

REGULAR COUNCIL MEETING – AGENDA - REVISED



Agenda for the Regular Council Meeting scheduled for
Tuesday, March 1, 2016 at 7:00 p.m. in the portable classroom at
Anmore Elementary School, 30 Elementary Road, Anmore, BC

1. Call to Order

2. Approval of the Agenda

Recommendation: That the agenda be approved as circulated.

3. Public Input

Note: The public is permitted to provide comments to Council on any item shown on this meeting agenda.

4. Delegations

(a) Marcus Schmieder – Proposal for Old Village Hall

5. Adoption of Minutes

page 1

(a) Minutes of the Regular Council Meeting held on February 16, 2016

Recommendation: That the Minutes of the Regular Council Meeting held on February 16, 2016 be adopted as circulated.

6. Business Arising from Minutes

7. Consent Agenda

Note: Council may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request that an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

(a) Parks Committee Resolution for Ratification

Recommendation: That the following recommendation from the Parks Committee Meeting of February 18, 2016 be ratified:

“That the Parks Committee recommends the overage for the Mossom Creek Bridge Project, the maximum amount of \$75,000; contingent on there being secured access for eternity from the end of Elementary Road to Bert Flinn Park.”

8. Items Removed from the Consent Agenda**9. Legislative Reports****page 7 (a) Water Rates and Regulations Amending Bylaw No. 546-2016**

Recommendation: THAT ANMORE WATER RATES AND REGULATIONS AMENDMENT BYLAW NO. 546-2016 BE READ A FIRST, SECOND AND THIRD TIME.

page 10 (b) Anmore Erosion and Sediment Control Bylaw No. 547-2016

Recommendation: THAT ANMORE EROSION AND SEDIMENT CONTROL BYLAW NO. 547-2016 BE READ A FIRST, SECOND AND THIRD TIME.

page 24 (c) Annual Indemnity Bylaw No. 549-2016

Recommendation: THAT ANMORE ANNUAL INDEMNITY BYLAW NO. 549-2016 BE RECONSIDERED, FINALLY PASSED AND ADOPTED.

10. Unfinished Business**page 26 (a) Policy No. 43 – In-Camera Council Meeting Rules of Order [Tabled]**

Recommendation: THAT POLICY NO. 43 – IN-CAMERA COUNCIL MEETING RULES OF ORDER BE LIFTED FROM THE TABLE FOR DISCUSSION.

11. New Business**(a) Pavement Analysis Project**

Alan Reggin from Tetra Tech EBA to present information on the Anmore Pavement Analysis Project.

page 27 (b) 2015 Annual Water Quality Report

Report, undated, prepared by the Director of Operations is attached for information.

page 66 (c) Mossom Creek Bridge Project

Memorandum dated February 25, 2016 from the Director of Operations to the Chief Administrative Officer.

page 67 (d) Lower Mainland Local Government Association – 2016 Resolutions - Annual General Meeting

Memorandum dated February 18, 2016 from Councillor Corisa Bell, LMLGA President, is attached for consideration.

12. **Mayor's Report**
13. **Councillors Reports**
14. **Chief Administrative Officer's Report**
15. **Information Items**

(a) Committees, Commissions, and Boards – Minutes

pages 73-84

Advisory Planning Commission Meeting Minutes of December 14, 2015
Environment Committee Meeting Minutes of December 7, 2015
Finance Committee Meeting Minutes of January 25, 2016

16. **Public Question Period**

Note: The public is permitted to ask questions of Council regarding any item pertaining to Village business.

17. **Adjournment**

REGULAR COUNCIL MEETING – MINUTES



Minutes of the Regular Council Meeting held on
Tuesday, February 16, 2016 in the portable classroom at
Anmore Elementary School, 30 Elementary Road, Anmore, BC

ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Ryan Froese
Councillor Kim Trowbridge
Councillor Paul Weverink

ELECTED OFFICIALS ABSENT

Councillor Ann-Marie Thiele

STAFF and OTHERS PRESENT

Juli Kolby, Chief Administrative Officer & Finance Officer
Christine Milloy, Manager of Corporate Services
Kevin Dicken, Director of Operations

1. CALL TO ORDER

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

2. ADDITIONS AND DELETIONS TO THE AGENDA

It was MOVED and SECONDED:

R49/2016 **"THAT ANMORE PROCEDURE BYLAW NO. 510-2011 SECTION 39
RULES BE WAIVED, ADDING ITEM NO. 4 PUBLIC INPUT TO THE
AGENDA, AS PRESENTED."**

CARRIED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

R50/2016 **"THAT THE AGENDA BE APPROVED AS CIRCULATED."**

CARRIED UNANIMOUSLY

4. PUBLIC INPUT

Pam Blackman stated that she had not heard of the Save Bert Flinn Park Coalition before seeing the reference in the past meeting minutes.

5. PETITIONS AND DELEGATIONS

Nil

6. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on February 2, 2016

It was MOVED and SECONDED:

"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON FEBRUARY 2, 2016 BE ADOPTED AS CIRCULATED."

CARRIED UNANIMOUSLY

7. BUSINESS ARISING FROM THE MINUTES

Nil

8. BYLAWS

(a) Anmore Annual Indemnity Bylaw No. 549-2016

It was MOVED and SECONDED:

R51/2016 **"THAT THE MAYOR'S ANNUAL INDEMNITY BE SET AT \$24,000 AND EACH COUNCILLOR'S ANNUAL INDEMNITY BE SET AT \$12,000 FOR 2016 AS RECOMMENDED IN THE REPORT DATED FEBRUARY 11, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING COUNCIL INDEMNITY REVIEW; AND THAT, EFFECTIVE JANUARY 1, 2017, THE ANNUAL INDEMNITY FOR MAYOR AND COUNCIL BE ADJUSTED BY APPLYING THE VANCOUVER CONSUMER PRICE INDEX REPORTED FOR DECEMBER TO THE PRIOR YEAR'S BASE INDEMNITY; AND THAT THE ATTACHED ANMORE ANNUAL INDEMNITY BYLAW NO. 549-2016 BE READ A FIRST, SECOND AND THIRD TIME."**

CARRIED UNANIMOUSLY

9. CORRESPONDENCE

It was MOVED and SECONDED:

R52/2016 **"THAT ALL GENERAL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED."**

CARRIED UNANIMOUSLY

(a) City of Abbotsford – Downloading of DNA Analysis Costs

It was MOVED and SECONDED:

R53/2016 **“TO ENDORSE SUPPORT FOR THE POSITIONS OF THE CITY OF ABBOTSFORD AND THE DISTRICT OF KENT IN THEIR REQUESTS FOR THE PROVINCIAL GOVERNMENT TO RECONSIDER THE FUNDING OF DNA COSTS TO DETERMINE A SOLUTION AFFORDABLE TO MUNICIPALITIES.”**

CARRIED UNANIMOUSLY

(b) City of Port Coquitlam – 2016 FCM Resolution – Build Canada Grant Funding

It was MOVED and SECONDED:

R54/2016 **“TO ENDORSE SUPPORT FOR THE RESOLUTION BY THE CITY OF PORT COQUITLAM TO FCM AND UBCM REQUESTING AMENDMENTS TO THE FUNDING STRUCTURE FOR BUILD CANADA GRANT FUNDING, WHERE THE FEDERAL GOVERNMENT WOULD FUND MINIMUM 50% OF THE PROJECT COST AND FURTHER, WHERE THE PROVINCIAL GOVERNMENT WOULD FUND MINIMUM 40% OF COSTS FOR SIGNIFICANT PROJECTS.”**

CARRIED UNANIMOUSLY

10. COMMITTEE REPORTS AND RECOMMENDATIONS

Nil

11. UNFINISHED BUSINESS

(a) Anmore Procedure Bylaw No. 541-2016 [Tabled]

It was MOVED and SECONDED:

R55/2016 **“THAT ANMORE PROCEDURE BYLAW NO. 541-2016 BE LIFTED FROM THE TABLE FOR DISCUSSION.”**

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

R56/2016 **“THAT ANMORE PROCEDURE BYLAW NO. 541-2016 BE RECONSIDERED, FINALLY PASSED AND ADOPTED.”**

CARRIED UNANIMOUSLY

(b) **Policy No. 43 – In-Camera Council Meeting Rules of Order [Tabled]**

12. **NEW BUSINESS**

(a) **Council Meeting Schedule 2016 – Amendment**

It was MOVED and SECONDED:

R57/2016 **“TO AMEND THE 2016 COUNCIL MEETING SCHEDULE BY POSTPONING THE MARCH 15 REGULAR COUNCIL MEETING TO MARCH 29, DUE TO THE SCHOOL DISTRICT’S FACILITIES CLOSURE DURING SPRING BREAK.”**

CARRIED UNANIMOUSLY

(b) **Advisory Planning Commission – Appointments for 2016-2017 Term**

Mayor McEwen announced that the following individuals were appointed by Council to the Advisory Planning Commission for the 2016-2017 term: Garnet Berg, Steve Hawboldt, Ken Juvik, Herb Mueckel, Sandra Parfeniuk, Mario Piamonte, and Steve Siblock.

(c) **Update of Policy No. 4 – Travel and Expense**

It was MOVED and SECONDED:

R58/2016 **“THAT COUNCIL APPROVE THE DRAFT POLICY NO. 4 – TRAVEL AND EXPENSE AS PRESENTED AND RECOMMENDED IN THE REPORT DATED February 11, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING UPDATE OF POLICY NO. 4 – TRAVEL AND EXPENSE; AND THAT POLICY NO. 4 – COUNCIL AND STAFF EXPENSES BE RENAMED POLICY NO. 4 – TRAVEL AND EXPENSE; AND THAT POLICY NO. 2 STAFF SEMINARS AND CONFERENCE BE REPEALED; AND THAT BYLAW NO. 294-2001 ANMORE COUNCIL MEMBERS’ EXPENSES, AND ANY AMENDMENTS THERETO, BE REPEALED.”**

It was MOVED and SECONDED:

R59/2016 **“THAT COUNCIL APPROVE THE DRAFT POLICY NO. 4 – TRAVEL AND EXPENSE WITH AMENDMENTSAS DISCUSSED HERE TONIGHT; AND THAT POLICY NO. 4 – COUNCIL AND STAFF EXPENSES BE RENAMED POLICY NO. 4 – TRAVEL AND EXPENSE; AND THAT POLICY NO. 2 STAFF SEMINARS AND CONFERENCE BE REPEALED; AND THAT BYLAW NO. 294-2001 ANMORE COUNCIL MEMBERS’ EXPENSES, AND ANY AMENDMENTS THERETO, BE REPEALED.”**

CARRIED UNANIMOUSLY

(d) Update of Policy No. 8 – Purchasing

It was MOVED and SECONDED:

R60/2016 **“THAT COUNCIL APPROVE THE DRAFT POLICY NO. 8 – PURCHASING AS PRESENTED AND RECOMMENDED IN THE REPORT DATED FEBRUARY 11, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING UPDATE OF POLICY NO. 8 – PURCHASING; AND THAT POLICY NO. 8 – EXPENDITURES POLICY BE RENAMED POLICY NO. 8 – PURCHASING.”**

CARRIED UNANIMOUSLY

13. MAYOR’S REPORT

Mayor Mcewen reported that:

- He and Juli recently met with the Save Bert Flinn Park Coalition.
- On February 6 he attended the Chinese New Year Celebration at the Hard Rock Casino with Mayor Clay.
- On February 10 he attended the first regional parks meeting and shared information with Councillor Weverink.
- On February 11 the Mayor’s TransLink Board met with Minister Soh, where they discussed more bus service needed to service the new SkyTrain.
- We have had extreme rains recently and the public works department has done a great job in alleviating prior concerns.
- Council recently held a planning session.

14. COUNCILLORS’ REPORTS

Councillor Weverink reported that:

- A parks committee meeting will be held on Thursday to discuss the bridge at Mossom Creek.

Councillor Froese reported that:

- He attended the South Coast Stewardship Conservation Program ‘Species at Risk Workshop’ at Mossom Creek.
- He attended the Greater Vancouver Home Builders Association Dinner, where people advised municipalities that an increase to transit is needed.
- He thanks Juli for preparing the information packages for tonight’s meeting.

15. CHIEF ADMINISTRATIVE OFFICER’S REPORT

Juli Kolby reported that:

- The solar panels do function. To activate them, an electrical permit is required, and

- the Village hopes to make use of the panels after a permit has been obtained.
- She is working at filling staff vacancies; events coordinator position closes tomorrow.
 - There is potential for Canada 150 grant funding to come forward, however, there is no further intake for the program until the federal budget is announced March 1.
 - Kevin will attend a TransLink meeting on her behalf next week regarding realigning transit service once the trains are operational.
 - She received notification from Kerri Palmer-Isaak regarding a youth meeting that will be held on February 25 at Eagle Mountain Middle School.

Mayor McEwen: Council received an email from BC Hydro advising that they are continuing their study.

16. PUBLIC QUESTION PERIOD

Herb Mueckel, 285 Alpine Drive, stated that he is in support of the indemnity bylaw.

17. ADJOURNMENT

It was MOVED and SECONDED:

R61/2016 **"TO ADJOURN."**

CARRIED UNANIMOUSLY

The meeting adjourned at 8:22 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

John McEwen
Mayor

VILLAGE OF ANMORE

BYLAW NO. 546-2016

A bylaw to amend Anmore Water Rates and Regulations Bylaw No. 161-1995

WHEREAS the Municipal Council may, by bylaw, fix the rates and terms under which water may be supplied and used, and may provide for the classification of users and prescribe different rates, terms and conditions for different users;

NOW THEREFORE the Municipal Council of the Village of Anmore, in open meeting assembled, enacts as follows:

1. That this bylaw may be cited for all purposes as "Anmore Water Rates and Regulations Amendment Bylaw No. 546-2016".
2. That Anmore Water Rates and Regulations Bylaw No. 161, 1995, as amended, be further amended as follows:
 - (a) That Schedule B be amended by changing the per cubic meter rate from \$1.89 to \$2.42 in section 1 and section 2.
 - (b) That Schedule B be amended by changing the number for Hydrant Use section 4 to 3.
 - (c) That Schedule B be amended by removing the words in section 3 "on the 31st day of March and the 31st day of October" and replacing them with "by the 30th day of April and the 31st day of October".
 - (d) That Schedule B be amended by removing the words in section 3 "in April and October" and replacing them with "and distributed as soon as possible following the aforementioned readings".

READ a first time the _____ day of _____, 2016

READ a second time the _____ day of _____, 2016

READ a third time the _____ day of _____, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED this _____ day of _____, 2016

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Water Rates and Regulations Amendment Bylaw No. 546-2016".

DATE

MANAGER OF CORPORATE SERVICES

SCHEDULE "B"
BYLAW NO. 161-1995

WATER USER FEES

1. RESIDENTIAL RATE

The residential rate, including manufactured homes, is \$1.89 per cubic meter of water for all Specified Areas.

For residents who do not have a water meter, they will be charged 120% of the highest user fee for the period.

2. BUSINESS AND OTHER NONRESIDENTIAL RATE

For each business or other non-residential user including Schools, the rate shall be \$1.89 per cubic meter of water.

The water meters will be read on the 31st day of March and the 30th day of September each year. Invoices will be prepared in April and October and payment will be due and payable 30 days from date of invoice. Where any portion of the charge as set out above remains unpaid 30 days from date of invoice for the period in which it is levied, an amount equal to 10% of such portion of the charge owing shall be added to the said charge and from that date the additional amount shall be part of the charge.

3. HYDRANT USE

For Developers and Contractors requiring to use the Municipality's hydrants will be charged \$100.00 per subdivision or phase of subdivision. For Contractors to fill portable water tanks will be charged \$25.00 per fill.

VILLAGE OF ANMORE

BYLAW NO. 547-2016

A bylaw to ensure that adequate protection of the Village of Anmore drainage system is taken during any construction, by implementation of erosion and sediment control measures.

WHEREAS section 8(3)(j) of the *Community Charter*, SBC 2003, c. 26 authorizes Council to regulate, prohibit and impose requirements in relation to the protection of the natural environment;

AND WHEREAS Council deems it in the best interest of the environmental well-being of the community that the streams, creeks, waterways, watercourses, ditches, storm sewers and drains that make up the drainage system are protected from pollution, obstructions, sediment, and sediment-laden water;

NOW THEREFORE Council of the Village of Anmore, in open meeting assembled, enacts as follows:

PART 1 – TITLE AND REGULATION

- 1.1 That this bylaw may be cited for all purposes as "Anmore Erosion and Sediment Control Bylaw No. 547-2016".

PART 2 – DEFINITIONS

- 2.1 In this bylaw, unless the context otherwise requires, the following words shall have the meanings as described.

Chief Administrative Officer means the officer appointed by Council, pursuant to the Anmore Officer & Delegation Bylaw No. 398-2005 as amended.

Civil Construction means all works and services as specified in the executed servicing agreement.

Construction means clearing, grubbing, excavating, grading, civil construction, and any activity which might cause sediment or sediment-laden water to discharge into the drainage system, including but not limited to soil deposition or removal, agriculture, land development, construction or repair of any services or utilities, or anything constructed, altered, repaired, in or under land.

Council means the municipal council of the Village of Anmore.

Developer means any person representing the Owner, by designation or contract in writing satisfactory to the Village, if any, of land for which an application for ESC Permit is made.

Discharge means to release.

Drainage System means all rivers, streams, creeks, waterways, watercourses, ditches, channels, drainage works, and drains located in the Village, on private or public property, by which surface or ground water or any other liquids are conveyed.

Erosion and Sediment Control (ESC) Facilities means all erosion and sediment control works, measures, facilities and methods constructed or installed to reduce the likelihood of sediment and sediment-laden water reaching the drainage system during all stages of construction.

Erosion and Sediment Control (ESC) Permit means the erosion and sediment control permit issued by the Village to the owner and/or developer, pursuant to the terms and conditions of this bylaw.

Erosion and Sediment Control (ESC) Plan means the erosion and sediment control plan specified in this bylaw, which is a requirement for an ESC permit.

Erosion and Sediment Control (ESC) Supervisor means an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing with a professional organization in the province of British Columbia, constituted under an Act, who is acting under that association's code of ethics and would be subject to disciplinary action by that association, and who is trained in designing and implementing an ESC plan, and who is responsible for inspecting, monitoring and reporting on the ESC facilities constructed and installed pursuant to the ESC plan.

Guidelines means the document entitled 'Land Development Guidelines for the Protection of Aquatic Habitat', 1993 edition, as amended, co-published by the Ministry of Environment, Lands and Parks and the Department of Fisheries and Oceans Canada.

Land means land, with or without improvements so affixed to the land as to make them in fact and law a part of it.

Maintenance Stage means the one-year period following the date of issuance of the certificate of completion issued by the Village, in accordance with Anmore Works and Services Bylaw No. 242-1988, as amended where the owner and/or developer is responsible for the maintenance and upkeep of civil construction.

Notice to Comply means a written method of issuing a violation pursuant to the bylaw or ESC Permit

Owner means the individual, company, or organization that is the owner of the property as so recorded on the property's State of Title Certificate held in the Land Title Office.

Person means an individual, association, corporation, firm, body politic, co-partnership, or similar organization, and their heirs, executors, successors and assigns or other legal representatives, whether acting alone or by a servant, agent or employee.

Person Responsible means any person, owner, developer, contractor, occupant, or leaseholder, where construction occurs pursuant to the ESC Permit.

Professional Engineer means a person who is registered or licensed as a professional engineer under the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c. 116, as amended, in the province of British Columbia.

Sediment or Sediment-Laden Water means any sediment, rock, gravel, sand, soil, silt, clay, earth, construction or excavation wastes, or other substances whether or not suspended in water; or any sediment-laden water having a turbidity greater than 25 NTU.

Significant Rainfall Event means any precipitation event which meets or exceeds the intensity of 25 mm of total rainfall depth in a 24-hour period.

Substantial Completion means the stage of construction at which a minimum of 90% of all construction is complete and the land is ready for use, or is being used for the purpose intended.

NTU means Nephelometric Turbidity Unit, and is a standard measurement of water turbidity.

Turbidity means the measurement of the suspended particulate matter in water, which affects the clarity or degree of transparency of the water by interfering with the passage of a beam of light through the water. Turbidity values are generally reported in NTUs.

TSS means total suspended solids, as measured in milligrams per litre, and determined as non-filterable residue (1.5 micron filter) weighed in a dry condition.

Village means the Village of Anmore.

PART 3 – PROHIBITION OF DISCHARGE

- 3.1 No person shall cause, or permit another person to cause, sediment or sediment-laden water to discharge into the drainage system greater than an amount that is greater than 75 milligrams per litre of TSS or 25 NTU.
- 3.2 No person responsible pursuant to an ESC permit shall cause sediment or sediment-laden water to be discharged greater than the TSS or NTU amount specified in the approved ESC Plan.

PART 4 – EROSION AND SEDIMENT CONTROL PERMIT

- 4.1 All construction on land of less than 2,000m² shall comply with section 3.1 and utilize the best management practices for erosion and sediment control attached hereto as Schedule "B". However, should a person wish to utilize the TSS limit for a significant rainfall event, as specified in an approved ESC Plan, an ESC permit will be required.
- 4.2 All applications for proposed construction on land of 2,000m² or larger shall be submitted with a complete ESC Permit application to the Village. No construction shall occur until the Village has issued an ESC permit.
- 4.3 An application for an ESC Permit must:
- (a) be made by completing the form set out in Schedule "A" to this bylaw;
 - (b) be signed by the owner and developer;
 - (c) have attached an ESC Plan;
 - (d) name an ESC Supervisor as identified in the Letter of Undertaking, attached hereto as Schedule "D";
 - (e) include payment of a non-refundable fee as specified in Anmore Fees and Charges Bylaw No. 545-2015; and
 - (f) include a security deposit in cash, certified cheque, or an irrevocable Letter of Credit drawn on a Canadian Chartered Bank, made payable to the Village for a term of at least one (1) year in the minimum amount of \$10,000 or 150% of the estimated cost for the installation, maintenance, monitoring and removal of the ESC Facilities as specified in the approved ESC Plan, whichever is greater, or as determined by the Chief Administrative Officer. An ESC Permit application may be waived by the Chief Administrative Officer, considering but not limiting to the following factors:
 - (i) construction timing and schedule;
 - (ii) size of a proposed building or structure;
 - (iii) soil conditions;
 - (iv) existing ground cover (i.e. trees, gravel, etc.);
 - (v) topographical conditions; and
 - (vi) location of proposed construction with respect to the perimeter of the Land.
- 4.4 An ESC Permit application that is waived shall still utilize the Best Management Practices For Erosion and Sediment Control, attached as Schedule "B" to this bylaw, and shall meet the requirements in section 2.1 of this bylaw.
- 4.5 The ESC Permit will be valid for minimum of one (1) year following the date of issuance and will expire upon substantial completion.

- 4.6 Subject to section 7.7, the security deposit submitted with the ESC Permit application is to secure the full and proper compliance with the provisions of the ESC Permit and of this bylaw. In the event that the Owner, Developer, or Person Responsible, has not complied with the provisions of this bylaw or fulfilled all of the terms and conditions expressed in the ESC Permit, the necessary funds from the security deposit may be drawn down, at the Village's option, and the money used either by the Village or its agents to protect the drainage system from sediment or sediment-laden water, in adherence with the terms and conditions of this bylaw. Notwithstanding, the Village is under no obligation to initiate or complete remedial works in or under the land.
- 4.7 If the amount of the security deposit is insufficient for the Village to complete the ESC Facilities, the Owner and Developer jointly and severally will pay any deficiency to the Village on demand.
- 4.8 When the Owner, Developer, and Person Responsible complies with the provisions of this bylaw and fulfill the terms and conditions expressed in the ESC Permit, the Village will return the security deposit at such a time that construction has reached substantial completion and the ESC Facilities have been removed, to the acceptance of the Chief Administrative Officer.
- 4.9 The security deposit may be reduced, by the Chief Administrative Officer, by a maximum amount of 50% from time to time after the civil construction is complete, provided that the installed ESC Facilities comply with the ESC Plan. It is the responsibility of the Owner and/or Developer to provide satisfactory proof to the Chief Administrative Officer that the ESC Facilities comply with the ESC Plan.
- 4.10 For construction that does not reach substantial completion at the end of a maintenance stage, the security deposit shall be released provided that the ESC Facilities comply with the ESC Plan and individual land siltation controls are in place to the acceptance of the Chief Administrative Officer.

PART 5 – EROSION AND SEDIMENT CONTROL PLAN

- 5.1 The ESC Facilities and ESC Plan must be designed in accordance with Schedule "B" and in accordance with section 4.3.
- 5.2 The ESC Plan must be designed, signed, and sealed by a Professional Engineer, and reviewed and signed by the appointed ESC Supervisor.
- 5.3 The ESC Plan submitted must conform to the Village's drafting standards and must include, at a minimum, the following:

- (a) three-stage silt plan (clearing and grubbing, civil construction, and through to substantial completion) measures for erosion and sediment control during the three stages, and timing of implementation;
- (b) the designed sediment discharge limit as specified under section 3.1 of this bylaw.
- (c) pond deactivation methodology, (if required);
- (d) lot line(s) and other legal designations of the subject Land(s);
- (e) location(s) of any existing underground services, as well as any proposed connections to existing services from the Land;
- (f) location(s) of any existing drainage infrastructure and the proposed measures to protect it;
- (g) location(s) of any existing and proposed watercourses, ditches, swales or any other body of water within 50m of the Land boundaries, along with the proposed protection measures;
- (h) location(s) of any existing/proposed buildings, including residential buildings or ancillary buildings or structures;
- (i) existing and proposed contours and relevant spot elevations;
- (j) proposed access locations to the Land;
- (k) wheel wash facilities (if required);
- (l) proposed ESC Facilities to be implemented on site, which shall include source controls as the primary method of erosion and sediment control;
- (m) proposed methods to restore disturbed areas following the completion of construction;
- (n) location of the Village's rain gauge to be used for rainfall intensity monitoring;
- (o) any and all other details pertaining to the proposed construction, describing how the ESC Facility will meet the Guidelines;
- (p) An ESC Supervisor monitoring, inspecting, and reporting program, in accordance with Schedule "C" of this bylaw; and
- (q) a detailed cost estimate for the installation, maintenance, and removal of the ESC Facilities.

5.4 When the Chief Administrative Officer is satisfied with the ESC Plan and all provisions of this bylaw have been complied with, the Chief Administrative Officer may issue an ESC Permit by approving an ESC Permit application with such specific terms and conditions attached thereto as are reasonably necessary to reduce the likelihood of sediment and sediment-laden water reaching the drainage system.

5.5 It is the responsibility of the Owner and/or Developer to ensure that all ESC Facilities described in the ESC Plan are constructed, implemented, installed and maintained for the duration of construction until substantial completion.

PART 6 – MONITORING AND REPORTING

- 6.1 The ESC Supervisor is responsible for inspecting and monitoring the ESC Facilities including reporting requirements as set out hereto in Schedule "C" and the approved ESC Plan.
- 6.2 The ESC Supervisor is responsible for immediately notifying the Village of termination or when an infraction occurs pursuant to this bylaw or ESC Permit.
- 6.3 A waterproof copy of any issued ESC Permit is to be posted in a location visible from outside the construction on the land, and for the duration of construction. In addition, the sign shall clearly state the name and phone number of the appointed ESC Supervisor and the Village's bylaw enforcement officer.

PART 7 – OFFENCES AND ENFORCEMENT

- 7.1 The Chief Administrative Officer, the Village's bylaw enforcement officer, or their designates, may enter upon any land to carry out field measurements and conduct inspections as are reasonably necessary to ascertain whether there is compliance with the provisions of this bylaw or an ESC Permit issued pursuant to this bylaw.
- 7.2 Upon field measurements or ESC Facilities inspection where the Owner and/or Developer has failed to maintain the validity of the ESC Permit or meet the provisions of this bylaw, the Chief Administrative Officer, the Village's bylaw enforcement officer, or their designates may serve on the Owner, Developer, or ESC Supervisor a Notice to Comply, which requires the Owner and/or Developer to remedy the non-compliance within 24 hours of issuance. If, in the opinion of the Chief Administrative Officer, special circumstances exist, the non-compliance shall be remedied on a date the Chief Administrative Officer considers reasonable given the circumstances.
- 7.3 Following issuance of a Notice to Comply, all construction on the land shall cease except for those works necessary to achieve compliance.
- 7.4 A Notice to Comply must be served on the Owner and/or Developer and/or the named ESC Supervisor by:
 - (a) personal service; or
 - (b) return registered mail to the address of the Owner and/or Developer and/or ESC Supervisor of the ESC Permit as it appears on the ESC Permit application. The Notice to Comply is deemed to have been served on the third day after mailing.
- 7.5 The Village may notify the Department of Fisheries and Oceans Canada and the Ministry of Environment of the issuance of any Notice to Comply.

- 7.6 If the Owner and/or Developer fails to comply with the Notice to Comply, the Village may, notwithstanding section 3.6, utilize all or part of the security deposit to take whatever action the Village deems necessary to protect the drainage system. The Village may concurrently pursue any other legal remedy it may believe is necessary including issuing violation tickets.
- 7.7 Prosecution of the Owner and/or Developer pursuant to section 5.6 does not exempt the Owner and/or Developer from remedying the non-compliance within 24 hours or as set out in the Notice to Comply.
- 7.8 A Person who commits an offence against this bylaw shall be subject to a violation ticket for offences prescribed in the Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009, as amended.
- 7.9 Any Person who violates a provision of their ESC Permit or this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not less than two thousand (\$2,000) dollars and not more than ten thousand (\$10,000) dollars for each day on which an offence exists or is continuing, together with such costs as a court of competent jurisdiction may order. For the purposes of enforcing any judgment of a court or collecting any fine levied hereunder, the provisions of the *Offence Act*, R.S.B.C. 1996 c. 338, as amended, shall apply.
- 7.10 Where an offence is a continuing offence, each day that the offence continues shall constitute a separate and distinct offence with the same minimum and maximum fines applying as set out in section 5.8 and section 5.9 above.

PART 8 – GENERAL PROVISIONS

- 8.1 In the event that any particular provision or part of a provision of this bylaw is found to be invalid or unenforceable, it shall be severed and the validity of the remaining provisions shall not be affected.
- 8.2 The Schedules attached to this bylaw shall be deemed to be an integral part of this bylaw and are enforceable as part of this bylaw.
- 8.3 In this bylaw, wherever the singular or the masculine is used, the same shall be construed as meaning the plural or feminine or body corporate or politic where the context or the parties hereto so require.

PART 9 – REPEALMENT

- 9.1 That Anmore Sedimentation and Discharge Control Bylaw No. 309-2001 and any amendments thereto be repealed in their entirety.

READ a first time the	day of	, 2016
READ a second time the	day of	, 2016
READ a third time the	day of	, 2016
RECONSIDERED, FINALLY PASSED AND ADOPTED this	day of	, 2016

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Erosion and Sediment Control Bylaw No. 547-2016".

DATE

MANAGER OF CORPORATE SERVICES

ANMORE BYLAW NO. 547-2016 – SCHEDULE “A”

APPLICATION FOR EROSION AND SEDIMENT CONTROL PERMIT	
In compliance with Anmore Erosion and Sediment Control Bylaw No. 547-2016	
Part 1	LAND OWNER
Name	
Mailing Address	
E-mail Address	
Telephone	
Part 2	DEVELOPER
Name	
Mailing Address	
E-mail Address	
Telephone	
Part 3	EROSION AND SEDIMENT CONTROL SUPERVISOR
Name	
Mailing Address	
E-mail Address	
Telephone	
Part 4	IDENTIFICATION OF LAND WHERE CONSTRUCTION WILL OCCUR
Civic Address	
Legal Description	
Size of Land Parcel Area (approximate)	
Expected Construction Start Date MM/DD/YYYY	
Expected Construction End Date MM/DD/YYYY	
(boxes must be checked before submission)	
<input type="checkbox"/> ESC Plan is attached, and conforms to the Village’s drafting standards and includes the minimum requirements as set out on the reverse of this application.	
<input type="checkbox"/> Confirmation of Commitment by ESC Supervisor attached and signed by the ESC Supervisor.	
<input type="checkbox"/> Payment of non-refundable fee has been made by <input type="checkbox"/> cash or <input type="checkbox"/> cheque	
<input type="checkbox"/> Payment of security deposit made by <input type="checkbox"/> cash <input type="checkbox"/> cheque or <input type="checkbox"/> letter of credit	
<i>I hereby declare that the above information is correct and true as well as all information provided on the ESC Plan attached and submitted herewith. I guarantee to construct the ESC Facilities in accordance with the ESC Plan. I am aware of the provisions of the Erosion and Sediment Control Bylaw, and I will abide by all applicable provisions of said bylaw and such other terms and conditions as may be imposed under this application for an ESC Permit.</i>	
Signature of Land Owner	Date MM/DD/YYYY
Signature of Developer	Date MM/DD/YYYY
Following For Office Use Only	
Permit No.	
Issued by the Village on	Date MM/DD/YYYY
Authorized Village Signatory	

The ESC Plan must be prepared, signed, and sealed, by a Professional Engineer, and reviewed and signed by the appointed ESC Supervisor.

The ESC Plan must conform to the Village of Anmore’s drafting standards and must include, at a minimum, the following information:

- (a) three-stage silt plan (clearing and grubbing, civil construction, and through to substantial completion) measures for erosion and sediment control during the three stages, and timing of implementation;
- (b) the designed sediment discharge limit as specified under section 3.1 of Anmore Erosion and Sediment Control Bylaw No. 547-2016;
- (c) pond deactivation methodology, (if required);
- (d) lot line(s) and other legal designations of the subject Land(s);
- (e) location(s) of any existing underground services, as well as any proposed connections to existing services from the Land;
- (f) location(s) of any existing drainage infrastructure and the proposed measures to protect it;
- (g) location(s) of any existing and proposed watercourses, ditches, swales or any other body of water within 50m of the Land boundaries, along with the proposed protection measures;
- (h) location(s) of any existing/proposed buildings, including residential buildings or ancillary buildings or structures;
- (i) existing and proposed contours and relevant spot elevations;
- (j) Proposed access locations to the Land;
- (k) wheel wash facilities (if required);
- (l) proposed ESC Facilities to be implemented on site, which shall include source controls as the primary method of erosion and sediment control;
- (m) proposed methods to restore disturbed areas following the completion of construction;
- (n) location of the Village’s rain gauge to be used for rainfall intensity monitoring;
- (o) any and all other details pertaining to the proposed construction, describing how the ESC Facility will meet the Guidelines;
- (p) An ESC Supervisor monitoring, inspecting, and reporting program, in accordance with Schedule “C” of Anmore Erosion and Sediment Control Bylaw No. 547-2016; and
- (q) a detailed cost estimate for the installation, maintenance, and removal of the ESC Facilities.

All ESC Facilities must be designed in accordance with the Land Development Guidelines for the Protection of Aquatic Habitat’, 1993 edition, as amended, co-published by the Ministry of Environment, Lands and Parks and the Department of Fisheries and Oceans Canada; and management practices as approved by the Village, to limit the amount of Sediment and Sediment-Laden Water discharged into the Drainage System.

ANMORE BYLAW NO. 547-2016 – SCHEDULE “B”

BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENT CONTROL

As part of the Village’s effort to control sediment discharge from construction sites, persons responsible will be expected to adhere to best management practices (BMPs) including, but not limited to, the ones outlined below:

- (a) Retain existing vegetation and ground cover where possible;
- (b) Restrict vehicle access and utilize wheel wash pads at access points;
- (c) Install silt fencing around stockpiles and at the toe of disturbed slopes;
- (d) Completely cover temporary stockpiles or spoiled material with polyethylene or tarps and surround with silt fence;
- (e) Install and maintain filter fabric bags inside any catch basins, lawn basins, exposed manholes or any other open storm sewer access points collecting runoff from the building site;
- (f) Divert runoff away from cleared areas by use of low berms;
- (g) Convey surface runoff through swales designed to minimize flow velocity and erosion while maximizing settling;
- (h) Where possible, collect runoff into suitable sediment settling facility or facilities prior to discharge off-site;
- (i) Unless deemed unnecessary, a sediment pond should be designed, installed and maintained according to the Land Development Guidelines for the Protection of Aquatic Habitat;
- (j) Keep all sand, gravel, spoiled material and concrete mix off of the paved surfaces;
- (k) During excavation, holes requiring dewatering should be pumped to a vegetated area or suitable settling facility which will prevent sediment-laden water from accessing the Drainage System;
- (l) Regularly sweep roads; and
- (m) Re-vegetate, cover or mulch disturbed areas as soon as practically possible.

ANMORE BYLAW NO. 547-2016 – SCHEDULE “C”

DETAILS OF THE INSPECTING, MONITORING, AND REPORTING REQUIREMENTS OF THE ESC SUPERVISOR

Inspecting, Monitoring, and Reporting

Inspecting, Monitoring and Reporting intervals will be specified in the approved ESC Plan.

Inspecting

The ESC Supervisor shall keep detailed notes for each site visit in a logbook which shall contain the following minimum information:

- (a) Water turbidity levels;
- (b) TSS concentrations and or NTU concentrations,
- (c) Observed ESC Facilities conditions; and
- (d) Details of any remedial measures undertaken or recommendations made. The logbook must be made available to the Village upon request.

Monitoring

The ESC Supervisor must monitor and record in the logbook the maintenance of the ESC Facilities. Maintenance may include, but may not be limited to, the removal and proper disposal of accumulated sediment and the replacement of ESC Facilities if they deteriorate or fail to operate efficiently or as designed.

The ESC Supervisor must also visually monitor any receiving waters, including watercourses, ditches, swales or bodies of water up to 50 meters outside of the construction area.

ANMORE BYLAW NO. 547-2016 – SCHEDULE “D”

CONFIRMATION OF COMMITMENT BY ESC SUPERVISOR

[DATE]

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Dear Sir or Madam:

Re: [CIVIC ADDRESS OF PROJECT]
[LEGAL DESCRIPTION OF PROJECT]
|

I, [NAME OF ESC SUPERVISOR] confirm that I have been retained by [OWNER/DEVELOPER].

I confirm that I am an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association, and am trained in designing and implementing ESC Plans, and am responsible for inspecting, monitoring and reporting in accordance with the requirements of Anmore Erosion and Sediment Control Bylaw No. 547-2016.

I acknowledge the responsibility to notify the addressee of this letter of the date I cease to be retained by the Owner and/or Developer.

Yours truly,

[NAME OF ESC SUPERVISOR]
[ORGANIZATION NAME OF ESC SUPERVISOR]

Professional Seal (if applicable)

Cc: [OWNER AND/OR DEVELOPER]

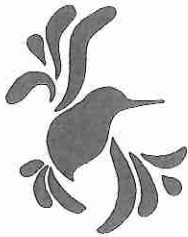
BYLAW NO. 549-2016

24

Certified as a true and correct copy of "Anmore Annual Indemnity Bylaw No. 549-2016".

DATE

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

2697 Sunnyside Road
Anmore, B.C.
V3H 5G9



POLICY NO. 43

IN CAMERA COUNCIL MEETING RULES OF ORDER

POLICY STATEMENT

A policy to define the rules of order for In Camera Council meetings.

POLICY DETAILS

1. In Camera Council meetings, for reasons of confidentiality, are to be recorded by the official recorder only. All other recording devices will not be permitted.
2. Documents of a sensitive or confidential nature will be distributed by the supervising staff official at the beginning of the In Camera Council meeting and then retrieved by the supervising staff official at the conclusion of the In Camera meeting.

APPROVED by the Municipal Council on the 9th day of November 2010.


Heather Anderson – Mayor


Howard Carley - CAO



2015 ANNUAL WATER QUALITY REPORT



Public Works Department
Village of Anmore
Prepared by: Kevin Dicken, Director of Operations

Foreword

Under the British Columbia Drinking Water Protection Act and the British Columbia Drinking Water Protection Regulation (BCDWPA & BCDWPR) the Village of Anmore is required to conduct water quality monitoring in the Village's distribution system and to publish the results in an annual report. This document fulfills that requirement by presenting a summary and discussion of all water quality sampling results for the year 2015. An overview of projects and events as they relate to drinking water in the Village of Anmore is also provided in this report.

Please visit the following web sites for further information:

Health Canada

<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>

Ministry of Health

http://www.health.gov.bc.ca/protect/dw_index.html

Health Link BC File #56 - Persons with compromised or Weakened Immune Systems

<http://www.healthlinkbc.ca/healthfiles/hfile56.stm>

Metro Vancouver

<http://www.metrovancouver.org/services/water/Pages/default.aspx>

Village of Anmore

<http://www.anmore.com>

USEPA

<http://www.epa.gov/safewater/mcl.html>

World Health Organization

http://www.who.int/water_sanitation_health/publications/2011/dwq_guidelines/en/index.html

Emergency Water Quality Contact Information

Kevin Dicken

Director of Operations

Phone: 604-469-9877

Cell: 604-315-0360

E-mail: kevin.dicken@anmore.com

Public Works Yard

Phone: 604-469-6622

After Hours Emergency

Phone: 604-817-7745

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Acronyms

AO: Aesthetic Objective

ASTTBC: Applied Science Technicians and Technologists of British Columbia

BCDWPA: British Columbia Drinking Water Protection Act

BCDWPR: British Columbia Drinking Water Protection Regulation

DBP: Disinfection By-Products

DWMP: Metro Vancouver Drinking Water Management Plan

E.coli: Escherichia coli

EOCP: Environmental Operators Certification Program

GCDWQ: Guidelines for Canadian Drinking Water Quality

HAA: Haloacetic Acid

HPC: Heterotrophic Plate Count

MAC: Maximum Acceptable Concentration

Mg/l: Milligrams per Liter

NTU: Nephelometric Turbidity Units PPB: Parts Per Billion

PPM: Parts Per Million

PRV: Pressure Regulating Valve

PVC: Polyvinyl Chloride

SCADA: Supervisory Control and Data Acquisition

SCFP: Seymour – Capilano Filtration Plant

THM: Trihalomethane

UDF: Uni-directional Flushing

WQMRP: Water Quality Monitoring and Reporting Plan for Metro Vancouver and Member Municipalities

YTD: Year-to-Date

Executive Summary

The Village of Anmore supplies drinking water to residential and commercial customers within Village limits. The Village of Anmore is dedicated to providing high quality, aesthetically pleasing drinking water at a reasonable cost.

The Village collects water samples from the distribution system on a routine basis. This report includes a summary and discussion of the results of all sampling conducted on the Village's water distribution system during 2015 as well as a discussion of projects and events affecting water quality within the Village of Anmore. A complete record of 2015 water quality sampling results can be found in the appendices of this report.

As per the *Water Quality Monitoring and Reporting Plan for Metro Vancouver and Member Municipalities (WQMRP)* Anmore collects water samples from the distribution system and Metro Vancouver Lab analyzes for:

- Chemical and Physical Parameters
 - o Metals
 - o Vinyl chloride
 - o Temperature
 - o Free chlorine
 - o Minerals
 - o Disinfection by-products
 - o Turbidity
- Bacterial Parameters
 - o *E.Coli*
 - o Heterotrophic Plate Count (HPC)
 - o Total Coliforms

All sample results for *E.Coli* were negative and one sample was positive for *Total Coliforms*. HPC's met the guidelines in all but one instance. Sample results for chemical and physical parameters addressed in the *Guidelines for Canadian Drinking Water Quality (GCDWQ)* were well under their respective Maximum Acceptable Concentration (MAC) values.

As part of our commitment to continual improvement, reliable service and high water quality, the Village completes operational and capital projects as well as water quality sampling on an ongoing basis. In 2015 the Village completed:

- Routine inspection and maintenance of all water distribution facilities
- Dead end and uni-directional water main flushing
- The completion of the Water Utility Master Plan project.

1.0 Water Distribution System Data

1.1 System Infrastructure

The tables in this section provide a snapshot of the Village of Anmore's water distribution system. All of the components listed, with the exception of the private hydrants, and private pump station are operated and maintained by the Village's Public Works Department.

Table #1: Length of Pipe in System

Total Length of all Pipes in Distribution System	26000 meters
--	--------------

Table #2: Fire Hydrants

Fire Hydrants	#
Village Hydrants	145 (approx.)
Private Hydrants	3
Total	145(approx.)

Table #3: Critical Water System Components

Asset	#
Pressure Reducing Valves	8
Pump Stations	4 (1 Private)
Reservoirs	0
Chlorine Booster Stations	1

In addition to the pipe, fire hydrants, and critical components, there are many other smaller components to Anmore's water distribution system, including:

- Water meters
- Air valves
- End of line blow off valves
- Line valves
- Sampling stations

All of these components work in concert to help the Village deliver safe, reliable drinking water to customers.

1.2 Public Response

In 2015 the Village's Public Works Department responded to one water quality related concern regarding chlorine levels. Typical customer concerns, include taste and odour complaints, chlorination complaints and pressure concerns.

Current best management practices prescribed by Fraser Health, the *GCDWQ*, and the USEPA *Surface Water Treatment Rule* recommend maintaining a minimum of 0.20mg/l free chlorine in the distribution system (Health Canada, 2010) (Health Canada, 2009) (USEPA, 2004) (USEPA, 2002). The Village of Anmore aims to maintain free chlorine residual concentrations between 1.2 mg/l and 0.20 mg/l. If residents wish to remove chlorine from their water prior to drinking, the best way to do so is with an activated carbon filter, such as a Brita, or by filling a jug of water and letting it stand uncovered overnight.

1.3 Staff Certification

The Village of Anmore water distribution system is classified as a Level II system by the Environmental Operators Certification Program (EOCP). The Village's water system is monitored, operated, and maintained by qualified personnel who are certified by the EOCP. In addition to certification under the EOCP, Village of Anmore staff have training in Hypo chlorination, PRV Maintenance and Hydrant Maintenance.

Table #4 contains a summary of staff qualifications.

Table #4: Operator Certification

Certification Level	# of Staff
EOCP Water Distribution Level I	0
EOCP Water Distribution Level II	1
Total Qualified Staff	1

2.0 2015 Event Summary

2.1 Planning for the Future

The Village of Anmore is a growing community within the Lower Mainland, with an estimated existing 2015 population of 2,272 residents (based on 2011 Census). Anmore's water system currently consists of 9 pressure zones, 2 pump stations, 8 pressure reducing stations, and includes over 20 km of watermains. Anmore receives potable water from the Metro Vancouver Coquitlam source via a 300 mm diameter supply connection from the City of Port Moody. The water supply and distribution infrastructure is a key focus of Anmore's strategic infrastructure priorities, and thus the need for Anmore to have a comprehensive Water Utility Master Plan.

Anmore's Water Master Plan has provided an understanding of the capacity of its current system under existing and future demand requirements and identifies servicing opportunities and constraints to plan upgrades to the water utility in an economic and efficient manner. A Capital Upgrades Plan was provided with a proposed schedule and estimated costs to complete the works. Integral to the Water Utility Master Plan is the development of a hydraulic model for Anmore, which will allow for the review of the level of services provided to existing and future populations by the water utility. Future populations are forecasted to a 2032 planning horizon in the most recent Official Community Plan (OCP). Furthermore, an annual operations, maintenance, and inspection program and budget will be developed which will allow for sufficient monitoring and maintenance of the water utility assets. The cumulative costs of the recommendations will form part of a long-term financial plan with the eventual goal of having a financially sustainable utility.

2.2 “Flush” Message from the Fraser Health Authority

Fraser Health has recently revised its metals at the tap “Flush” message. They have asked that all water purveyors include the following message in their annual report:

Anytime the water in a particular faucet has not been used for six hours or longer, “flush” your cold-water pipes by running the water until you notice a change in temperature. (This could take as little as five to thirty seconds if there has been recent heavy water use such as showering or toilet flushing. Otherwise, it could take two minutes or longer.)

The more time water has been sitting in your home’s pipes, the more lead it may contain.

Use only water from the cold-tap for drinking, cooking, and especially making baby formula. Hot water is likely to contain higher levels of lead.

The two actions recommended above are very important to the health of your family. They will probably be effective in reducing lead levels because most of the lead in household water usually comes from the plumbing in your house, not from the local water supply.

Conserving water is still important. Rather than just running the water down the drain you could use the water for things such as watering your plants (Zubel, 2014).

If residents have any questions they are encouraged to contact the Fraser Health’s Drinking Water Program at 604-870-7900 or 1-866-749-7900.

3.0 Water Main Flushing Program

The Village of Anmore conducts uni-directional and dead end flushing in order to maintain a high level of water quality in the distribution system. Regularly flushing water mains removes stagnant water and deposits from pipes. Spot flushing is also conducted on an “as required” basis due to complaints or poor water quality sample results indicating elevated Heterotrophic Plate Counts (HPC), positive total coliform results, and/or elevated water temperature combined with depressed free chlorine residuals.

4.0 Water Quality Sampling and Testing

As per the *Water Quality Monitoring and Reporting Plan for Metro Vancouver and Member Municipalities* sampling and analysis for numerous water quality parameters are conducted on the Village of Anmore's distribution system on a regular basis. Sample schedules for various constituents are broken into sections based on the number of samples recommended by the *GCDWQ* and/or mandated by the *BCDWPR*. Monitoring of drinking water in the Village's water distribution system is conducted for bacterial, chemical, and physical characteristics.

In 2015 a total of 104 bacteriological samples were collected from the Village's distribution system. Table #6 presents the locations and descriptions of the four sample stations where Village staff collect water quality samples on a bi-weekly basis.

Table #6: Water Sampling Station Inventory

SAMPLE STATION	LOCATION	SOURCE WATER
ANM-470	2697 Sunnyside Rd.	Coquitlam (Via Port Moody)
ANM-471	1175 East Rd.	Coquitlam (Via Port Moody)
ANM-472	3275 Sunnyside Rd.	Coquitlam (Via Port Moody)
ANM-473	2505 Elementary Rd.	Coquitlam (Via Port Moody)

4.1 Chemical / Physical Quality

Water quality sampling for chemical and physical parameters including disinfection by-products, vinyl chloride, and metals is carried out on varying schedules. Table #7 modified from Metro Vancouver's *WQMRP* sets out a schedule requiring "approximately 10% of the sample sites in each municipal system to be sampled for the following parameters at the frequency shown (Metro Vancouver, 2008)."

Table #7: Chemical / Physical Monitoring in Municipal Distribution Systems

Parameter	Location	Frequency
Free Chlorine Residual	All	Tests run when bacteriological samples are taken
Copper	Municipal Distribution System**	Semi-annually
Haloacetic Acids	Municipal Sites – Cross section, representative of all three sources, minimum of one per municipality.	Quarterly
Iron	Representative municipal sites – unlined iron and steel mains.	Semi-annually
Lead	Municipal Distribution System**	Semi-annually
Odour	Any or all sites	Complaint Basis*
pH	Municipal Sites – cross section, representative of all sources, minimum of three per municipality.	Quarterly
Taste	Any or all sites.	Complaint Basis*
Temperature	Representative municipal sites.	Quarterly
Trihalomethanes	Municipal Sites – cross section, representative of all sources, minimum of three per municipality.	Quarterly
Turbidity	Municipal Sites – All	Collected with bacteriological samples
Vinyl Chloride	Municipal sites where PVC pipe is used in the distribution system – minimum of one per potentially affected system.	Semi-annually
Zinc	Municipal Distribution System**	Semi-annually

* If a complaint comes to Metro Vancouver, Metro Vancouver will bring it to the attention of the relevant municipality.

** The GCDWQ stipulate that samples for metals analysis should be from a flushed location. This provides rationale to sample for metals in the distribution system as opposed to locations in buildings.

4.1.1 Metals

Metals can enter the drinking water system from either the source watershed or in the distribution system itself. Historically the Village of Anmore's drinking water has contained very little metal compounds. The Village of Anmore monitors the water distribution system for metals. Sampling is conducted semi-annually as per the *WQMRP*.

A summary of relevant health based MAC and Aesthetic Objective (AO) standards for metals in drinking water can be found in Table #8. This table summarizes only those parameters listed in the *GCDWQ* that are captured by the current version of the *WQMRP*.

A complete record of 2015 metals sampling results can be found in Appendix #2.

Table #8: MAC and AO Metals Standards Modified from the Guidelines for Canadian Drinking Water Quality

Parameter	MAC (mg/l)	AO (mg/l)	Year of Approval (Re-affirmation)
Aluminum		[0.1 / 0.2]	1998
Antimony	0.006		1997
Arsenic	0.010		2006
Barium	1.0		1990
Cadmium	0.005		1986 (2005)
Chromium	0.05		1986
Copper		≤1.0	1992
Iron		≤0.3	1978 (2005)
Lead	0.010		1992
Manganese		≤0.05	1987
Mercury	0.001		1986
Selenium	0.01		1992
Sodium		≤200	1992
Zinc		≤5.0	1979 (2005)

4.1.2 Disinfection By-Products

Disinfection By-Product (DBP) formation occurs when chlorine in drinking water reacts with dissolved organic compounds. These reactions can produce two main groups of DBP compounds, Trihalomethanes (THM) and Haloacetic Acid (HAA). Monitoring for DBP's is conducted on a quarterly basis as set out by Metro Vancouver's *WQMRP*. 2015 THM and HAA sampling results from the Village's water distribution system were well below the respective MAC values.

A complete record of 2015 DBP sampling results can be found in Appendix #3.

4.2 Bacteriological Quality

All bacterial samples collected from municipal distribution systems are analyzed for total coliform and *E.coli* bacteria. These samples are also analyzed for the presence of heterotrophic bacteria. HPC bacteria provide an indicator of microbial growth in the distribution system and are used as an early warning to predict where water quality concerns may arise. The Village collects a minimum of 8 bacteriological samples per month. Further samples are collected by Village personnel on an as needed basis in response to water main breaks, operational adjustments, water quality complaints, or where cross-connections are suspected.

The quantity of bacterial samples collected from municipal water distribution systems is based on the population served. Under the *BCDWPR* the Village is required to collect a minimum of 4 bacteriological samples from the water distribution system per month based on population (under 5000). Figures #1 and #2 display the number of bacteriological samples collected from the Village's water distribution system and the percentage of samples collected that returned HPC results greater than 500 CFU/ml each month.

Figure #3: Results of Bacteriological Analysis of Potable Water Samples and Compliance with *BCDWPR*

A complete record of 2015 bacteriological water quality sampling results can be found in Appendix 1.

Figure #1: Number of Bacterial Samples Analyzed / Month

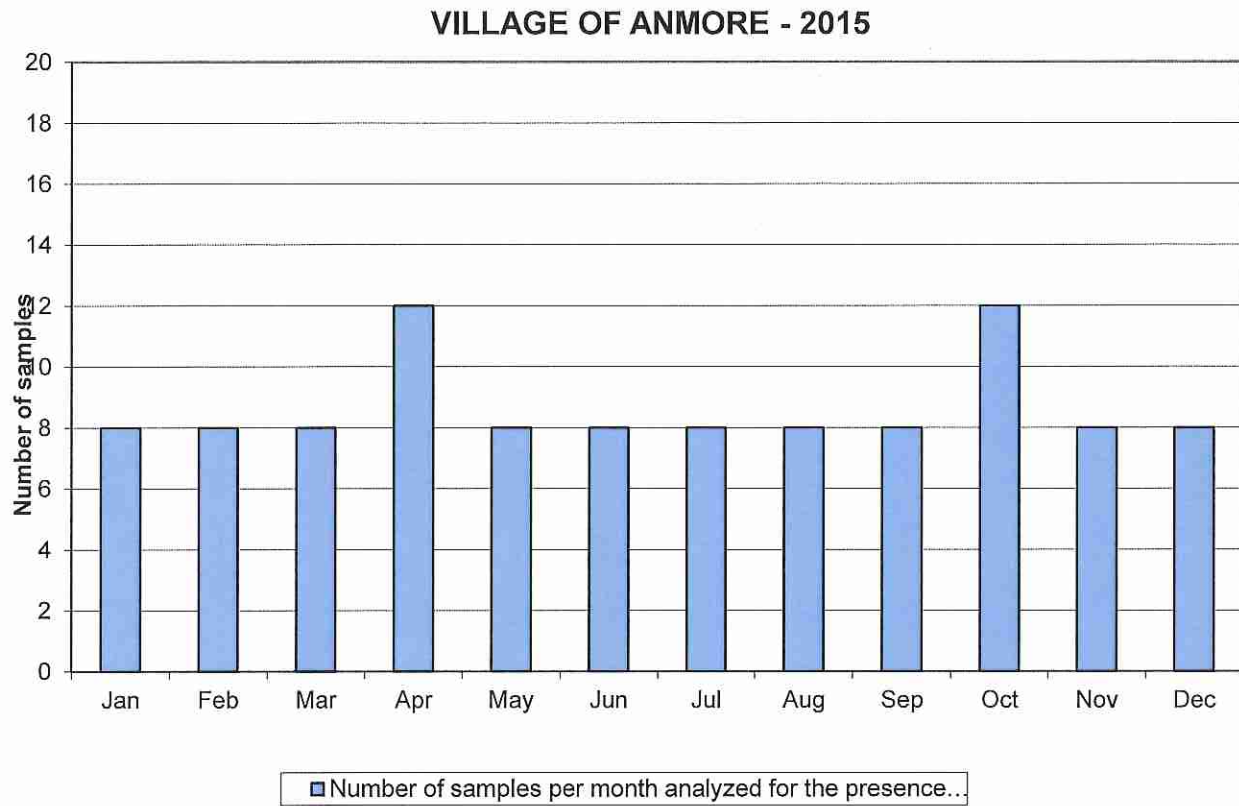


Figure #2: 2015 Monthly Heterotrophic Plate Count

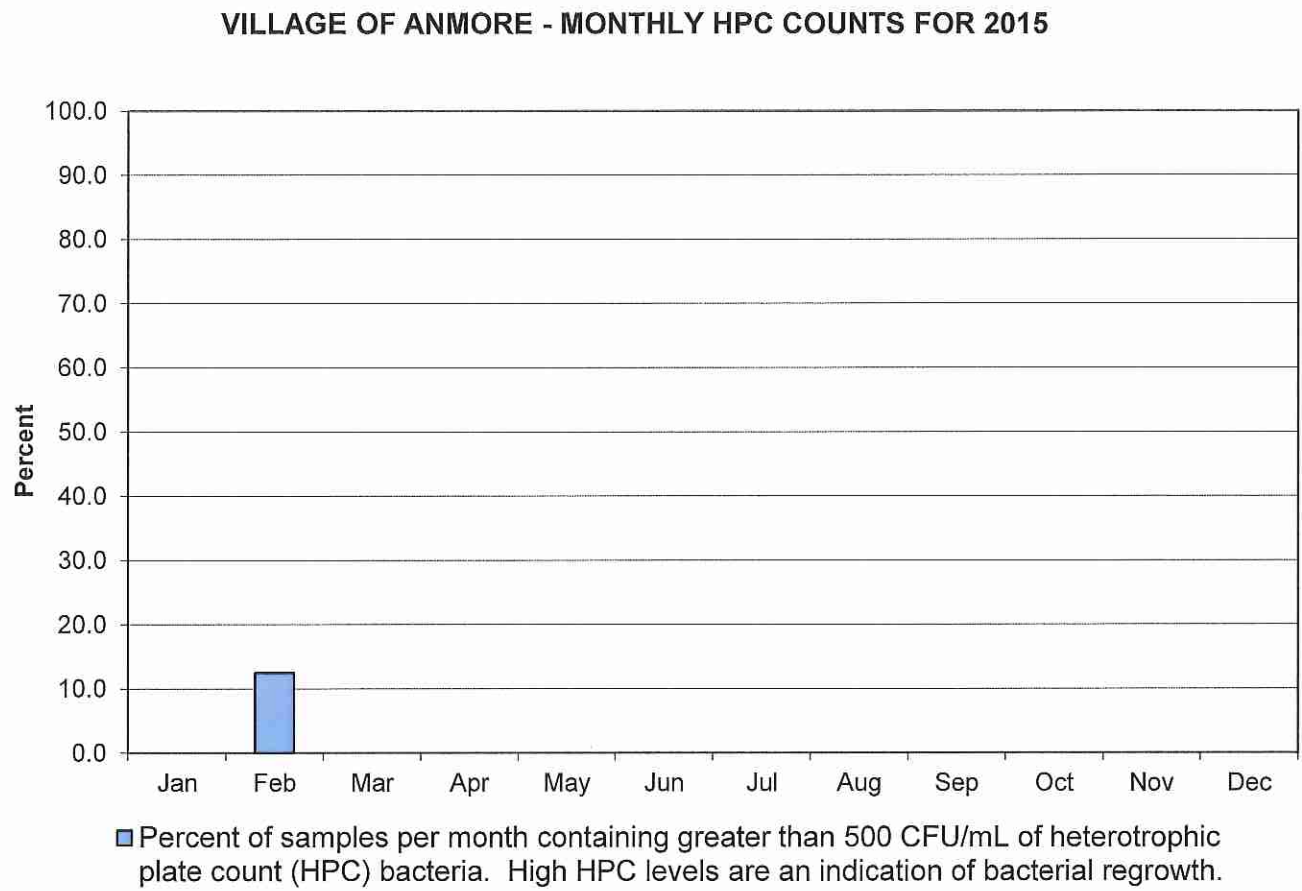
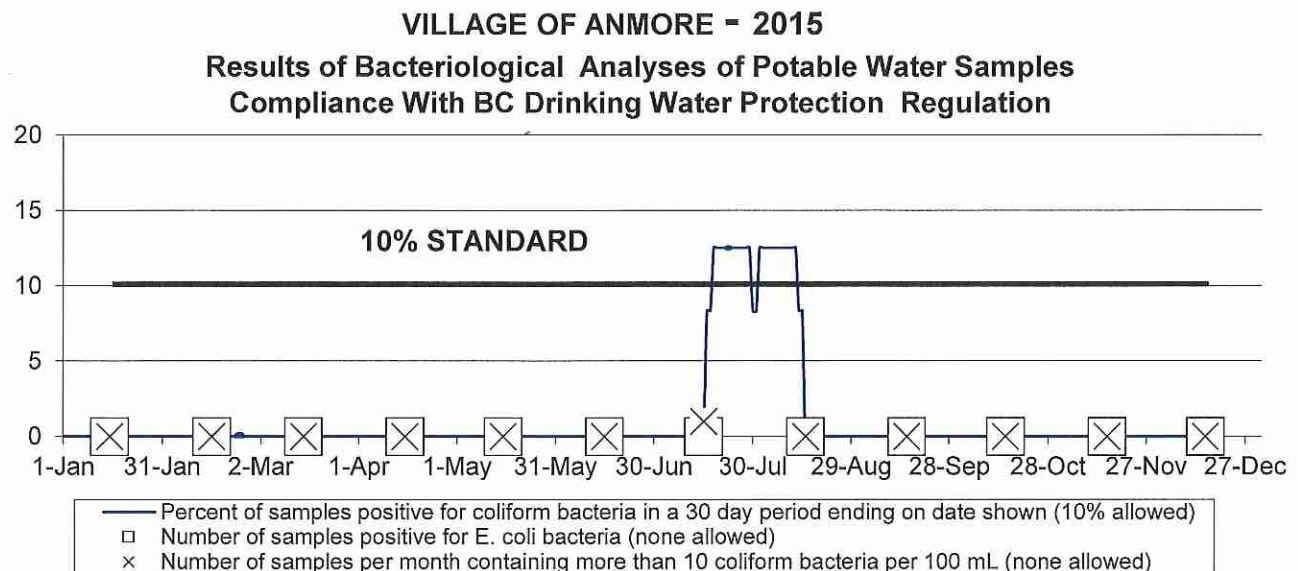


Figure #3: Results of Bacteriological Analysis of Potable Water Samples and Compliance with BCDWPR



Tables #9 and #10, which are modified from Schedule A and B of the *BCDWP*, define bacteriological water quality monitoring requirements for all water purveyors under the act and regulation.

Table #9: Water Quality Standards for Potable Water (Sections 2 & 9)

Parameter:	Standard:
Fecal coliform bacteria	No detectable fecal coliform bacteria per 100ml
Escherichia coli	No detectable Escherichia coli per 100 ml
Total coliform bacteria	
(a) 1 sample in a 30 day period	No detectable total coliform bacteria per 100 ml
(b) more than 1 sample in a 30 day period	At least 90% of samples have no detectable total coliform bacteria per 100ml and no sample has more than 10 total coliform bacteria per 100ml

(Province of British Columbia, 2011)

Table #10: Frequency of Monitoring Samples for Prescribed Water Supply Systems (*Section 8*)

Population Served by the Prescribed Water Supply System:	Number of Samples Per Month:
less than 5,000	4
5,000 to 90,000	1 per 1,000 of population
more than 90,000	90 plus 1 per 10,000 of population in excess of 90,000

(Province of British Columbia, 2011)

4.3 Free Residual Chlorine

Water distributed by the Village contains a disinfectant called free chlorine. Maintaining an adequate disinfectant residual in a potable water distribution system is vital to preserving public health.

Disinfectant in the distribution system:

- Ensures that microorganisms hazardous to public health are inactivated
- Provides an indicator of distribution system upset
- Controls biofilm growth

(USEPA, 2007)

Free residual chlorine concentrations in water received by the Village from Port Moody generally varies and is not at concentrations high enough to provide adequate disinfection throughout the Village. Reduced concentrations of disinfectant have historically been a challenge for the Village's water system. Prior to the commissioning of the permanent Chlorine Booster Station in December of 2013, Anmore's Water System had little to no chlorine residual.

Tables #11, #12 and Figure #4 provide a summary of the number of samples collected from each sample station that were found to have free chlorine concentrations less than 0.20 mg/l. A map of all water quality sample collection points regularly sampled by the Village can be found in Appendix #5.

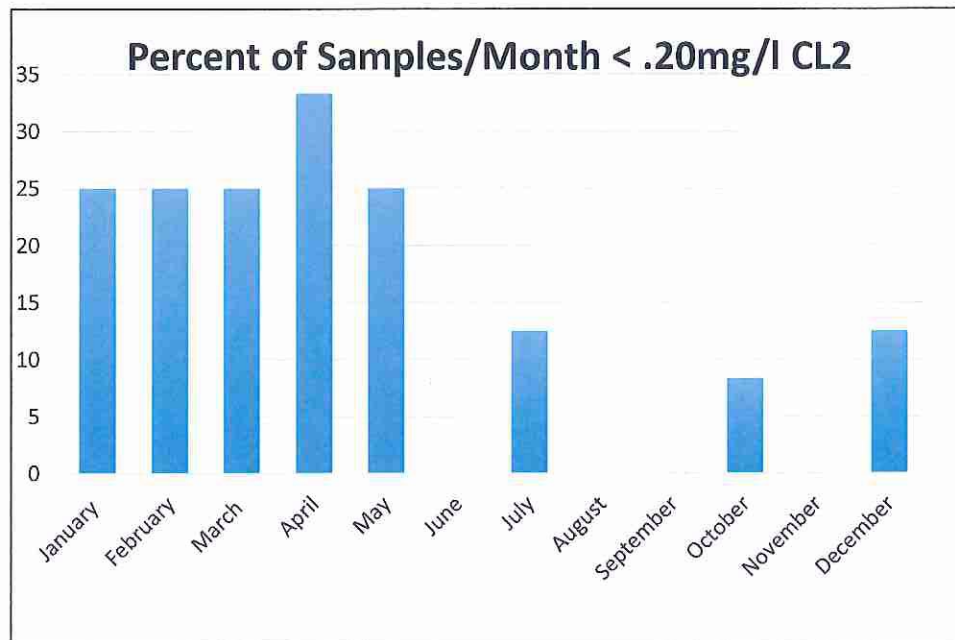
Table #11: Percentage of Samples / Month with < 0.20 mg/l Free Chlorine

Month	# of Free Cl ₂ Samples <0.20 mg/l	Total Number of Samples Taken	Percentage of Samples / Month With Less Than 0.20 mg/l Free Cl ₂
January	2	8	25.00%
February	2	8	25.00%
March	2	8	25.00%
April	4	12	33.33%
May	2	8	25.00%
June	0	8	0%
July	1	8	12.50%
August	0	8	0%
September	0	8	0%
October	1	12	8.33%
November	0	8	0%
December	1	8	12.50%
Total	15	104	14.42%

Table #12: Summary of Chlorine Residual Sampling by Station

Sample Station	Total Number of Samples with <0.2 mg/l Free Chlorine	Total Number of Samples per Station	Percentage of Samples with <0.2 mg/l Free Chlorine
ANM-470	0	26	0%
ANM-471	14	26	53.8%
ANM-472	1	26	3.84%
ANM-473	0	26	0%
All Stations	15	104	14.42%

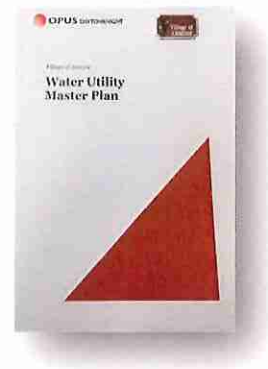
Figure #4: Percentage of Samples / Month with < 0.20 mg/l Free Chlorine



5.0 Water Distribution System Projects

5.1 Future Planning

In the spring of 2015 the Village completed a comprehensive study of the water utility .The intent of this study work was to develop a Water Utility Master Plan that will guide the operation, maintenance, upgrading and expansion and renewal of the utility in a sustainable manner. This Plan has established the existing infrastructure assets, assessed the condition of the assets, and identified any deficiencies that affect the immediate and long-term function of these assets. The data gathered through these processes will be utilized to establish common maintenance/operating practices, future capital improvements and assist with updating strategic priorities as relates to water utility infrastructure planning.



5.2 Emergency Response Plan

In the event of an emergency, the Village may enact its Water System Emergency Response Plan. The goals of this plan are as follows:

- Rapidly restore service after an emergency
- Ensure adequate water supply for fire protection
- Minimize loss of service to users
- Provide emergency information to public
- Re-establish critical operations

Conclusion

This year (2015) Public Works staff at the Village of Anmore have continued improvements to the day to day operations of the water utility and continue to work closely with Fraser Health Authority to ensure safe, clean potable water for the Village's residents.

Every year the Village budgets for the study, maintenance, and replacement of critical components of the water distribution system and 2015 was no exception. With the completion of the Water Utility Master Plan Project, implementing recommendations and completing infrastructure upgrades, will be pivotal to maintaining a high level of drinking water quality in the coming years.

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Appendix #1
Bacterial Analysis

Sample Point	Sample Type	Sample reported name	Sampled date	Chlorine Free mg/L	Ecoli MF/100 mLs	HPC CFU/ mls	Temp °C	Total Coliform MF/100mLs	Turbidity NTU
ANM-471	GRAB	1175 East Road	8-Jan-15	0.03	<1	94	6.0	<1	0.53
ANM-472	GRAB	3275 Sunnyside Road	8-Jan-15	0.63	<1	<2	6.0	<1	0.47
ANM-470	GRAB	2697 Sunnyside Road	8-Jan-15	0.65	<1	<2	6.0	<1	0.41
ANM-473	GRAB	2505 Elementary	8-Jan-15	0.46	<1	<2	6.0	<1	0.36
ANM-471	GRAB	1175 East Road	22-Jan-15	0.14	<1	2	8.0	<1	0.40
ANM-472	GRAB	3275 Sunnyside Road	22-Jan-15	0.62	<1	<2	8.0	<1	0.33
ANM-470	GRAB	2697 Sunnyside Road	22-Jan-15	0.66	<1	<2	8.0	<1	0.33
ANM-473	GRAB	2505 Elementary	22-Jan-15	0.52	<1	<2	8.0	<1	0.33
ANM-471	GRAB	1175 East Road	5-Feb-15	0.03	<1	70	9.0	<1	0.49
ANM-472	GRAB	3275 Sunnyside Road	5-Feb-15	0.74	<1	<2	9.0	<1	0.60
ANM-470	GRAB	2697 Sunnyside Road	5-Feb-15	0.72	<1	<2	9.0	<1	0.38
ANM-473	GRAB	2505 Elementary	5-Feb-15	0.38	<1	<2	9.0	<1	0.90
ANM-471	GRAB	1175 East Road	19-Feb-15	0.03	<1	520	10	<1	0.47
ANM-472	GRAB	3275 Sunnyside Road	19-Feb-15	0.72	<1	<2	10	<1	0.38

ANM-470	GRAB	2697 Sunnyside Road	19-Feb-15	0.64	<1	<2	10	<1	0.45
ANM-473	GRAB	2505 Elementary	19-Feb-15	0.52	<1	<2	10	<1	0.42
ANM-470	GRAB	2697 Sunnyside Road	5-Mar-15	0.59	<1	<2	7.0	<1	0.32
ANM-472	GRAB	3275 Sunnyside Road	5-Mar-15	0.75	<1	<2	6.0	<1	0.35
ANM-473	GRAB	2505 Elementary	5-Mar-15	0.56	<1	<2	7.0	<1	0.34
ANM-471	GRAB	1175 East Road	5-Mar-15	0.05	<1	180	7.0	<1	0.37
ANM-472	GRAB	3275 Sunnyside Road	19-Mar-15	0.36	<1	<2	8.0	<1	1.4
ANM-470	GRAB	2697 Sunnyside Road	19-Mar-15	0.58	<1	4	7.5	<1	0.44
ANM-473	GRAB	2505 Elementary	19-Mar-15	0.56	<1	2	7.0	<1	0.29
ANM-471	GRAB	1175 East Road	19-Mar-15	0.05	<1	50	7.0	<1	0.34
ANM-472	GRAB	3275 Sunnyside Road	2-Apr-15	0.59	<1	<2	8.0	<1	0.35
ANM-473	GRAB	2505 Elementary	2-Apr-15	0.63	<1	<2	7.0	<1	0.35
ANM-470	GRAB	2697 Sunnyside Road	2-Apr-15	0.66	<1	2	8.0	<1	0.36
ANM-471	GRAB	1175 East Road	2-Apr-15	0.09	<1	210	8.0	<1	0.41
ANM-472	GRAB	3275 Sunnyside Road	16-Apr-15	0.15	<1	<2	8.0	<1	0.33

ANM-473	GRAB	2505 Elementary	16-Apr-15	0.20	<1	<2	9.0	<1	0.27
ANM-470	GRAB	2697 Sunnyside Road	16-Apr-15	0.20	<1	<2	9.0	<1	0.33
ANM-471	GRAB	1175 East Road	16-Apr-15	0.07	<1	290	8.0	<1	0.36
ANM-472	GRAB	3275 Sunnyside Road	30-Apr-15	0.46	<1	<2	10	<1	0.25
ANM-470	GRAB	2697 Sunnyside Road	30-Apr-15	0.70	<1	<2	10	<1	0.28
ANM-473	GRAB	2505 Elementary	30-Apr-15	0.44	<1	<2	9.5	<1	0.23
ANM-471	GRAB	1175 East Road	30-Apr-15	0.07	<1	330	10	<1	0.30
ANM-471	GRAB	1175 East Road	14-May-15	0.13	<1	180	12	<1	0.38
ANM-472	GRAB	3275 Sunnyside Road	14-May-15	0.32	<1	<2	12	<1	0.33
ANM-470	GRAB	2697 Sunnyside Road	14-May-15	0.81	<1	<2	12	<1	0.35
ANM-473	GRAB	2505 Elementary	14-May-15	0.29	<1	<2	12	<1	0.31
ANM-471	GRAB	1175 East Road	28-May-15	0.16	<1	<2	13	<1	0.33
ANM-472	GRAB	3275 Sunnyside Road	28-May-15	0.57	<1	<2	13	<1	0.30
ANM-470	GRAB	2697 Sunnyside Road	28-May-15	0.22	<1	<2	13	<1	0.33
ANM-473	GRAB	2505 Elementary	28-May-15	0.29	<1	<2	13	<1	0.26

ANM-471	GRAB	1175 East Road	11-Jun-15	0.34	<1	<2	14	<1	0.34
ANM-472	GRAB	3275 Sunnyside Road	11-Jun-15	0.40	<1	<2	14	<1	0.31
ANM-470	GRAB	2697 Sunnyside Road	11-Jun-15	0.48	<1	<2	14	<1	0.32
ANM-473	GRAB	2505 Elementary	11-Jun-15	0.31	<1	<2	14	<1	0.26
ANM-470	GRAB	2697 Sunnyside Road	25-Jun-15	0.31	<1	10	15	<1	0.23
ANM-471	GRAB	1175 East Road	25-Jun-15	0.31	<1	2	14	<1	0.30
ANM-472	GRAB	3275 Sunnyside Road	25-Jun-15	0.26	<1	<2	14	<1	0.22
ANM-473	GRAB	2505 Elementary	25-Jun-15	0.20	<1	<2	14	<1	0.26
ANM-472	GRAB	3275 Sunnyside Road	9-Jul-15	0.59	<1	<2	18	<1	0.24
ANM-470	GRAB	2697 Sunnyside Road	9-Jul-15	0.65	<1	<2	18	<1	0.24
ANM-473	GRAB	2505 Elementary	9-Jul-15	0.66	<1	<2	18	<1	0.25
ANM-471	GRAB	1175 East Road	9-Jul-15	0.30	<1	<2	18	<1	0.23
ANM-472	GRAB	3275 Sunnyside Road	23-Jul-15	0.73	<1	<2	18	<1	0.26
ANM-470	GRAB	2697 Sunnyside Road	23-Jul-15	0.58	<1	<2	18	<1	0.23
ANM-473	GRAB	2505 Elementary	23-Jul-15	0.39	<1	<2	16	<1	0.20
ANM-471	GRAB	1175 East Road	23-Jul-15	0.05	<1	16	17	30	0.23

ANM-473	GRAB	2505 Elementary	6-Aug-15	0.54	<1	<2	16	<1	0.41
ANM-472	GRAB	3275 Sunnyside Road	6-Aug-15	1.2	<1	<2	19	<1	0.28
ANM-470	GRAB	2697 Sunnyside Road	6-Aug-15	1.2	<1	<2	19	<1	0.26
ANM-471	GRAB	1175 East Road	6-Aug-15	0.45	<1	[contamination] LA	16	<1	0.28
ANM-471	GRAB	1175 East Road	20-Aug-15	0.27	<1	<2	19	<1	0.69
ANM-470	GRAB	2697 Sunnyside Road	20-Aug-15	0.76	<1	<2	18	<1	0.73
ANM-473	GRAB	2505 Elementary	20-Aug-15	0.82	<1	<2	19	<1	0.80
ANM-472	GRAB	3275 Sunnyside Road	20-Aug-15	0.83	<1	[contamination] LA	18	<1	0.37
ANM-473	GRAB	2505 Elementary	3-Sep-15	0.93	<1	<2	17	<1	0.59
ANM-470	GRAB	2697 Sunnyside Road	3-Sep-15	1.1	<1	2	18	<1	0.52
ANM-471	GRAB	1175 East Road	3-Sep-15	0.36	<1	<2	17	<1	0.77
ANM-472	GRAB	3275 Sunnyside Road	3-Sep-15	0.74	<1	<2	17	<1	0.51
ANM-470	GRAB	2697 Sunnyside Road	17-Sep-15	1.4	<1	<2	16	<1	0.83
ANM-471	GRAB	1175 East Road	17-Sep-15	0.48	<1	<2	16	<1	0.83

ANM-472	GRAB	3275 Sunnyside Road	17-Sep-15	0.57	<1	<2	16	<1	1.1
ANM-473	GRAB	2505 Elementary	17-Sep-15	1.5	<1	<2	16	<1	0.85
ANM-471	GRAB	1175 East Road	1-Oct-15	0.30	<1	2	16	<1	0.76
ANM-472	GRAB	3275 Sunnyside Road	1-Oct-15	0.57	<1	<2	16	<1	0.41
ANM-470	GRAB	2697 Sunnyside Road	1-Oct-15	1.2	<1	<2	16	<1	0.66
ANM-473	GRAB	2505 Elementary	1-Oct-15	1.4	<1	<2	16	<1	0.68
ANM-472	GRAB	3275 Sunnyside Road	15-Oct-15	0.51	<1	<2	14	<1	0.36
ANM-470	GRAB	2697 Sunnyside Road	15-Oct-15	0.41	<1	2	14	<1	0.39
ANM-473	GRAB	2505 Elementary	15-Oct-15	0.63	<1	<2	13	<1	0.37
ANM-471	GRAB	1175 East Road	15-Oct-15	0.44	<1	<2	14	<1	0.37
ANM-471	GRAB	1175 East Road	29-Oct-15	0.15	<1	<2	15	<1	0.54
ANM-470	GRAB	2697 Sunnyside Road	29-Oct-15	0.84	<1	<2	15	<1	0.53
ANM-472	GRAB	3275 Sunnyside Road	29-Oct-15	0.82	<1	<2	15	<1	0.24
ANM-473	GRAB	2505 Elementary	29-Oct-15	0.90	<1	<2	15	<1	0.57
ANM-471	GRAB	1175 East Road	5-Nov-15	0.57	<1	6	13	<1	0.55

ANM-472	GRAB	3275 Sunnyside Road	5-Nov-15	1.4	<1	<2	13	<1	0.41
ANM-473	GRAB	2505 Elementary	5-Nov-15	1.8	<1	<2	13	<1	0.42
ANM-470	GRAB	2697 Sunnyside Road	5-Nov-15	1.3	<1	4	14	<1	0.40
ANM-472	GRAB	3275 Sunnyside Road	26-Nov-15	1.1	<1	<2	8.0	<1	0.52
ANM-470	GRAB	2697 Sunnyside Road	26-Nov-15	1.3	<1	<2	8.0	<1	0.53
ANM-473	GRAB	2505 Elementary	26-Nov-15	0.99	<1	<2	8.5	<1	0.44
ANM-471	GRAB	1175 East Road	26-Nov-15	0.34	<1	<2	7.0	<1	0.51
ANM-472	GRAB	3275 Sunnyside Road	10-Dec-15	0.68	<1	<2	10	<1	0.42
ANM-470	GRAB	2697 Sunnyside Road	10-Dec-15	0.88	<1	<2	10	<1	0.52
ANM-471	GRAB	1175 East Road	10-Dec-15	0.12	<1	<2	10	<1	0.52
ANM-473	GRAB	2505 Elementary	10-Dec-15	0.94	<1	<2	10	<1	0.50
ANM-472	GRAB	3275 Sunnyside Road	23-Dec-15	0.86	<1	NA	7.0	<1	0.42
ANM-473	GRAB	2505 Elementary	23-Dec-15	0.53	<1	NA	8.0	<1	0.31
ANM-470	GRAB	2697 Sunnyside Road	23-Dec-15	1.2	<1	NA	7.0	<1	0.36
ANM-471	GRAB	1175 East Road	23-Dec-15	0.43	<1	NA	9.0	<1	0.45

Appendix #2

Metals Monitoring



Metro Vancouver

Quality Control Division - Chemistry

1299 Derwent Way, Delta BC V3M 5V9

Phone: (604) 523-7173 / 7174 Fax: (604) 525-0932

		ANM-470	ANM-472
	Sample Description	2697 Sunnyside Road	3275 Sunnyside Road
	Sample Date	#####	07/05/2015 10:05
	Sample Type	GRAB	GRAB
Aluminum Total	µg/L	99	101
Antimony Total	µg/L	<0.5	<0.5
Arsenic Total	µg/L	<0.5	<0.5
Barium Total	µg/L	2.5	2.7
Boron Total	µg/L	<10	<10
Cadmium Total	µg/L	<0.2	<0.2
Calcium Total	µg/L	1000	1150
Chromium Total	µg/L	<0.05	0.10
Cobalt Total	µg/L	<0.5	<0.5
Copper Total	µg/L	44.1	34.1
Iron Total	µg/L	43	45
Lead Total	µg/L	0.7	0.6
Magnesium Total	µg/L	91	92
Manganese Total	µg/L	1.2	1.0
Mercury Total	µg/L	<0.05	<0.05
Molybdenum Total	µg/L	<0.5	<0.5
Nickel Total	µg/L	<0.5	<0.5
Potassium Total	µg/L	111	115
Selenium Total	µg/L	<0.5	<0.5
Silver Total	µg/L	<0.5	<0.5
Sodium Total	µg/L	6390	6290
Zinc Total	µg/L	20.5	<3

Appendix #3

Disinfection By-Product Monitoring

Sample	Date Sampled	THM (ppb)					HAA (ppb)							
		Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform	Total Trihalomethanes	Total THM Quarterly Average (Guideline Limit 100ppb/mL)	Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid	Total Haloacetic Acid	Total HAA Quarterly Average (Guideline Limit 80ppb/mL)
ANM-470	2014-06-05 00:00	1	<1	<1	52	53.2	47 45 49 53	<0.5	9	<1	6	31.4	48	54 53 59 72
ANM-470	2014-09-04 00:00	1	<1	<1	39	39.9		<0.5	6	1	7	35.5	50.2	
ANM-470	2014-11-21 00:00	<1	<1	<1	46	46.3		<0.5	17	<1	8	27.3	52.3	
ANM-470	2015-02-19 00:00	<1	<1	<1	47	47.9		<0.5	20	1	7	36.3	63.6	
ANM-470	2015-05-21 00:00	<1	<1	<1	46	47.1		<0.5	14	<1	6	25.5	45.5	
ANM-470	2015-08-20 00:00	2	<1	<1	52	53.8	49	<0.5	23	<1	11	40.7	74	59
ANM-470	2015-11-26 00:00	1	<1	<1	62	63.9	53	<0.5	27	<1	14	63	104.2	72
ANM-473	2014-06-05 00:00	1	<1	<1	50	51.2	55 55 53 56	<0.5	9	1	8	38.2	57.7	57 57 59 69
ANM-473	2014-09-04 00:00	2	<1	<1	61	62.9		<0.5	5	<1	3	33.4	40.9	
ANM-473	2014-11-21 00:00	1	<1	<1	52	53.4		<0.5	18	<1	8	36.3	62.8	
ANM-473	2015-02-19 00:00	1	<1	<1	53	53.7		<0.5	19	<1	6	42.4	68.5	
ANM-473	2015-05-21 00:00	1	<1	<1	50	51.5		<0.5	14	<1	4	37.7	56.3	
ANM-473	2015-08-20 00:00	1	<1	<1	52	53.3	53	<0.5	14	<1	9	26.8	50.2	
ANM-473	2015-11-26 00:00	1	<1	<1	64	66.2	56	<0.5	26	<1	12	64	102	69

Appendix #4

Health Link BC – Drinking Water and Those with Weakened Immune Systems



Preventing Water-Borne Infections For People with Weakened Immune Systems

Who is at higher risk from water-borne infections?

People with very weak immune systems who are at higher risk of certain water-borne diseases include those with:

- HIV infection who have a CD4+ count of less than 100 cells/mm³;
- lymphoma or leukemia (hematological malignancies) who are being actively treated or have been in remission and off treatment for less than 1 year;
- hematopoietic stem cell transplant recipients; and
- people born with diseases that severely affect their immune systems.

Some people with weakened immune systems, such as those with certain types of cancers or taking certain medications, may not be at higher risk of severe water-borne diseases. These people do not need to take extra precautions with their drinking water.

Ask your health care provider how weak your immune system is, and whether you need to take extra precautions.

How can drinking water become contaminated?

Drinking water can contain different organisms, including bacteria, viruses and parasites, which can cause disease. These organisms can exist in the source water such as lake water and survive through treatment, or they can enter the water supply in the distribution system. Well water can be contaminated if the well is not built properly or if it draws on water from the surface of the ground, such as shallow wells or wells drilled in fractured rock. Surface water, such as

rivers, lakes and streams, can also contain disease-causing organisms from animal feces. If you have a weak immune system, you should not drink water from surface sources or wells potentially contaminated by surface water such as dug wells, unless the water has been treated to remove or inactivate at least 99.9 per cent of parasites (protozoa), 99.99 per cent of viruses and all harmful bacteria.

Most community water systems in B.C. have effective treatment, such as disinfection or chlorination, against bacteria and viruses. However, in many cases, treatment may not provide a 99.9 per cent reduction in infectious parasites. Some water systems and many private supplies have no treatment at all. If the water you drink has not been disinfected, please refer to HealthLinkBC File [#49b How to Disinfect Drinking Water](#).

How can I further treat disinfected water?

People with very weak immune systems need to take extra precautions with their drinking water.

Boiling: If your water supply has already been disinfected, bring the water to a full boil to inactivate any *Cryptosporidium* parasites - a major concern for people with weakened immune systems. For more information, see HealthLinkBC File [#48 Cryptosporidium Infection](#).

If the water has not already been disinfected, bring the water to a full boil for at least 1 minute. This will kill or inactivate bacteria, viruses and parasites. At elevations over 2,000 meters (6,500 feet), boil water for at least 2 minutes to disinfect it.

Do not drink or use tap water to brush your teeth, rinse your mouth, mix drinks or make ice cubes without boiling it first.

Please note that boiling water will get rid of viruses, bacteria and parasites but not chemicals which may be found in the water.

Reverse Osmosis (RO): RO is effective against all disease-causing organisms and many chemical contaminants. Unless it has a high capacity, it will only produce small amounts of water and waste a large volume. Speak to a water treatment specialist to see if this is the best option for you.

Ultraviolet (UV) Treatment: UV light will kill many disease-causing organisms, and is effective against almost all parasites. UV will not kill some bacterial spores and some viruses, so it should not be used unless the water supply is at least disinfected. UV treatment units should meet NSF Standard #55A.

Filters: Filters do not remove bacteria and viruses and should not be used unless the water supply is disinfected first.

If you plan to install a drinking water filter in your home, you will need a system labeled as Absolute 1 micron or smaller, and labeled as meeting ANSI/NSF International Standard #53 for removal of parasites.

Jug-type filters, such as a Brita®, which sit in a jug and allow water to trickle through, and some tap-mounted and built-in devices are not an appropriate solution. The jug filter models are not effective in removing many disease-causing organisms.

Can I drink bottled water?

Bottled water in B.C. may or may not have been treated. If you have a very weak immune system, check with the bottling company to find out what treatment, if any, it has had. Bottled water that has been properly treated using one of the methods list above can be used for drinking, brushing teeth,

making ice cubes and for recipes where water is used but not boiled, such as cold soups.

For More Information

For more information, including the level of treatment in your local water system, please contact:

- your drinking water purveyor or supplier; or
- the local environmental health officer or drinking water officer; or
- visit

www.health.gov.bc.ca/protect/dw_ha_contacts.html.

Please also see the following HealthLinkBC Files:

- [#49a Water-borne Diseases in British Columbia](#)
- [#49b How to Disinfect Drinking Water](#)
- [#69b Formula Feeding Your Baby: Safely Preparing and Storing Formula.](#)

For more HealthLinkBC File topics, visit www.HealthLinkBC.ca/healthfiles or your local public health unit.

Click on www.HealthLinkBC.ca or call **8-1-1** for non-emergency health information and services in B.C.

For deaf and hearing-impaired assistance, call 7-1-1 in B.C.

Translation services are available in more than 130 languages on request.

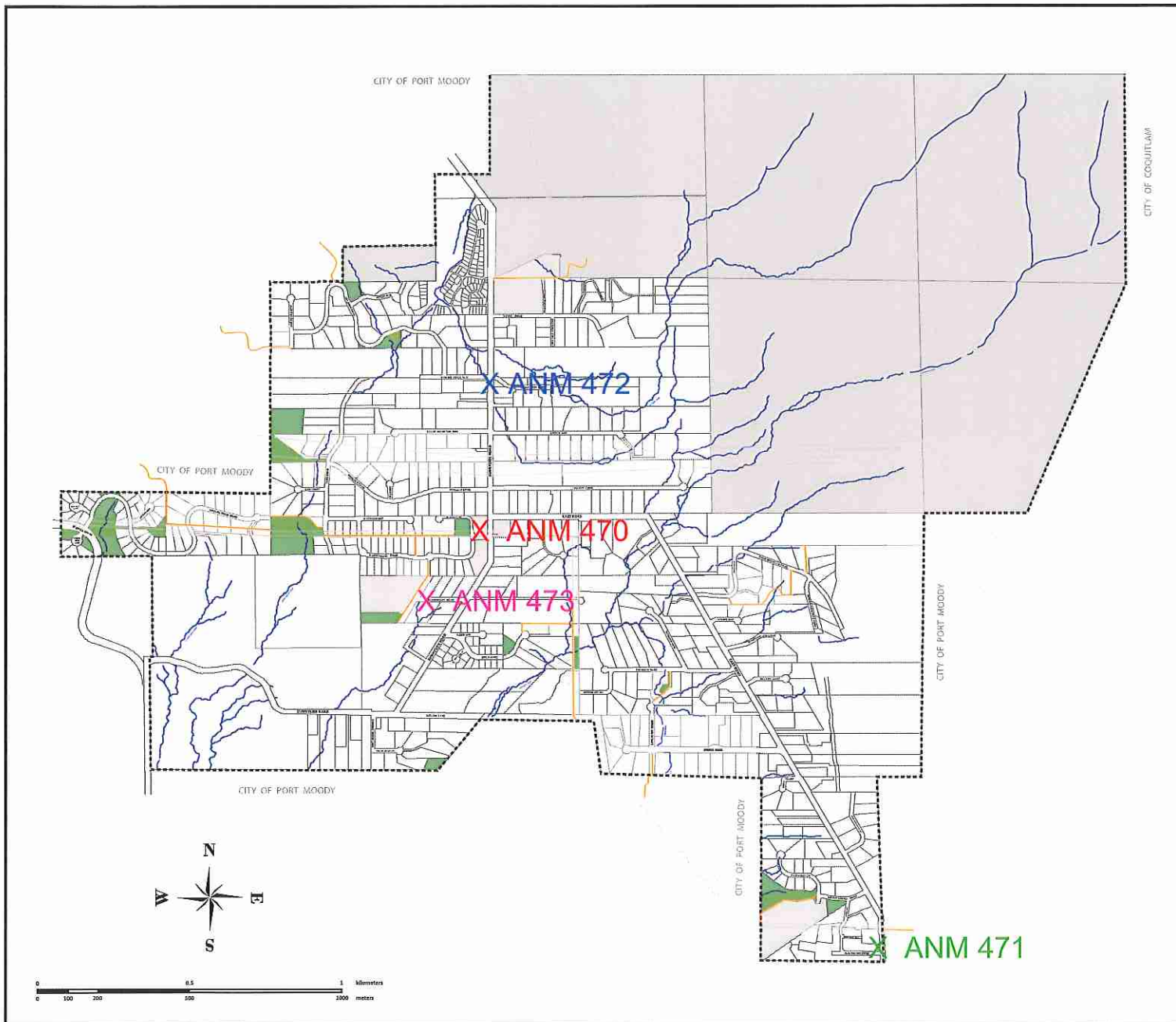


ImmunizeBC



BC Centre for Disease Control
An agency of the Provincial Health Services Authority

Appendix #5
Anmore Water Quality Sampling Station Map



LEGEND

- X 66.67% of samples < 0.20 mg/l of Free Chlorine
- X 95.00% of samples < 0.20 mg/l of Free Chlorine
- X 71.88% of samples < 0.20 mg/l of Free Chlorine
- X 77.57% of samples < 0.20 mg/l of Free Chlorine

Anmore Water Quality Sampling Stations

June 2014

The Village of Anmore does not assume responsibility for the correctness of this map as it is intended for general reference only.



2697 Sunnyside Road, Anmore, BC, V3H 5G9 Ph: 604-469-9877

Memorandum



TO: JULI KOLBY, CHIEF ADMINISTRATIVE OFFICER

FROM: KEVIN DICKEN, DIRECTOR OF OPERATIONS

DATE: FEBRUARY 25, 2016

SUBJECT: MOSSOM CREEK BRIDGE REPLACEMENT

At the February 18, 2016 Parks and Recreation Committee meeting, the following recommendation regarding the replacement of the Mossom Creek Bridge was carried unanimously:

“That the Parks Committee recommends the overage for the Mossom Creek Bridge Project, the maximum amount of \$75,000 contingent on there being secured access for eternity from the end of Elementary Road to Bert Flynn Park.”

To secure the eternal access from Elementary Road to Bert Flynn Park, the Village would need to do the following;

- Enter into negotiations with three (3) private landowners for the purchase of the portions of their land for which the Fortis BC S.R.O.W. sits.
- Obtain agreement from Fortis BC for the transfer of ownership.
- Dedicate the acquired (assuming successful purchase) lands as Park.

Recommended Resolutions;

1. That Council direct staff to NOT proceed with the project and furthermore, direct staff to contact the Community Recreation Grant Program requesting approval to return the grant money.

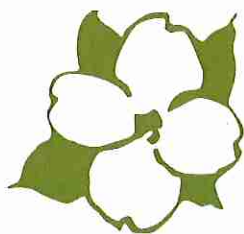
Or,

2. That Council direct staff to contact the relevant property owners regarding the potential purchase of their land to facilitate the eternal trail linkage as recommended by the Parks Committee.

Or,

3. That Council direct staff to re-submit a previous scope change to the Community Recreation Grant Program, involving the implementation of several of the recommendations from Anmore’s Parks Master Plan.

Kevin Dicken
Director of Operations



Better Communities. Better Lives.

LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Councillor Corisa Bell, LMLGA President

DATE: February 18, 2016 (5 pages total)

RE: 2016 RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

The LMLGA Conference and AGM will be held on May 11 – 13, 2016 in Whistler and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 25**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 25, 2016**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via email to jyoung@ubcm.ca with subject header "Resolution-
"title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X
number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and
the title of each resolution;
- each resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted, when available,
and should be labeled "Background-"Name of Resolution".

*You WILL receive an email notification that your resolution has been received
within one week of receipt. If you do not receive an email confirmation,
please call Joslyn Young at 604-270-8226, Ext. 103.*

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 9th.
- b. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Phone: (604) 270-8226 ext. 103

Fax: (604) 270-9116

Email: jyoung@ubcm.ca

Email **subject line** must read: LMLGA Resolution – "name of local government"

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by LMLGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:**1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

6. Focus on issues that are relevant to all LMLGA members.

The issue identified in the resolution should be relevant to other local governments in the LMLGA. This will support proper debate on the issue and assist LMLGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. Ensure that your own local government's process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Joslyn Young by email at jyoung@ubcm.ca or by calling (604) 270-8226 ext. 103.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____



**VILLAGE OF ANMORE
ADVISORY PLANNING COMMISSION
MINUTES – DECEMBER 14TH, 2015**

Minutes of the Advisory Planning Commission Meeting held on Monday, December 14th, 2015 in the portable classroom behind Anmore Elementary School, 30 Elementary Road, Anmore, B.C.

Members Present

Garnet Berg (Acting Chair)
Herb Mueckel
Steven Siblock
Darren Smurthwaite

Members Absent

Bob Devlin
Mario Piamonte (Chair)
Mark Roberts (Vice-Chair)

Others Present

Councillor Ann-Marie Thiele (council liaison)

1. CALL TO ORDER

Due to the absence of both Chair and Vice-Chair, members voted to appoint an Acting Chair for this meeting.

It was Moved and Seconded:

“THAT THE ACTING CHAIR BE GARNET BERG.”

CARRIED UNANIMOUSLY

Acting Chair Berg called the meeting to order at 7:05 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 November 9th, 2015

It was Moved and Seconded:

“THAT THE MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING HELD ON NOVEMBER 9, 2015 BE ADOPTED AS CIRCULATED.”

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS

(a) ZONING BYLAW REVIEW AND UPDATE: ISSUE IDENTIFICATION SUMMARY REPORT

Members reviewed the report dated November 17th, 2015 from Brent Elliott and Ken Berglund, CitySpaces to ensure that the Committee's comments were reflected accurately within the report. Highlights of discussion are as follows:

- Members were not given an opportunity to review the report prior to receipt by Council.
- The report does not contain firm direction; instead it is a summary of discussions throughout the year.
- Two additional meetings will be scheduled to express any concerns from the Commission.

8. NEW BUSINESS (CONTINUED)

**(a) ZONING BYLAW REVIEW AND UPDATE: ISSUE IDENTIFICATION
SUMMARY REPORT (Continued)**

- Members will have an opportunity to discuss Infill Housing with comments and concerns to be provided to Council.
- Members agreed to bring forward the letter regarding Infill Housing from a member who was absent from the meeting to the next meeting when more members are present.
- Another member requested that his comments that were presented to the planner be brought to the Committee.

It was Moved and Seconded:

"THAT MEMBERS AGREE TO INCLUDE TWO LETTERS PREPARED BY MEMBERS MARK ROBERTS AND HERBERT MUECKEL REGARDING INFILL HOUSING ON THE AGENDA FOR THE NEXT SCHEDULED ADVISORY PLANNING COMMISSION MEETING."

CARRIED UNANIMOUSLY

It was Moved and Seconded:

"THAT MEMBERS AGREE TO REVIEW THE SUMMARY REPORT DATED NOVEMBER 17, 2015 FROM BRENT ELLIOTT AND KEN BERGLUND, CITYSPACES, REGARDING THE ZONING BYLAW AND PROVIDE THEIR COMMENTS OR CONCERNS FOR THE NEXT SCHEDULED MEETING; AND FURTHER, BRING FORWARD TO COUNCIL."

CARRIED UNANIMOUSLY

9. ADJOURNMENT

It was Moved and Seconded:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

Certified Correct:

Christine Milloy
Manager of Corporate Services

Approved:

Garnet Berg
Acting Chair



**VILLAGE OF ANMORE
ENVIRONMENT COMMITTEE
MINUTES – DECEMBER 7th, 2015**

Minutes of the Environment Committee Meeting held on Monday, December 7th, 2015 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

MEMBERS PRESENT

Councillor Ryan Froese (Chair)
Grace Bergman
Coleen Hackinen
Elaine Willis

MEMBERS ABSENT

Paige Crawley
Mike Barnes

1. CALL TO ORDER

Chair Froese called the meeting to order at 7:06 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

One member opposed

4. DELEGATIONS

Nil

5. COMMITTEE MEETING MINUTES

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

It was Moved and Seconded:

**“That Minutes of the Environment Committee Meeting held on
November 2, 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

Highlights of Committee discussion are as follows:

- Developers to map all trees after fourth reading, but prior to development and bond for five years that the trees will survive.
- All replacements required in the bylaw must be completed within one year of issuance of permit or identification of tree fall.
- Enforceability to be improved via ticketing bylaw and an ability to issue stop work order if non-compliance.

(b) Water Turbidity at Mossom Creek Hatchery

Committee discussed required improvement in the water main flushing process to reduce turbidity and chlorine into our waterways, and agreed to the following recommendation.

8. UNFINISHED BUSINESS (CONTINUED)

(b) Water Turbidity at Mossom Creek Hatchery (Continued)

It was Moved and Seconded:

“To direct Staff to negotiate with the City of Port Moody the use of their dechlorination trailer when flushing all water mains, as it slows discharge of water.”

Carried Unanimously

9. NEW BUSINESS

Nil

10. ADJOURNMENT

It was Moved and Seconded:

“That the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 8:32 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Councillor Ryan Froese
Chair, Environment Committee

FINANCE COMMITTEE MEETING – MINUTES



Minutes of the Finance Committee Meeting held on
Monday, January 25, 2016 in the portable classroom at
Anmore Elementary School, 30 Elementary Road, Anmore, BC

MEMBERS PRESENT

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

MEMBERS ABSENT

Nil

OTHERS PRESENT

Juli Kolby, Chief Administrative Officer & Finance Officer
Christine Milloy, Manager of Corporate Services
Kevin Dicken, Director of Operations

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:10 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 December 21, 2015**

It was Moved and Seconded:

“That the Minutes of the Finance Committee Meeting held on December 21, 2015 be adopted as amended.”

Carried Unanimously

6. BUSINESS ARISING FROM THE MINUTES**(a) Green Gym Grant Funding Shortfall**

Juli Kolby advised that the Committee’s recommendation went to Council on January 5, 2016, and it was then referred to Parks and Recreation Committee for their comments on whether there is continued support to proceed with the project given the new knowledge of a \$75,000 funding shortfall.

(b) Building & Bylaw Department Support

Juli Kolby advised that the posting for the plan checker position will close on January 20.

(c) Public Works Foreman Job Posting

Juli Kolby advised that the posting closed; 14 applications were received; and interviews will be conducted this week.

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS**(a) 2016-2020 Draft Five-Year Financial Plan**

It was Moved and Seconded:

“That the draft 2016-2020 Five-Year Financial Plan, as reviewed by the Finance Committee on January 25, 2016, be presented to Council for deliberation.”

Juli Kolby presented the updated draft General Operating Financial Plan and the Water Financial Plan. Highlights of the presentation and discussion are as follows:

- The tax rate increase has been adjusted to 7.71% tax increase (from 10.6% as previously proposed)
- Grants in lieu will result in \$26,000 (\$25,830 actual) revenue increase to Village
- Council expenses allows for one member to attend an additional Metro Vancouver conference and allows attendance of all members to attend UBCM
- Salaries
 - correction made to the amount previously shown; due to formula error
 - salaries will be increased in alignment with the Consumer Price Index
 - increase to budget for on-call
 - increases to benefits for EI, WCB and MPP
- Library services – minor increase to reflect actual usage
- Council Strategic Plan Reserve – funding for reserve removed
- Total tax increase = \$121,972. Amount includes \$100,000 for asset levy
- New market growth improvements are at about \$20,000 for the year
- Property values are adjusted based on BC Assessment roll
- From tax bills last year, the Village received 36.9%: 22.7% for taxation (Village operations), 13.4% for asset levy, and 0.8% for water levy
- Projects under capital plan relate to village hall and some improvements to Sunnyside Road
- No change to council honorariums as the review hasn't been done; any changes could be absorbed within current budget
- Village is working with Port Moody on a new agreement; we currently pay for water plus hydro costs and Village anticipates paying only for water rate
- There will be a phased-in increase to water costs to cover actual costs to Village
- Increase this year of 53 cents per cubic metre and the rate will increase again next year to reflect what should be charged
- Differential for double-dipping in Port Moody with hydro substation charge is \$50,000 per year (approximate)
- For asset replacement:
 - Water Master Plan indicates we should be around \$285,000 per annum, and it will take five years to work up to that amount
 - \$160,000 is budgeted for 2016
 - \$285,000 per annum could be offset by developer contributions, but Village does not want to rely on possibilities
 - the Village is in good shape for keeping up with recommended replacements.
- Committee discussed duplication of payment to Port Moody for water related costs; and considered:
 - supply trunk or supply water at wholesale price
 - could we have a three-way agreement or seek a reduced rate from Metro Vancouver, with Village agreeing to pay Metro Vancouver for cost of water and to pay Port Moody for infrastructure and administration related costs
 - North Van District has an agreement with Belcarra and they use a formula where Belcarra pays a water rate plus an administration fee
 - Village pays for cost recovery plus BC Hydro associated cost to bring water up to the pump in the Village

- Village should not be paying a retail rate for water; other municipalities pay 63 cents per cubic metre and the Village is paying approximately double that
- Village staff is in negotiation with City of Port Moody to ensure that they are not profiting off of the Village; cost recovery only
- Rate increase would result in average increase of \$185.90 per household per year, however, the figure varies based on actual usage
- 2014 reserve balances have been confirmed
- Change in budget for East Road, north and south of crossing – project moved to 2017
- West Elementary Road and Sunnyside Road walkway improvements moved from 2017 to 2016
- East Road funding is available in the Capital Asset Road Reserve as MRN funds not available until late in the project phase; it is estimated that funding is 1/3 Village and 2/3 from grants and private contribution (developer CACs)
- Staff requests clarification on Reserve Bylaw intended use of funds
- Capital asset funding of \$286,000 required to fund the MRN shortfall for East Road improvements at Mossom crossing and Lanson Crescent
- MRN roads are in a better state than other roads
- Need to prioritize funding for road repair work

Action: Staff to research whether the Village can incur a deficit with MRN funding

- Village hall budgeted rate increased from \$3.5million to \$5million and will be adjusted once true costs are known
- Capital Asset Reserve Bylaw approved February 2014; separated a stabilization fund and three capital asset reserves: Buildings, Roads and Other Future Capital Growth, Parks, and Major Road Network.

Action: Staff to research whether the Community Works Reserve funding (aka gas tax amount) could be applied to Village Hall funding.

- An increase to the asset levy of \$35,000 would result in a tax rate of 9.7%

It was Moved and Seconded:

“That we raise the capital asset levy to \$135,000.”

Carried Unanimously

- Water capital budget - no changes or concerns with balancing reserves
- Committee agreed that projects should be prioritized by addressing safety issues first

It was Moved and Seconded:

“To approve the four projects identified, with funding to be determined by Council, which are the two projects on East Road: Mossom Creek and the narrowing road between Lanson and Charlotte; East Road be completely built from one end to the other; the restructure of Elementary Road; and the sidewalk between Birch Wynde and the bus stops; and that the Finance Committee deems these a priority for 2016.”

Carried Unanimously

“That the draft 2016-2020 Five-Year Financial Plan, as amended by the Finance Committee on January 25, 2016, be presented to Council for deliberation.”

Carried Unanimously

9. ADJOURNMENT

It was Moved and Seconded:

“To adjourn.”

Carried Unanimously

The meeting adjourned at 9:20 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Mayor John McEwen
Chair, Finance Committee