new Village Hall would be developed on the existing property, sited in an east/west orientation to maximize solar exposure and heighten the visibility of the new building. Further, such an orientation would accommodate a relationship with Spirit Park, allowing a more formal public gathering forecourt space to transition to the open natural space of the Park. In addition, the public Council Chambers/multi-purpose space envisioned along this edge would benefit from views into the Park (and from the Park into the building).

The treatment of the grade, noting that there currently exists a slight grade increase over the northern half of the site, is a question that should be explored and resolved through subsequent discussions and ultimately through the design development activities. While the grade allows for the accommodation of additional storage and the provision of public washroom in an westerly-exposed basement space, such additional floor space also directly results in additional construction/project costs.

For budgetary purposes, the preliminary development program and draft schematic designs include the possibility of the additional basement space, and could be eliminated if the site grading issues were removed later in the project.

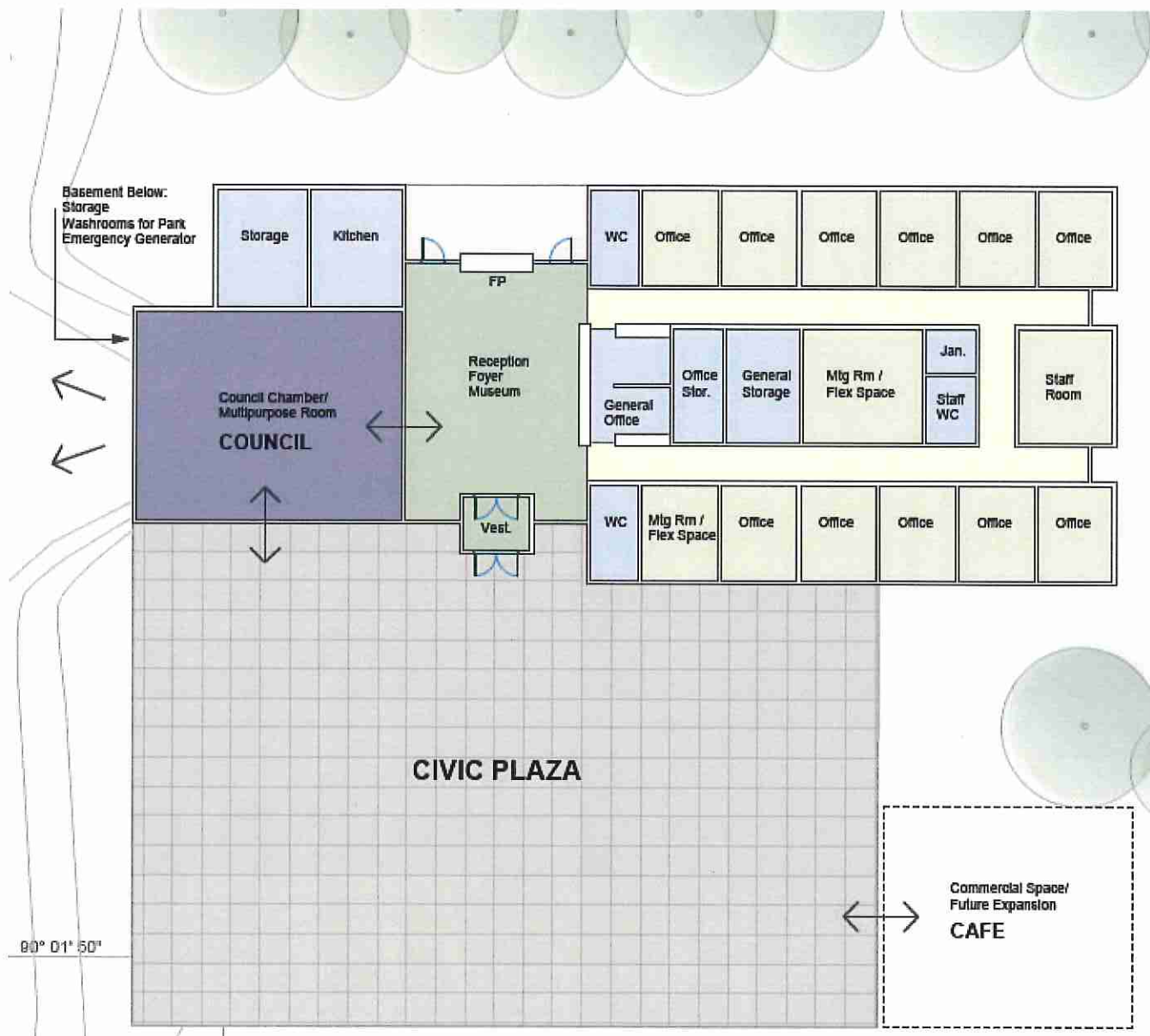


TABLE 2: A01 GROSS FLOOR AREA

CIVIC HALL	6,205 square feet	575 square metres
BASEMENT / LONG TERM STORAGE	1,000 square feet	93 square metres
OPTIONAL COMMERCIAL / FUTURE USE	1,000 square feet	93 square metres

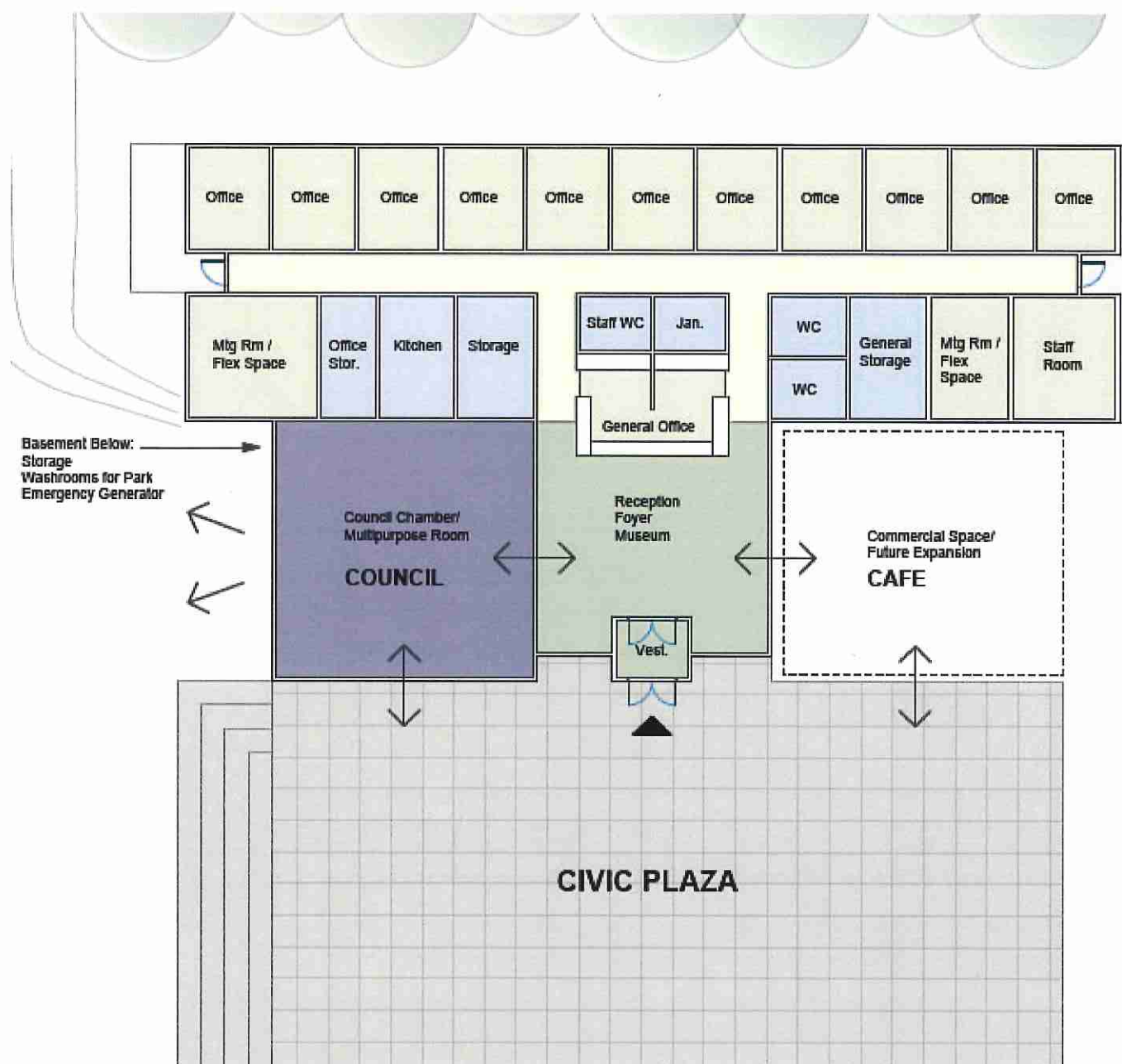


TABLE 3: A02 GROSS FLOOR AREA

CIVIC HALL	6,205 square feet	575 square metres
BASEMENT / LONG TERM STORAGE	1,000 square feet	93 square metres
OPTIONAL COMMERCIAL / FUTURE USE	1,000 square feet	93 square metres



TEMPORARY VILLAGE HALL OPERATIONS

While not included in the preliminary development program, nor illustrated in the draft schematic designs, the issue of maintaining temporary Village Hall operations is one that requires additional consideration; specifically, the issue of how day-to-day administrative services can continue to be offered to the public during the construction of the new Village Hall building.

As already identified, the Village has opted to rent a temporary modular structure until the new Village Hall can be completed, through which Village services and administrative functions are presently provided. This temporary building is currently located across from the decommissioned Ma Murray building on the north-eastern portion of the existing Village Hall property. Such a location, derived during the decommissioning period, represents a logical conclusion as the location makes continued use of the existing property and afforded a quick response to an unexpected change with minimal public disruption. However, in its present location, if retained during construction, it is noted that the temporary Village Hall could limit the siting opportunities available to the new building, as well as possibly challenge the staging of the construction site (keeping in mind the need for sufficient circulation space for construction activities and placement of structures to minimize safety risks to residents visiting the temporary modular building).

Given this, and the limitations of moving the temporary modular structure elsewhere on the existing property due to the presence of the southerly statutory right of way, an appropriate and publicly convenient alternate location for the temporary municipal operations should be explored and considered a core issue to resolve as the new Village Hall project evolves through subsequent phases of development.

FINANCIAL ANALYSIS

CAPITAL BUDGET ANALYSIS

Based on the preliminary development program and draft schematic designs, an order of magnitude capital budget has been prepared. Given the Village's focus on financial sustainability, the costs for standard construction were further reviewed and analyzed by the Altus Group, as a quantity surveyor. As well, with the insights gained from the review of other municipal hall projects, an assessment was also given to the potential construction cost benefits/limitations of modular construction, based upon direction from Council and an unsolicited proposal to construct a modular pre-fabricated structure for the new Anmore Village Hall.

With a 7,205 square foot new Anmore Village Hall built using either a standard construction method or a modular pre-fabricated method, the total estimated capital budget is between **\$2.6 million and just over \$3.1 million** or between approximately **\$363 and \$434 per square foot**.

It is noted that since a quantity surveyor has reviewed the numbers that underpin the upper budgetary limits, a recommended next step should Council decide to pursue the modular-based option, would be a public call for modular tenders for Council's further consideration.

Key budgetary points include:

- **Hard Costs Standard Construction** – These are estimated to be \$2,218,385, comprised of :
 - **Base Cost** – A construction cost of \$265 per square foot or \$1.9 million* has been estimated for the standard construction approach, towards constructing the new Village Hall and grounds, including surface parking. This development has been costed as a post-disaster building, with the construction cost estimate having been increased in its structural, mechanical and electrical costs.
 - **Site Development** – a lump sum cost of \$179,000 to prepare the site is included.
 - **Demolition** - a lump sum cost of \$130,000 for demolition and removal of hazardous materials is included.

* = Based on a March 4, 2014 memorandum from Altus Group based on Schematic Design A02.



- **Hard Costs Modular Construction** – These are estimated to be \$1,909,312, comprised of:
 - **Base Cost** – A construction cost of \$156 per square foot or \$1.1 million has been estimated using modular pre-fabricated construction. It is noted that this does not include an allowance for post-disaster construction, foundation works or any grounds work, with the latter two items being addressed through increased site development costs as identified below.
 - **Site Development** – a lump sum cost of \$650,000 to prepare the site and construct a concrete foundation is included.
 - **Demolition** - a lump sum of \$130,000 for demolition and removal of hazardous materials is included.
- **Soft Costs** – Costs associated with design and other consulting fees, planning and administration costs, legal, insurance, etc. are estimated to be 15% of the estimated hard costs, and assumes there will be no DCCs required. A similar 10% allowance has been included for the modular construction option, noting the reduced need for some consulting services.
- **Furniture, Fixtures and Equipment Costs**- A lump sum cost of \$150,000 has been allocated for Furniture, Fixtures and Equipment Costs (FF&E).

Key adjustments and contingencies that are included in the overall capital budget, regardless of construction method, are set out below:

- **Design Factor** – this adjustment factor is to account for changes that may occur/be required during the design process, and is estimated to be 10% of the hard costs.
- **Escalation Contingency** – this 2% per year contingency accounts for potential changes in the cost or price of specific goods or services over the period of construction, which is assumed to start in 2016 and span 2 years until the estimated completion by mid 2017.
- **Construction Contingency** – a contingency of 5% of the hard costs allows for construction changes due to unforeseen circumstances or owner-requested changes.

Key construction-related assumptions, underpinning the capital budget using either construction method, include:

- **Municipal Fees and Connections** – For both construction methods, it is assumed that development and processing fees as well as any fees associated with service connections would be zero.
- **Land Cost** – The Village of Anmore owns the property, and it is assumed there is no land cost associated with the proposed development.

Note: All costs are order of magnitude for preliminary budgetary purposes, subject to further estimates such as a geotechnical report, additional quantity surveyor reports, public tender call for the modular construction option, etc. The cost estimates presented assumes the site has had full remediation and is subject to confirmation by an environmental consultant. Further budgetary refinement will require clarification on the in-ground septic system currently servicing the old Village Hall building, to affirm its functionality and/or possible need of replacement.

RISK REGISTER

RISK MANAGEMENT

With any development project, there is inherent risk. In light of the Village's need for a new Village Hall space, and mindful of the community's focus on financial diligence, an evaluation of the potential risk factors has been undertaken. Such risks, as presented in the below Risk Register, are not unique to Anmore, however, they are offered for consideration and ongoing monitoring to ensure the successful completion of any new Village Hall construction project.

TABLE 4: RISK REGISTER

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 1: Development Program/Schematic Design	Lack of consensus for design/construction of new Village Hall	MEDIUM	Impacts related to approvals and project schedule	HIGH	Open Council adoption, draft Communications Plan, outlining community engagement opportunities
Stage 1: Development Program/Schematic Design	Preliminary capital budget exceeds expected municipal budget	MEDIUM	Project viability challenged	MEDIUM	Development program is firm, minimize scope expansion, retain professional cost consultant
Stage 1: Development Program/Schematic Design	Obtaining full required capital funding	MEDIUM	Delays project start or project is cancelled	HIGH	Ensure Council remains active in discussions with other levels of government
Stage 2: Design Development & Working Drawings	Scope expansion & cost escalation beyond project budget	LOW	Budget/project viability challenged	HIGH	Professional cost consultant test/ update cost estimates at regular intervals



TABLE 4: RISK REGISTER (CONTINUED)

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 2: Design Development & Working Drawings	Design detail omissions/ conflicts	LOW	Project efficiency/ budget challenged during construction	MEDIUM	Integrated/ coordinated design development
Stage 2: Design Development & Working Drawings	Project tender bids exceed project budget	LOW	Budget/project viability challenged, re-design and amended tender required, delays project schedule	HIGH	Professional cost consultant test/ update cost estimates at regular intervals, ensure coordination of design, consider use of BIM
Stage 3: Construction & Occupancy	Unanticipated sub- surface conditions and/or geotechnical conditions (hazardous)	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Undertake soil testing and geotech involvement early in process, ensure contingencies are reasonable
Stage 3: Construction & Occupancy	Hazardous materials in demolished building	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Pre-construction hazmat, & environmental studies, ensure contingency funds are reasonable
Stage 3: Construction & Occupancy	In-ground septic system deficiencies	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Assess existing septic system and sanitary design early in process, ensure contingencies are reasonable
Stage 3: Construction & Occupancy	Construction delays/ complications stemming from BC Fortis RoW	LOW	Project efficiency challenged, delays project schedule	MEDIUM	Draft a Construction Management Plan, with continued communication and agreement from Fortis BC
Stage 3: Construction & Occupancy	Construction cost inflation	MEDIUM	Project budget challenged	HIGH	Professional cost consultant test/ update cost estimates at regular intervals, ensure coordination of design, consider use of BIM
Stage 3: Construction & Occupancy	Poor construction/ quality of work	LOW	Project quality and schedule are challenged, building environment and durability not optimal	LOW	Ensure selection of professional/ consultant design and construction team, integrated design approach

TABLE 4: RISK REGISTER (CONTINUED)

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 3: Construction & Occupancy	Mechanical systems difficult to optimize/energy savings not realized (assumed high performance building)	MEDIUM	Higher operating costs, building environment and performance not optimal	LOW	Ensure selection of professional/consultant design and construction team, integrated design approach and targeting reasonable performance standard based on straight-forward systems/best practices
Stage 3: Construction & Occupancy	Operating costs higher than anticipated	LOW	Inadequate operating budget, costs to community	HIGH	Establish operating budget early, Professional cost consultant test/update cost estimates at regular intervals, ensure building/system designs maximize efficiency.
Stage 3: Construction & Occupancy	New Village Hall does not meet future needs, users or services	LOW	Lack of support for design/construction of new Village Hall	LOW	Maximize flexibility in design.

PROJECT SCHEDULE

PROJECT STAGES + TIMELINE

The timeline for the project, as outlined in the adjacent chart, indicates the complexity of the envisioned project, involving the sequencing of multiple tasks towards the successful completion of the Village Hall. Specifically, the design and development of the new Village Hall is anticipated to span approximately 34 months between early 2015 and late 2017, encompassing three stages:

- **Stage 1 (6 months)**
Includes finalizing Council's feasibility study towards approving a preferred development program and construction approach. This effort will foster ongoing opportunities for Village Council and staff to pursue funding and grant opportunities throughout the subsequent stages of the project. Securing adequate funding will be a material requirement to achieve prior to the Village undertaking any further stages in the project.
- **Stage 2 (16 months)**
Includes the design development and preparation of working drawings as well as achieving municipal approvals. Throughout this Stage, Council will be involved in the approval of design and construction contracts. Also occurring during this period, as a concurrent effort, would be the marketing and leasing of any commercial space included in the end design, if necessary. Ideally such leasing efforts would coincide with the preparation of the working drawings to minimize the potential for any changes or alternations required by the tenant program.
- **Stage 3 (12 months)**
Includes the undertaking of site preparation, construction, final fixturing and ultimately, occupancy.

Throughout this process it is also anticipated that the Village would undertake communications and engagement efforts with the community to ensure Village residents are kept informed of important decisions and offered opportunities to provide input at key stages of the process. Such involvement could include project updates on the Village's website, its notice boards, through mail-outs, as well as by making information available at the temporary Village Hall building. More active forms of engagement could be pursued as the project progresses through the design development of the building.

APPENDICES

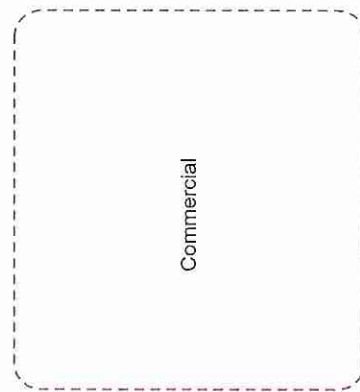
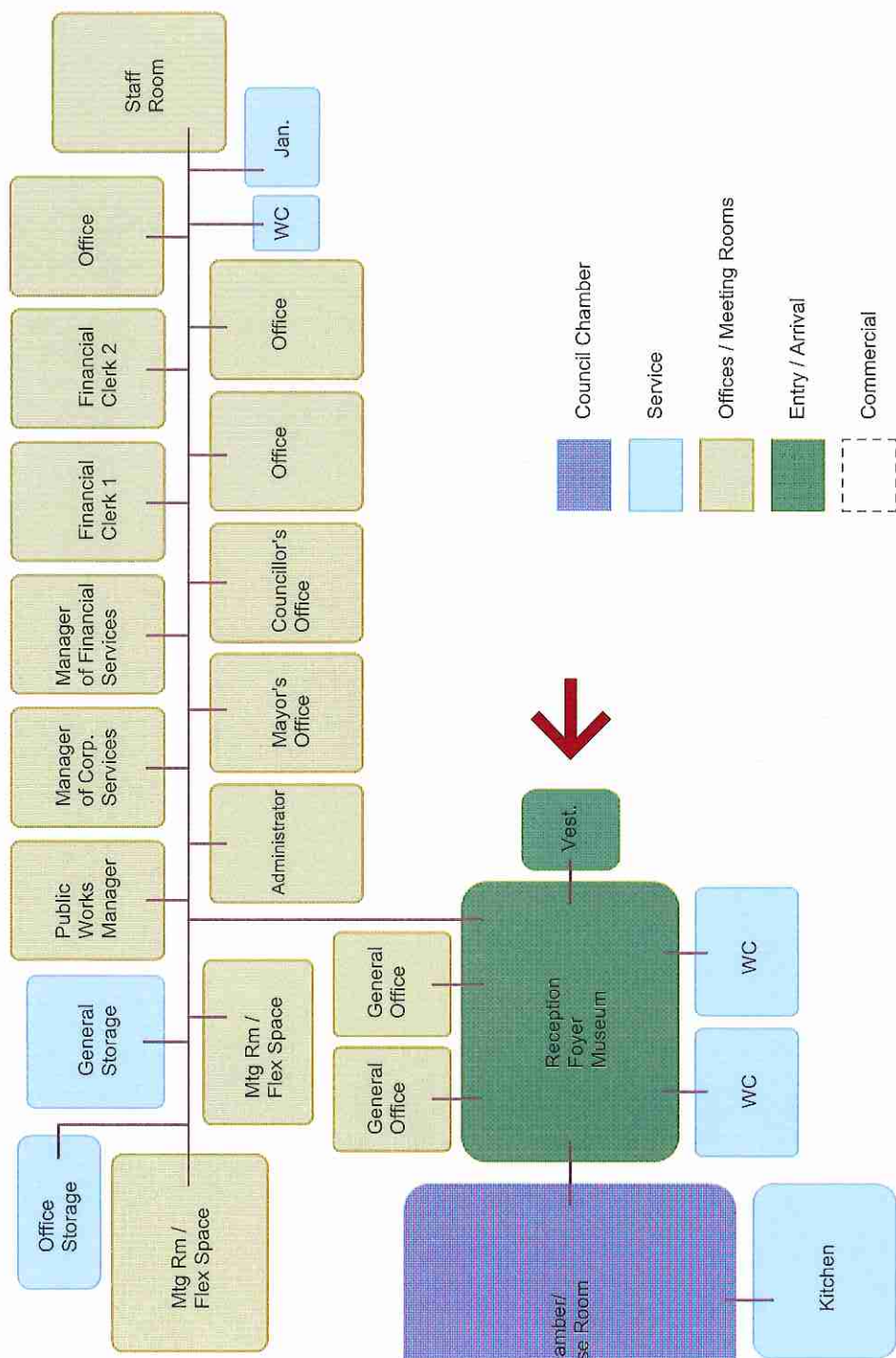
APPENDIX A:

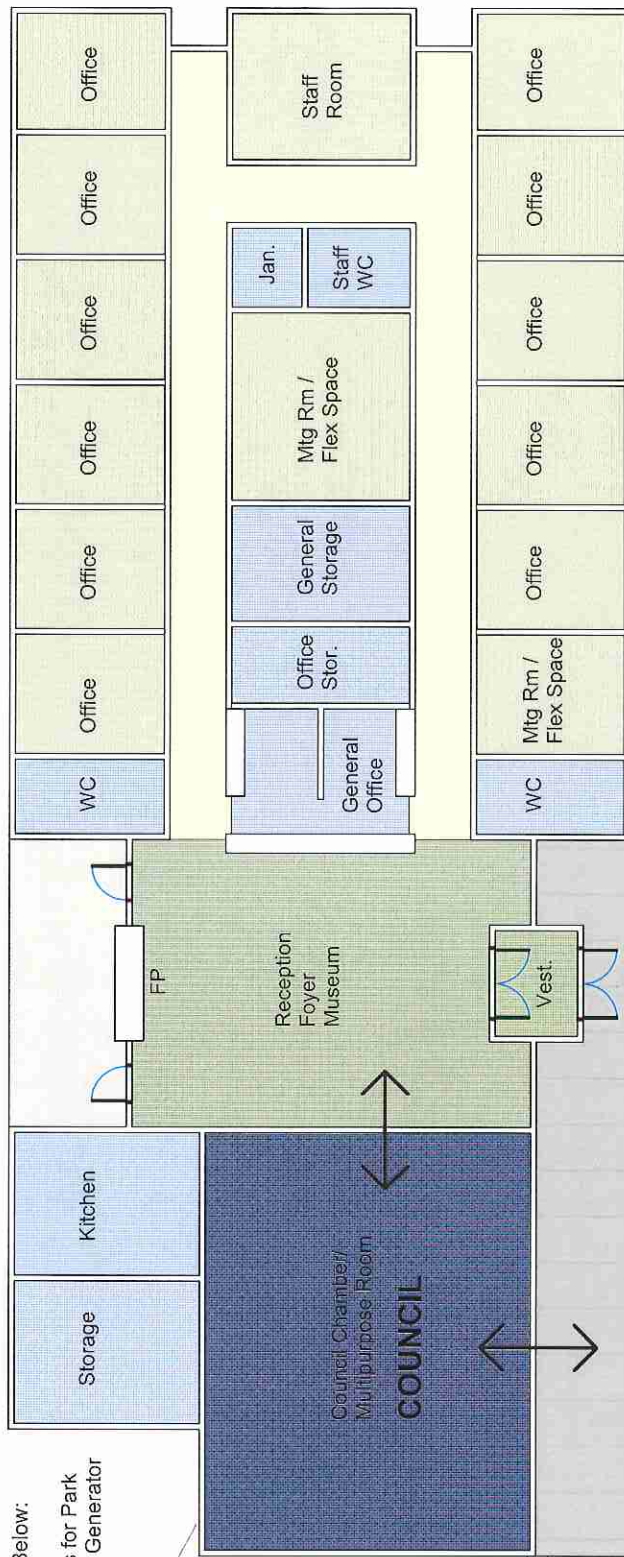
PRELIMINARY DEVELOPMENT PROGRAM (NSDA ARCHITECTS)

APPENDIX B:

SCHEMATIC DESIGNS (NSDA ARCHITECTS)







Basement Below:
Storage
Washrooms for Park
Emergency Generator

CIVIC PLAZA

PARKING BELOW

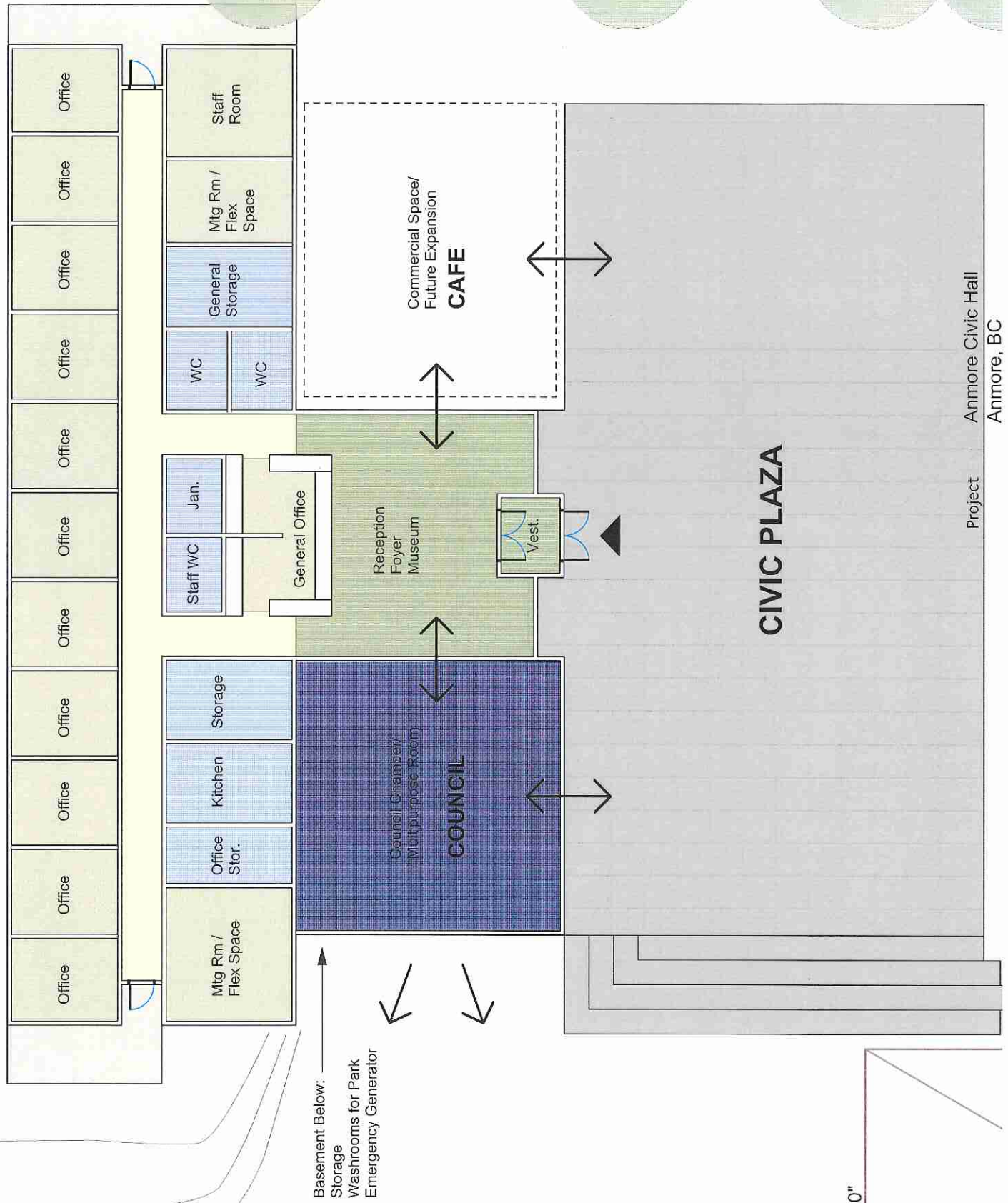
Project Anmore Civic Hall
Anmore, BC

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