

REGULAR COUNCIL MEETING AGENDA



Agenda for the Regular Council Meeting scheduled for
Tuesday, October 18, 2016 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC

1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the agenda be approved.

3. **Public Input**

Note: The public is permitted to provide comments to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.

4. **Delegations**

5. **Adoption of Minutes**

(a) **Minutes of the Regular Council Meeting held on October 4, 2016**

Recommendation: That the Minutes of the Regular Council Meeting held on October 4, 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.

Recommendation: That Council ratify the recommendations in the October 18, 2016 Regular Council Meeting Consent Agenda.

(a) **Metro Vancouver – RateOurHome.ca Campaign**

Recommendation: That the letter dated September 30, 2016 from Greg Moore, Metro Vancouver Board Chair, regarding the RateOurHome.ca Campaign, be referred to staff for information.

8. **Items Removed from the Consent Agenda**

9. Legislative Reports

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(a) Solid Waste Management Bylaw No. 554-2016

Report dated October 11, 2016 from the Chief Administrative Officer is attached.

page 28

(b) Officer Designation and Delegation of Authority Bylaw No. 556-2016

Recommendation: That Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016 be finally reconsidered and adopted.

10. Unfinished Business**11. New Business**

page 32

(a) Facility Rentals Policy

Report dated October 12, 2016 from the Chief Administrative Officer is attached.

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

page 37

(a) Committees, Commissions, and Boards – Minutes

- Parks Committee Meeting Minutes of April 21, 2016

(b) General Correspondence**16. Public Question Period**

Note: The public is permitted to ask questions of Council regarding any item pertaining to Village business. A two-minute time limit applies to speakers.

17. Adjournment



REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on Tuesday,
October 4, 2016 in Council Chambers at Village Hall, 2697
Sunnyside Road, Anmore, BC

ELECTED OFFICIALS PRESENT

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

STAFF and OTHERS PRESENT

Juli Kolby, Chief Administrative Officer
Christine Milloy, Manager of Corporate Services

1. Call to Order

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

2. Approval of the Agenda

It was MOVED and SECONDED:

R187/2016 “THAT THE AGENDA BE APPROVED, AS AMENDED.”

CARRIED UNANIMOUSLY

Item 11(c) was added to the agenda.

3. Public Input

- (a) Herb Mueckel, Alpine Drive, expressed support to the Anmore Heritage Group for their report, and requested that Council consider the recommendation for the Village to take control of the project.
- (b) Elaine Willis, Summerwood Lane, expressed that she is astounded to see that the first recommendation is to have the building demolished, and she urged Council to vote for recommendation 2 of the staff report.
- (c) Pam Blackman, East Road, expressed that it would be nice to see the Village promote, on its own website, the BC Youth Parliament.
- (d) Lynn Burton, Sugar Mountain Way, expressed that she, Interim Chair for the Anmore Heritage Group, was dismayed to see the staff recommendation to demolish the village hall. She added that she reached out to a personal contact,

who assisted her in discovering that a Heritage Canada staff member has identified the Heritage Legacy Fund to be a perfect fit for the restoration of the Murray Homestead and encourages the Village, in collaboration with the Anmore Heritage Group, to apply for \$500,000.

- (e) Nancy Maloney, East Road, expressed support for preservation of the Ma Murray Homestead, and requested that Council not be short-sighted and destroy part of history that cannot be replaced. She added that she cannot understand why Council is supporting things like rebranding the community at the expense of its past.
- (f) Lori Bennet, Sparks Way, expressed that heritage preservation is an essential part of any community and the village hall is worth saving as it is a link to Anmore's past that should not be lost.
- (g) George Dyrkton, East Road, expressed support to save the Ma Murray Homestead as it recreates a sense of culture, and he presented to Council a CD containing an interview with Ma speaking to her friend. He added that the interview will be available on YouTube.
- (h) Charles Christie, Sunnyside Road, expressed that the Village already took heritage money from the provincial government.

4. Delegations

Nil

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on September 20, 2016

It was MOVED and SECONDED:

R188/2016

"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON SEPTEMBER 20, 2016 BE ADOPTED AS CIRCULATED."

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

Nil

8. Items Removed from the Consent Agenda

Nil

9. Legislative Reports

(a) Officer Designation and Delegation of Authority Bylaw No. 556-2016

It was MOVED and SECONDED:

R189/2016 **“THAT THE FIRST, SECOND AND THIRD READING OF ANMORE OFFICERS DESIGNATION BYLAW NO. 556-2016 BE REPEALED.”**

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

R190/2016 **“THAT ANMORE OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW NO. 556-2016 BE READ A FIRST, SECOND AND THIRD TIME.”**

CARRIED UNANIMOUSLY

10. Unfinished Business

Nil

11. New Business

(a) Anmore Heritage Group Proposal for Ma Murray Homestead

It was MOVED and SECONDED:

R191/2016 **“THAT COUNCIL DIRECT STAFF TO WORK WITH THE ANMORE HERITAGE GROUP TO APPLY FOR A BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE - LEGACY FUND GRANT THROUGH THE DEPARTMENT OF CANADIAN HERITAGE TO OBTAIN FUNDS FOR THE MA MURRAY MUSEUM AND WELCOME CENTRE PROJECT; AND THAT COUNCIL DIRECT STAFF TO DEMOLISH THE OLD VILLAGE HALL, WITH THE EXCEPTION OF THE MA MURRAY HOMESTEAD, WHICH IS TO REMAIN IN PLACE UNTIL SUCH TIME AS A PERMANENT LOCATION IS DETERMINED.”**

MOTION DEFEATED

It was MOVED and SECONDED:

R192/2016 **“THAT COUNCIL DIRECT STAFF TO CONTACT HERITAGE BC TO EXPLORE THE POSSIBILITY OF THEM SPEARHEADING THE GRANT APPLICATION PROCESS FOR THE BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE - LEGACY FUND GRANT THROUGH THE DEPARTMENT OF CANADIAN HERITAGE TO OBTAIN FUNDS FOR THE MA MURRAY MUSEUM AND WELCOME CENTRE PROJECT; AND THAT COUNCIL DIRECT STAFF TO PROVIDE COUNCIL WITH INFORMATION RELATED TO THE COSTS OF DEMOLITION AND SECURING THE MURRAY HOMESTEAD PORTION OF THE OLD VILLAGE HALL; AND THAT COUNCIL ASK STAFF TO BE COGNISANT OF USING MINIMAL STAFF TIME FOR THIS PROJECT.”**

CARRIED UNANIMOUSLY

(b) Associate Member Insurance – Anmore Garden Club

It was MOVED and SECONDED:

R193/2016 **“THAT COUNCIL APPROVE THE SERVICE PROVIDER AGREEMENT AND THE SPONSORSHIP OF THE ANMORE GARDEN CLUB AS AN ASSOCIATE MEMBER, AS RECOMMENDED IN THE REPORT DATED SEPTEMBER 30, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING ASSOCIATE MEMBER INSURANCE – ANMORE GARDEN CLUB; AND THAT COUNCIL APPROVE THE PAYMENT OF THE PREMIUM FOR SUCH INSURANCE FROM THE 2016 BUDGETED ACCOUNT FOR CONTINGENCIES.”**

CARRIED UNANIMOUSLY

(c) Request for Award of Change Order – Lower Sunnyside Road Improvements

It was MOVED and SECONDED:

R194/2016 **“THAT COUNCIL APPROVE THE AWARD OF A CHANGE ORDER TO JACK CEWE OF FORTY THOUSAND DOLLARS (\$40,000) FOR THE PROJECT ‘LOWER SUNNYSIDE ROAD IMPROVEMENTS’ AS RECOMMENDED IN THE REPORT DATED OCTOBER 4, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING REQUEST FOR AWARD OF CHANGE ORDER – LOWER SUNNYSIDE ROAD IMPROVEMENTS.”**

CARRIED UNANIMOUSLY

12. Mayor's Report

Mayor McEwen reported that:

- On September 24, he attended the BC Creates award recognition event; Ms. Milloy deals with movie representatives for the Village; all municipalities were invited to attend; we should be proud of promoting the film industry.
- He was in Victoria at UBCM with Ms. Kolby and Councillor Weverink.
 - They met with BC Hydro and stressed the importance of the impact that the lake traffic is having on the community, Ms. Kolby provided a report outlining provided funding; and discussed the transmission lines alternatives, where BC Hydro indicated that they are still doing analysis to identify a selected route.
 - They met with Minister Fassbender, to talk about Village matters, the inequity in not being able to apply for small community grants, and TransLink funding
 - They held a meeting that included Lions Bay, Belcarra and Bowen Island Mayors and CAOs, where they talked about small community challenges, including concerns about real estate pricing, infrastructure, and limited tax base. He presented an idea that proposes the Village obtaining Crown Land to develop and use as its discretion.

13. Councillors Reports

Councillor Weverink reported that:

- He echoes Mayor McEwen's comments on UBCM.
 - He found it interesting and the meetings were productive.
 - The Village needs to push Hydro to pursue them to focus on one of the other options.
 - The meetings with Minister Fassbender and other Villages were also productive
- He attended a TransLink information session in Port Coquitlam, where he learned that the Village will be getting more service. He stressed that we need later buses, and he was impressed that TransLink staff heard, and remember, his concerns.

Councillor Froese reported that:

- He has a matter that he would like referred to the Environment Committee.

It was MOVED and SECONDED:

R195/2016

"TO HAVE COUNCIL REFER TO THE ENVIRONMENT COMMITTEE TO INVESTIGATE THE BEST WAYS TO INCORPORATE DARK SKY PRINCIPALS THROUGHOUT THE VILLAGE."

CARRIED UNANIMOUSLY

Councillor Thiele reported that:

- She is thankful to the members of the public who came to the meeting, adding that the comments were well prepared.

- The Emergency Preparedness Committee is supposed to meet this Thursday and she missed the deadline for submitting agenda items, and then asked Council to agree to waive the Procedure Bylaw for the meeting to be held.

It was MOVED and SECONDED:

R196/2016

“THAT COUNCIL AGREE TO WAIVE THE REQUIREMENTS OF THE PROCEDURE BYLAW TO ALLOW THE EMERGENCY PREPAREDNESS COMMITTEE TO HOLD A MEETING THIS THURSDAY, OCTOBER 6.”

CARRIED UNANIMOUSLY

Mayor McEwen reported that:

- He attended the Ioco Ghost Town Days on Saturday
- He ran into Ms. Webber at the Motorcycle Toy Run; a lot of money was raised for the Vancouver Christmas Bureau

14. Chief Administrative Officer’s Report

Juli Kolby reported that:

- As a reminder to all residents, the Village is holding a brand design workshop next Tuesday in Council Chambers on October 11 at 2:00 to 4:00 p.m. and 6:00 to 8:00 p.m.
- The Village has been successful in getting enough fill to level out the addition to Spirit Park at no cost to the Village aside from machine time. The ground will be compacted prior to Halloween, and it will be hydro seeded next spring.
- Matcon is completing the water connections as part of the upgrades to the water system. All residents who have been impacted should have been notified by now. The work should be completed by the end of this week. They will then repave the bumpy section.
- The work on East Road near Lanson is underway, and is expected to be paved next week, weather dependent. Matcon will continue on the lower portion of East Road near the Mossom Creek Crossing; that will take a few weeks to complete.

15. Information Items

(a) Committees, Commissions, and Boards – Minutes

Nil

(b) General Correspondence

- Letter dated September 8, 2016 from Youth Parliament of B.C. Alumni Society regarding British Columbia Youth Parliament, 88th Parliament

- Letter dated September 14, 2016 from Cathy Peters, North Vancouver, regarding human trafficking/sexual exploitation in BC
- Letter dated September 21, 2016 from The Provincial Government-UBCM Green Communities Committee regarding the Climate Action Recognition Program
- Letter dated September 26, 2016 from Ministry of Community, Sport and Cultural Development regarding the Village's application under the *Local Government Grants Act*
- E-mail message received September 29, 2016 from Auditor General for Local Government regarding Audit Planning Process for 2017/2018 - 2019/2020
- E-mail message received September 30, 2016 from Ministry of Children and Family Development regarding their proclamation of October as Foster Family Month

Juli Kolby reported that:

- The Village sign boards indicate that anyone wanting to make a donation to the Halloween event on October 31 can do so through the village hall.

16. Public Question Period

- (a) Herb Mueckel, Alpine Road, asked a question regarding a design draft for the new village hall and grounds.
- (b) Lynn Burton, Sugar Mountain Way, asked a question regarding the grant preparation for the Murray Homestead.
- (c) Robert Simons, Port Moody, presented comments regarding the Murray Homestead. No question was asked.
- (d) Nancy Maloney, East Road, asked a question regarding a full burning ban in the Village. She then asked a question regarding banning fireworks. She further asked a question regarding school zone speeding and signs.
- (e) Garnet Berg, Strong Road, asked a question regarding use of a post-secondary student to research and apply for the Legacy grant.
- (f) Elaine Willis, Summerwood Lane, presented comments regarding the Ma Murray Homestead. She then asked a question regarding reinstating the disabled parking spots at village hall.
- (g) Lynn Burton, Sugar Mountain Way, presented comments regarding Heritage BC. No question was asked.
- (h) George Dyrkton presented the Ma Murray interview CDs to the Corporate Officer for distribution to Council.
- (i) Charles Christie, Sunnyside Road, presented comments regarding the village hall being a heritage site and economic efficiency. No question was asked.

- (j) Pam Blackman, East Road, asked a question regarding speeding in the school zone on East Road, and whether the Village could get flags and extend it over Blackberry.

17. Adjournment

It was MOVED and SECONDED:

R197/2016

"TO CONCLUDE."

CARRIED UNANIMOUSLY

The meeting adjourned at 8:59 p.m.

Certified Correct:

Approved by:

Christine Milloy
Manager of Corporate Services

John McEwen
Mayor



Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

File: CR-12-01
Ref: RD 2016 Jul 29

SEP 30 2016

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Dear Mayor *JOHN* John McEwen and Council:

Re: Request for Assistance with Promoting RateOurHome.ca Campaign

At its July 29, 2016 regular meeting, the Board of Directors of the Greater Vancouver Regional District ('Metro Vancouver') considered a staff report on home energy labelling and adopted the following resolution:

That the GVRD Board direct staff to forward the report dated June 7, 2016, titled "Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project" to member jurisdictions and provide access to the RateOurHome.ca campaign materials in an effort to increase municipal involvement in the campaign.

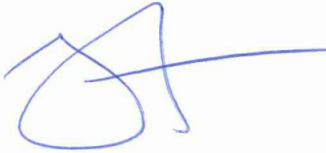
Metro Vancouver has established goals to reduce greenhouse gas (GHG) emissions by 33% by 2020 and 80% by 2050 from 2007 levels. Approximately one third of the GHG emissions in the region are from buildings, and of that, single-family homes are responsible for about 40% of the GHGs from buildings. Metro Vancouver is implementing RateOurHome.ca (formerly the *Home Energy Labelling Pilot Project*) in order to create awareness and make GHGs and energy use in homes more visible for everyone, and provide homeowners with a necessary tool to make informed decisions for their families and the environment.

The RateOurHome.ca campaign will launch throughout Metro Vancouver in October 2016. The key outreach channels of the campaign include a website, with an interactive map to view real EnerGuide home energy labels provided by Metro Vancouver residents, paid social media and online marketing, earned media, and targeted outreach (workshops and webinars) to real-estate agents and builders.

Our member jurisdictions are uniquely positioned to promote the RateOurHome.ca campaign to target audiences, namely homebuyers, home sellers, homeowners, real-estate agents and home builders. To this end, we request your assistance in ensuring that the RateOurHome.ca campaign materials described in the attached report reach the appropriate staff (e.g. in planning, permitting, sustainability or communications departments) at your local government.

If your staff have any questions or require additional information on the RateOurHome.ca program, please have them contact Erik Blair, Senior Policy and Planning Analyst at (604) 436-6747 or by email at Erik.Blair@metrovancover.org.

Yours truly,

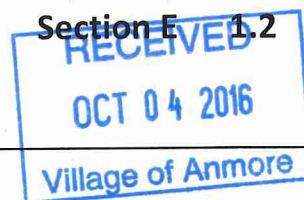


Greg Moore
Chair, Metro Vancouver Board

GM/RQ/eb

Encl: Report titled "Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project" dated June 7, 2016.

18964275



To: Climate Action Committee

From: Eve Hou, Air Quality Planner, Parks, Planning and Environment Department
Jerry Colman, Policy Coordinator, External Relations Department

Date: June 7, 2016

Meeting Date: July 6, 2016

Subject: **Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project**

RECOMMENDATION

That the GVRD Board direct staff to forward the report dated June 7, 2016, titled “Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project” to member jurisdictions and provide access to the RateOurHome.ca campaign materials in an effort to increase municipal involvement in the campaign.

PURPOSE

To provide the Climate Action Committee with a progress update on the Metro Vancouver home energy labelling pilot project, funded in part by the 2015 GVRD Sustainability Innovation Fund.

BACKGROUND

In February 2015, the Climate Action Committee received a presentation from staff on the “Home Energy Labelling Pilot Project” and in June 2015, this pilot project was awarded \$100,000 from the GVRD Sustainability Innovation Fund. This report provides an update on the project.



steering committee and a workshop held with builders and realtors, the project direction was established as follows:

- **Increase broad awareness of home energy labeling**
Raise general awareness in all audiences from currently low levels.
- **Wherever possible link awareness to informational resources**
Including website, collateral materials.

Other main results:

- **Key message is home energy labelling is good value**
It provides benefits such as comfort, peace of mind, better indoor air quality, a better performing home, reliability, home pride, etc.
- **Primary audiences are home buyers and home sellers**
These audiences need to start asking for the label to create a demand from builders.
- **Approach is to connect the label with a genuine need**
The goal is to sell the benefits of an energy efficient home (cost savings, comfort, peace of mind etc.), and raise awareness of the label as an informational tool at the point of sale.

FOCUS GROUP TESTING

Based on the direction from the Steering Committee and other stakeholders, several creative concepts were developed targeting home buyers and home sellers. In January 2016, two of the concepts were tested with focus groups, comprised of homeowners and prospective homebuyers and home sellers. The testing revealed a number of key themes and observations towards the creative concepts and messages shown:

- **Considerations when buying a home:** Personal values were a high priority when making a home purchase decision. Although the initial considerations were price, location and size, the secondary factors were focused on the quality of structure itself, including comfort. Some members of the group discussed the importance of a home inspection to avoid costly surprises, both in terms of capital and maintenance on a home.
- **Preference for creative concepts:** The focus groups were shown two creative concepts, with a focus on homebuyers and home sellers. The group readily eliminated the more complex concept of the two. They preferred a simple concept delivered in a friendly but serious tone.
- **Advertising channels:** The focus group provided input on where they would go when buying or selling a home. They emphasized the importance of online resources and also noted that realtors are an important source of information and guidance.

CAMPAIGN CONCEPT AND BRAND

Based on the feedback provided by the Steering Committee and focus groups, a final concept was selected (see Figure 2) for the campaign. This simple, straight-forward and clear direction introduces homebuyers and home sellers to the concept of home energy labelling and its role. It highlights the role of the label as helping “spot” or identify an energy efficient home. The copy beneath the ad describes how the label can “take the guesswork out of finding a reliable, better performing and energy efficient home” when in the market to buy, and “help your property stand out in a sea of same” when looking to sell.

CAMPAIGN ELEMENTS

To support these creative concepts, Metro Vancouver developed a brand for the project – RateOurHome.ca. This brand (provided as Attachment 1) will represent the website URL, which will

serve as the key resource for learning about home energy labelling. A draft showing initial content under development is shown in Attachment 2. All campaign materials will direct users to this online resource, which will serve several functions:

- Provide basic information on home energy labelling, including how to read the label and how to get a label.
- Provide audience-specific information on how home energy labelling benefits them, either as a seller, buyer, builder or realtor.
- Host an interactive, searchable map where homeowners can voluntarily display their EnerGuide labelled home.

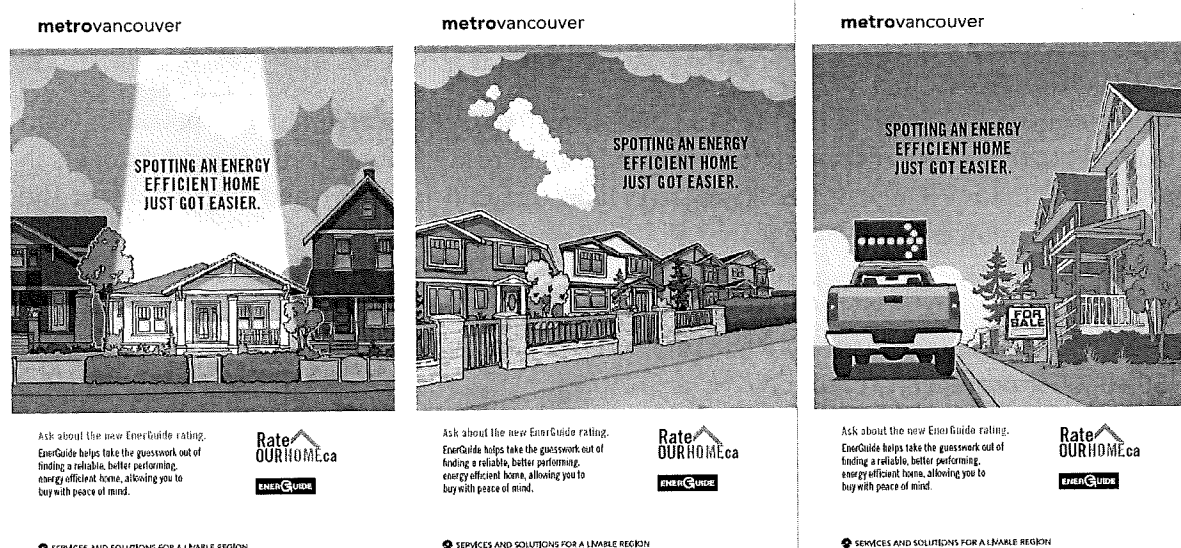


Figure 2: Print ads for the RateOurHome.ca campaign

Other campaign elements include:

- Campaign advertising (including print ads in community or real estate publications, online display ad, pre-roll video, social media paid posts, and printed collateral such as brochures and banners);
- Earned media;
- Direct engagement with local governments and utilities to integrate RateOurHome.ca disclosure with new home programs already requiring EnerGuide rating;
- Webinars, conferences and seminars for secondary audiences (realtors, builders and local government/utilities)

PROJECT PROGRESS AND TIMELINES

The RateOurHome.ca campaign is well underway with the following steps completed and planned:

- **Complete:** Program terms, branding, logo, website, promotional videos, print collateral and forms, and waivers have been finalized.
- **July:** Recruitment of voluntarily disclosed labels and the involvement of stakeholders and member jurisdictions in the RateOurHome.ca website.
- **Aug/Sept:** Population of web map with labels through word-of-mouth outreach and direct engagement with secondary audiences.
- **Oct:** Launch of advertising campaign begins in earnest, with a budget to continue through spring 2017.

Staff intend to return to this Committee in spring 2017 with an update on the campaign, including metrics and recommendations.

ALTERNATIVES

1. That the GVRD Board direct staff to forward the report dated June 7, 2016, titled “Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project” to member jurisdictions and provide access to the RateOurHome.ca campaign materials in an effort to increase municipal involvement in the campaign.
2. That the GVRD Board receive for information the report dated June 7, 2016, titled “Update on Sustainability Innovation Fund Project – Home Energy Labelling Pilot Project”.

FINANCIAL IMPLICATIONS

The RateOurHome.ca campaign budget is \$180,000. The 2015 GVRD Sustainability Innovation Fund supported \$100,000 of these costs with the balance funded from the approved program budgets in air quality and climate change (\$25,000 in 2015 and \$15,000 in 2016) and a grant from the Homeowners Protection Office (\$40,000).

Expenditures include:

- \$120,000 for creative design and market research; and
- \$60,000 for outreach/promotions.

A significant amount of in-kind support is provided by City Green Solutions, through a grant provided by Natural Resources Canada. City Green Solutions is an enterprising non-profit, specializing in innovative home and building energy efficiency solutions, including home evaluations and assistance with access to grants. City Green’s in-kind support will provide staff time to deliver a number of the campaign elements, such as webinars and workshops targeting realtors and builders.

SUMMARY / CONCLUSION

The Metro Vancouver home energy labelling pilot project, now branded as the RateOurHome.ca campaign, will raise awareness of home energy labelling among homebuyers and home sellers, realtors and builders. The campaign will raise awareness of the label as an informational tool at the point of sale, connecting the label with a genuine need (such as being able to identify a home that is healthy, comfortable, and reliable) and by demonstrating that the label is good value, whether buying or selling a home. GVRD Sustainability Innovation Funding in 2015 has been used to develop a research-based and audience-tested campaign that should set the frame for a multi-year awareness campaign. The campaign is soft launching in the summer of 2016, with advertising beginning in earnest in October 2016, to coincide with the fall home-buying season. Staff recommend Alternative 1, which seeks to improve uptake of the campaign by member jurisdictions, by forwarding this report to them and providing access to campaign materials.

Attachments:

1. RateOurHome.ca logo
2. RateOurHome.ca draft website content

ATTACHMENT 1: RateOurHome.ca logo



Spotting an energy efficient home just got easier.

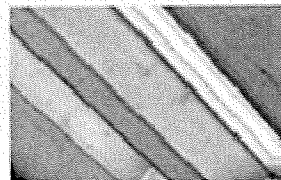
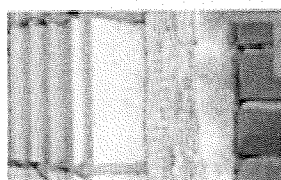
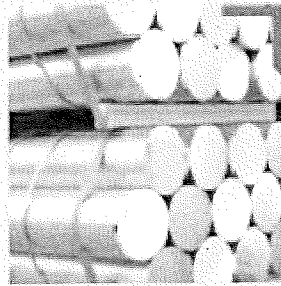
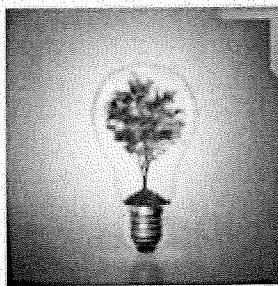
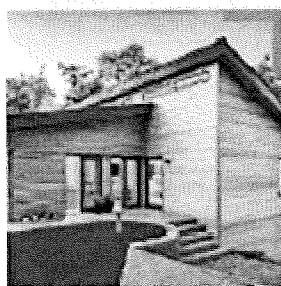
ATTACHMENT 2: RateOurHome.ca draft website content

metrovanancouver



Ask about the new EnerGuide rating.

EnerGuide helps take the guesswork out of finding a reliable, better performing, energy efficient home, allowing you to buy with peace of mind.





VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: October 11, 2016

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Anmore Solid Waste Management Bylaw No. 554-2016

Purpose / Introduction

The purpose of this report is to outline the proposed changes to the solid waste management bylaw with regards to fees, fines and securing/replacement of carts.

Resolutions

1. THAT Anmore Solid Waste Management Bylaw No. 554-2016 be read a first, second and third time.
 - OR
 2. THAT Anmore Solid Waste Management Bylaw No. 554-2016 be read a first, second and third time, with amendments.
 - OR
 3. THAT Council request further information of staff regarding the Anmore Solid Waste Management Bylaw No. 554-2016.
-

Background

The Village of Anmore began providing bi-weekly solid waste and weekly yard/kitchen waste and recycling collection in the fall of 2014. Accordingly, the Village's Solid Waste Management Bylaw was updated at that time. Included in the bylaw are a number of requirements of residents as well as fees associated with solid waste management services. Based on a few years of implementation, it was apparent that the bylaw is in need of updating in a few areas; as are the fees associated with solid waste management. The proposed bylaw is attached for reference (**Attachment 1**).

Report/Recommendation to Council

Anmore Solid Waste Management Bylaw No. 554-2016

October 11, 2016

The proposed bylaw was originally presented at the Regular Council meeting held on September 13, 2016. Council passed the following resolution at that meeting:

"THAT COUNCIL REQUEST FURTHER INFORMATION OF STAFF REGARDING THE ANMORE SOLID WASTE MANAGEMENT BYLAW NO. 554-2016."

Council requested that staff consider extending the time at which collection carts must be removed from the roadway on collection day, that the bylaw be written as gender neutral and that carts be replaced by the Village without additional fees regardless of the way in which the carts were damaged. Staff have updated the bylaw to reflect the first two suggestions, but still recommends that property owners be responsible for cart repair or replacement if they are damaged due to neglect.

Discussion

Fees & Fines

Fees are recommended to remain at \$251 per year (see Schedule A of Attachment 1). This amount is a calculation based on the annual cost to provide the service (including a replacement provision for the carts) and the number of homes where solid waste is collected. The cost to purchase and replace bins has also been updated to reflect current pricing.

New to the bylaw is the addition of fees for the repair of the carts and replacement of the bear locks. The fees have been calculated based on staff time and materials for a typical repair or replacement. Fees will be invoiced to residents in all circumstances where damage was not caused by Village staff or the contracted collection crew. While the annual fee includes a replacement provision for the carts, the intent of the provision is to cover the replacement cost due to general wear and tear. The fees proposed in the new bylaw are intended to recover costs associated with repetitive neglect of the carts, including damage by wildlife. As a result, the bylaw has been updated to reflect that if there is a single occurrence within a two (2) year period, the property owner will not be charged for repair or replacement of their cart.

In addition, the proposed solid waste bylaw also includes various fines for being in contravention of the bylaw. The bylaw enforcement officer, operations superintendent and chief administrative officer (or delegate) will have the ability to issue a ticket to an offending property owner or occupier. Fine amounts increase with the number of offences that have occurred, with the first offence being a warning.

Securing Carts

Updates to the bylaw also include refining section 6.1, which outlines the duties of owners and occupiers of homes that receive solid waste services from the Village. While the changes were not substantive in nature, some clauses were separated out to allow for a reference to stand alone contraventions.

Staff had given consideration to making additional changes to the language within the bylaw regarding securing bins from wildlife interaction, however given the Northeast Sector Bear

Report/Recommendation to Council

Anmore Solid Waste Management Bylaw No. 554-2016

October 11, 2016

Network Committee has just recently been re-engaged, staff recommend that any further updates to wildlife protection be proposed by that Committee for consistency purposes.

Financial Implications

The proposed fee of \$251 for the 2016 fiscal year will cover the cost of delivering the services of solid waste collection. Fees associated with repairing and replacing carts, outside of general wear and tear, are also included as a cost recovery. Staff have calculated these fees based on staff time, materials and contractor costs. Any fines collected for contraventions to the bylaw will be deposited in miscellaneous revenue until such time as sustainable budgets can be determined.

Communications / Civic Engagement

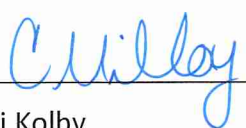



The updated bylaw, if adopted by Council, will be made available to the public via the Village's website. A specific notice highlighting the changes could be included in the fall 2016 utility notice envelope.

Corporate Strategic Plan Objectives

The proposed Anmore Solid Waste Management Bylaw No. 554-2016 meets Council's Corporate Strategic Objective of ensuring financial sustainability of municipal resources (fiscal and personal) and service delivery to facilitate a fiscally viable future for the Village by ensuring appropriate cost recovery of solid waste collection services.

Attachments

1. DRAFT Anmore Solid Waste Management Bylaw No. 554-2016

Prepared by:	
	
for Juli Kolby Chief Administrative Officer	
Corporate Review	Initials
Building & Bylaws	
Public Works	
Corporate Officer	

VILLAGE OF ANMORE

BYLAW NO. 554-2016

A bylaw to provide a system for the collection and disposal of solid waste

WHEREAS under the *Community Charter S.B.C. c26* authorizes Council to regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS Council considers it desirable to regulate solid waste services in the Village of Anmore;

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

1. TITLE

This bylaw may be cited as “Anmore Solid Waste Management Bylaw No. 554-2016”.

2. REPEAL

That “Anmore Solid Waste Management Bylaw No. 534-2014” be repealed in its entirety.

3. DEFINITIONS

Attractant means any substance which could reasonably be expected to attract wildlife or does attract wildlife including but not limited to household refuse, kitchen waste, food products, beverage containers, barbecue grills, pet food, bird feed/feeders, diapers, grease barrels, fruit, honey, salt, oil, other petroleum products, chemical products and compost other than grass clippings, leaves or branches;

Automated Collection means the collection of solid waste using a specially designed vehicle with mechanical apparatus which empties a collection cart directly into the vehicle without requiring manual labour to empty the cart;

Bear Locks means a locking device installed on collection carts to protect carts and their contents from wildlife.

Bio-Medical Waste means material that is prescribed as “bio-medical waste” by the *Environmental Management Act*;

Building and Demolition Waste means all earth, debris, rocks, trees, stumps, building materials and anything originating from the construction or demolition of buildings and structures;

Enforcement Officer means a bylaw enforcement officer, a conservation officer, a police officer or a WildSafe BC program staff member;

Collection Cart means garbage or kitchen waste and yard waste containers for automated collection that is owned by the Village and loaned to an owner who receives curbside collection;

Collection Crew means the contractor and its employees and any other person authorized by the Village to provide services pursuant to this bylaw;

Commercial Use means a use providing for the sale of goods and services;

Dwelling Unit means a self-contained residential unit intended for the sole use of family living in either a manufactured home, single-family or two-family home;

Garbage means all solid waste eligible for regular disposal excluding recyclables and kitchen waste and yard waste;

Kitchen Waste means meats, fish, bones, seafood shells, vegetable peelings and seeds, fruit peelings and seeds, eggshells, pasta, rice, baked goods, desserts, dairy, butter, sauces, food-soiled papers such as pizza boxes, ice cream cartons, papers plates and napkins, coffee grounds and coffee filters, tea bags and tea leaves, and similar products as approved for disposal by the Village from time to time;

Land Clearing Waste means all earth, debris, rocks, trees, stumps and anything else originating from land clearing for development purposes;

Operations Superintendent means the Operations Superintendent for the Village of Anmore;

Noxious Waste means any matter or thing natural or manmade, that may be germ or vermin infested, have an offensive odour, be explosive in itself or when mixed with other substances or be injurious to the health of a person handling it and without limitation, acids or other corrosive materials and combustible materials;

Occupier means a person or persons residing at a residence;

Owner means the person(s) whose name appears on the title of property at the Land Titles Office;

Person includes an individual, business, corporation or partnership;

Parcel means any lot, block or other area in which land is held or into which it is subdivided, including strata and bare land strata complexes and individual strata lots;

Recyclables means all materials approved for collection by Multi Material BC;

Scavenge means to separate or remove materials from solid waste which has been set out for collection;

Secondary Suite means a dwelling unit that is ancillary and subordinate to another dwelling unit, such as a basement or attic suite;

Solid Waste means garbage, kitchen waste and yard waste eligible for regular disposal excluding recyclables;

Special Waste means material that denotes a regulation as “special waste” by the *Environmental Waste Management Act*;

Village means the Village of Anmore;

Wildlife means birds and any mammals not normally domesticated, including but not limited to bears, cougars, coyotes, wolves, foxes, racoons and skunks;

Yard Waste means weeds, plants, leaves, ashes, sawdust, grass, hedge and plant clippings, twigs, branches three inches or less in diameter and less than 40 inches long and may include Christmas trees free of tinsel and chemical sprays, cut to suit, but does not include any land clearing;

4. COLLECTION AND DISPOSAL SERVICE

4.1 Every Owner and Occupier of a Parcel containing at least one Dwelling Unit shall make use of the Solid Waste Disposal Services provided by the Village.

4.2 Every Commercial Use property shall make use of the Solid Waste Disposal Services provided by the Village.

4.3 Notwithstanding the charges for service pursuant to section 5 of this bylaw, the Village shall loan to the Parcel;

- (a) one 240L Garbage Collection Cart and one 240L Kitchen Waste and Yard Waste Collection Cart for a Parcel containing one Dwelling Unit;
- (b) one 360L Garbage Collection Cart and one 240L Kitchen Waste and Yard Waste Collection Cart for a Parcel containing a Dwelling Unit with a Secondary Suite;
- (c) one 120L Garbage Collection Cart and one 240L Kitchen Waste and Yard Waste Collection Cart for a Commercial Use property.

5. VILLAGE SERVICES

5.1 The Village shall provide the following services by way of Automated Collection to each Parcel under sections 4.1 and 4.2:

- (a) Garbage collection every other week;
- (b) Kitchen Waste and Yard Waste collection every week.

5.2 The frequency of the provision of the collection services under section 5.1 is subject to change from time to time due to statutory holidays, as determined by the Operations Superintendent.

- 5.3 The Village's collection services listed under section 5.1 is limited to the applicable number and size of Collection Carts supplied.
- 5.4 An owner of a Parcel receiving services under this bylaw may apply to increase the size of a Collection Cart by submitting a written request to the Operations Superintendent. Additional fees, where applicable, will apply.

6. DUTIES OF OWNERS AND OCCUPIERS

- 6.1 Every Owner or Occupier of a Parcel that receives Solid Waste Services from the Village shall:
- a) Shall keep on the Parcel at all times all Collection Carts supplied to the Parcel;
 - b) Place all solid waste intended for collection in Collection Carts;
 - c) Separate solid waste for collection into appropriate Collection Carts as designated;
 - d) Notify the Operations Superintendent if a Collection Cart is damaged or a cart is stolen;
 - e) Maintain all Collection Carts supplied to the Parcel in a clean and sanitary condition at all times;
 - f) Maintain all Collection Carts as received without modifying the carts or their components;
 - g) On collection day, the collection carts must be placed on the driveway of the parcel as near as possible to the travelled portion of the road no earlier than 5:30 a.m. and no later than 7:00 a.m. and ensure that all bear locks are unlocked and that the collection carts do not impeded pedestrian traffic;
 - h) ensure that all Bear Locks are re-locked and all Collection Carts are returned to their storage area by no later than 10:00 p.m. on collection day;
 - i) Take steps to secure their Collection Carts against theft or damage. If a Collection Cart is stolen or damaged due to the neglect of an Owner or Occupier, reimburse the Village for its costs of replacing or repairing the cart within 30 days of receiving an invoice;
 - j) Ensure that all assigned Collection Carts are accessible for inspection by the Village;
 - k) Keep the Collection Carts supplied to the Parcel with the lid securely closed and locked, except to deposit waste or allow for collection and disposal;
 - l) Ensure that only solid waste eligible for regular disposal is deposited in the garbage Collection Cart;
 - m) Ensure that only recyclable materials are deposited in the recycling Collection Cart and that such materials are clean and dry;
 - n) Ensure that only kitchen and yard waste is deposited in the kitchen and yard waste Collection Cart;
 - o) Ensure that solid waste has been drained of all liquid and that waste such as ashes, sawdust and other such items are separately contained within the cart;
 - p) Set out only the amount of waste that will fit into a Collection Cart with the lid closed and so as not to exceed the weight limit specified on the cart;

- q) Dispose of excessive solid waste to the appropriate waste facility;
- r) Clean up spillage originating from Collection Carts;
- s) No Owner, Occupier, or other person shall keep any Attractant on their premises in such manner as to be accessible to Wildlife, and without limiting the generality of the foregoing, every Owner, Occupier, or other person shall ensure that:
 - i. all fruit is removed within three (3) days;
 - ii. bee hives and bird feeders are inaccessible to Wildlife;
 - iii. petroleum products including grease and motor oil are inaccessible to Wildlife;
 - iv. outdoor refrigerators or freezers are either inaccessible to Wildlife or securely locked to prevent access by Wildlife;
 - v. Wildlife Attractants, including but not limited to meat, bones, dairy, and oil, are not put into compost piles.

6.2 If an Owner or Occupier of any Parcel has not complied with section 6.1 or other relevant sections contained in this bylaw, the Village's Collection Crew need not collect any Solid Waste from said Parcel.

7. ACCESS TO PARCEL AND COLLECTION CARTS

7.1 An officer or employee of the Village may enter onto any property in accordance with section 16 of the *Community Charter S.B.C. c26* to inspect and determine whether this bylaw is being met.

7.2 An Enforcement Officer may enter onto property if Wildlife poses a threat.

7.3 A Person must not interfere with, hinder or obstruct an officer or employee of the Village in the exercise of the performance of their duties or functions.

8. COLLECTION OF OTHER WASTES

8.1 The Village will not provide for the collection and disposition of any wastes other than Solid Waste or Kitchen Waste and Yard Waste. It is the responsibility of any Owner or Occupier to provide for the legal collection and disposition of any other waste products including without limitation, Bio-Medical Waste, Building and Demolition Waste, Land Clearing Waste, Noxious Waste and Special Waste.

8.2 Bio-Medical Waste and Special Waste must be disposed of by an Owner or Occupier in accordance with all applicable Federal and Provincial environmental legislation, including without limitation, the provisions of the *Waste Management Act, S.B.C. 1982, c 41* and regulations made hereunder.

9. GENERAL PROHIBITIONS

9.1 No Person other than an Owner or Occupier of a Parcel to whom a Collection Cart has been issued, or a Collection Crew, shall remove the cover from the said Collection Cart or remove or disturb the said Collection Cart or the contents thereof.

9.2 No Person shall Scavenge Solid Waste from a Collection Cart.

10. FEES AND CHARGES

10.1 All Owners receiving the Solid Waste Collection Service shall be charged the fees set out in Schedule "A" of this bylaw which will be included on the annual fall utility notice and shall be payable by the due date.

10.2 A 10% penalty will apply to all fees left unpaid after the due date.

10.3 Any fees not paid by December 31 of the year in which it is payable shall be treated as taxes in arrears and shall be collected in the same manner and with the same remedies as property taxes.

10.4 Upon issuance of an occupancy permit for a building to be serviced under this bylaw, the Owner of a Parcel shall purchase one Garbage Collection Cart and one Kitchen Waste and Yard Waste Collection Cart and pay, in advance, the per diem rate under Schedule "A" for the balance of the year. Collection Carts will be delivered by an employee of the Village within 15 days of payment.

11. ENFORCEMENT AND IMPLEMENTATION PROVISIONS

11.1 This bylaw maybe enforced by the Chief Administrative Officer, the Operations Superintendent, Enforcement Officer, or delegate(s), who may be assisted by other employees of the Village.

11.2 A Person who:

- (a) contravenes, violates or fails to comply with any provision of this bylaw;
- (b) fails or neglects to do anything required to be done under this bylaw; or
- (c) suffers or allows any action or thing to be done in contravention of this bylaw, or any notice or direction made under this bylaw;

commits an offence and where the offence is a continuing one, each day that the offence is continued constitutes a separate offence.

11.3 A Person convicted of an offence under this bylaw is liable to pay a fine of up to a maximum \$10,000.00 if prosecuted under the *Offence Act*.

11.4 Recurring non-compliance of any provision of this bylaw that may affect the integrity of the Solid Waste Collection System may result in suspension of the service pursuant to the *Community Charter, S.B.C. c26*.

11.5 Persons deemed to be in non-compliance will be provided reasonable notice of the suspension and will have opportunity to make representation to Council pursuant to the *Community Charter, S.B.C. c26*.

12. SCHEDULES

12.1 That Schedules "A" and "B" are attached hereto and forms part of this bylaw.

READ a first time this day of , 2016

READ a second time this day of , 2016

READ a third time this day of , 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED this day of , 2016

Mayor

Manager of Corporate Services

Certified a true and correct copy of "Anmore Solid Waste Management Bylaw No. 554-2016".

Date

Manager of Corporate Services

SCHEDULE "A"**1. Domestic Waste**

- (a) Purchase of Collection Carts are the responsibility of the property owners. Ownership is transferred to the Village for wear and tear maintenance and replacement. Each property shall have two Collection Carts, one for Garbage and one for Kitchen Waste and Yard Waste.

	120 Litre	240 Litre	360 Litre
Collection Cart Purchase	\$131.00	\$137.00	\$142.00

- (b) All owners will receive an annual utility notice and shall be payable by the due date which will be no less than 21 days from the date of mail out.

January 1 – December 31, 2016	\$251.00 for two Collection Carts
-------------------------------	-----------------------------------

- (c) Upon issuance of an occupancy permit for a building that will be serviced by this bylaw shall pay in advance \$0.69 per day for the remainder of the year.
- (d) Replacement or repair of Garbage Collection Carts or Kitchen Waste and Yard Waste Collection Carts due to damage by Wildlife or anyone other than the Collection Crew will be invoiced to the Owner at the following rates:

	120 Litre	240 Litre	360 Litre
Collection Cart Replacement	\$131.00	\$137.00	\$142.00
Collection Cart Repair	\$15 / per occurrence		
Bear Lock Replacement	\$10 / per occurrence		

An Owner will not be invoiced for the first occurrence within a two (2) year period.

- (e) Owner or Occupiers in contravention of this bylaw may be fined in as per the below.

1 st Offence	Warning
2 nd Offence	\$50
3 rd Offence	\$100
4 th Offence	\$150

SCHEDULE "B"**APPLICATION FOR SERVICE LEVEL CHANGE
FOR SOLID WASTE COLLECTION**

Name: _____ Phone No. _____

Address: _____

TYPE OF COLLECTION CART	SIZE (LITRE)	COLLECTION CARTS I CURRENTLY HAVE:	I WISH TO CHANGE MY CARTS TO:
Garbage Collection Cart	120	_____	_____
	240	_____	_____
	360	_____	_____
Kitchen Waste and Yard Waste Collection Cart	120	_____	_____
	240	_____	_____

I agree that any fees as required in Bylaw No. 534-2014 will be paid for the services provided:

Signature_____
Date

You may fax this application to the Village Hall at 604-469-0537 or drop it off at the Village Hall, 2697 Sunnyside Road, during normal office hours – 8:30 a.m. to 4:00 p.m. Monday to Friday.

VILLAGE OF ANMORE

BYLAW NO. 556-2016

A bylaw to provide for the designation of officers and the delegation of authority

WHEREAS section 146 of the *Community Charter* requires that Council must, by bylaw, establish officer positions having responsibility under sections 148 and 149 of the *Community Charter*;

AND WHEREAS section 147 of the *Community Charter* authorizes Council, by bylaw, to establish a chief administrative officer position having responsibility under section 147 of the *Community Charter*;

AND WHEREAS section 154 of the *Community Charter* authorizes Council, by bylaw, to delegate its powers, duties and functions, including those specifically established by an enactment;

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

CITATION

1. That this bylaw may be cited for all purposes as "Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016".

DEFINITIONS

2. In this bylaw,

Chief Administrative Officer means the person appointed by Council to the position of Chief Administrative Officer of the Village;

Council means the elected council of the Village of Anmore.

Corporate Officer, also known as **Manager of Corporate Services, Village Clerk** or **Municipal Clerk**, means the person hired by the Village for the position of Corporate Officer of the Village;

Financial Officer means the person hired by the Village for the position of Financial Officer of the Village;

Village means the Village of Anmore, a municipality incorporated under the *Local Government Act* and the *Community Charter*.

ESTABLISHMENT OF OFFICER POSITIONS

3. The following positions are designated as officer positions for the Village;
- (i) Chief Administrative Officer
 - (ii) Corporate Officer
 - (iii) Financial Officer
 - (iv) Manager of Development Services
 - (v) Bylaw Enforcement Officer
- 3.1 The Chief Administrative Officer is a legislated officer of the Village and is assigned the responsibility of chief administration pursuant to section 147 of the *Community Charter*. The Chief Administrative Officer is authorized to designate one or more deputies to act in his or her absence.
- 3.2 The Corporate Officer is a legislated officer of the Village and is assigned the responsibility of corporate administration pursuant to section 148 of the *Community Charter*.
- 3.3 The Financial Officer is a legislated officer of the Village and is assigned the responsibility of financial administration pursuant to section 149 of the *Community Charter*.
- 3.4 The Manager of Development Services is an officer of the Village and is assigned the responsibility of planning and development administration pursuant to the associated job description.
- 3.5 The Bylaw Enforcement Officer is an officer of the Village and may exercise the following powers on behalf of the Village:
- (a) Enforcement of the Village's regulatory bylaws and related policies;
 - (b) Entry onto or into private premises to verify compliance with the Village's regulations, prohibitions or requirements pursuant to section 16 of the *Community Charter*;
 - (c) The service of summons pursuant to section 28 of the *Offence Act*; and
 - (d) For certainty, the issuance of Municipal Ticket Information as provided by Anmore Municipal Ticket Information Bylaw No. 217-1998, and any amendments thereto.

APPOINTMENT TO TWO OR MORE POSITIONS

4. Nothing in this bylaw shall prevent the appointment of the same person to two or more offices or positions.

SIGNING AUTHORITY

5. Except for provisions in this bylaw, any contract, agreement, debenture, plan or other document or instrument to be executed or approved by the Village shall be executed by the Mayor and Corporate Officer.

SERVICING AGREEMENTS

6. The Chief Administrative Officer is authorized, on behalf of the Village, to enter into works and services agreements pursuant to section 940(2)(b) of the *Local Government Act* in accordance with applicable Village bylaws regulating and requiring the provision of works and services in respect of the subdivision and development of land.

DELEGATION TO PERSONS HOLDING AN OFFICER POSITION

7. Where this bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position and to any person who from time to time is the deputy of that person so appointed by Council.

NO DELEGATION BY A DELEGATE

8. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty, or function that has been delegated by this bylaw.

SCOPE OF BYLAW

9. For clarity, subject to the *Local Government Act*, unless a power, duty or function of Council has been expressly delegated by this bylaw or another Village bylaw, all of the powers and duties and functions of Council remain with Council.

REPEALMENT

10. That "Anmore Officer & Delegation Bylaw No. 398-2005" is hereby repealed.

READ a first time the 4th day of October, 2016

READ a second time the 4th day of October, 2016

READ a third time the 4th day of October, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED the day of

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016".

DATE

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: October 12, 2016
Submitted by: Juli Kolby, Chief Administrative Officer
Subject: Facility Rentals Policy

Purpose / Introduction

To present Council with a draft Facility Rentals Policy No. 53 for consideration and approval.

Recommended Resolutions

1. **THAT Council approve Facility Rentals Policy No. 53 as outlined in the report dated October 12, 2016 from the Chief Administrative Officer regarding Facility Rentals Policy.**

OR

2. **THAT Council approve Facility Rentals Policy No. 53 as outlined in the report dated October 12, 2016 from the Chief Administrative Officer regarding Facility Rentals Policy, with amendments.**

OR

3. **THAT Council refer Facility Rentals Policy No. 53 back to staff for further information.**
-

Background

The Village of Anmore leased additional ATCO trailers, which were installed in July 2016. The new trailers ("Rental Space") are being used primarily for municipal operations such as Council meeting, committee meetings and staff meetings. However, there is an opportunity for members of the public to book the Rental Space for various purposes.

Discussion

Policy No. 53 Rental Facilities has been drafted to establish the allowable use, prioritization of user groups, requirements of users and process for application of use.

The draft Policy No. 53 is attached for reference as **Attachment 1**. The policy outlines that Village functions will take precedence for use (i.e. Council meetings, Committee meetings, workshops, information sessions, etc.). Bookings will be made on a first come, first serve basis following that.

Report/Recommendation to Council

Facility Rentals Policy

October 12, 2016

Financial Implications

Fees associated with the Rental Space will be determined by the type of group or organization wishing to use it. For those local groups who are providing a service for the community or on behalf of the Village, no fee will be charged. For those groups holding a private meeting or event, such as Strata meetings or private functions, a fee of \$20 per hour will be charged. All groups will be asked to provide a \$250 damage/cleaning deposit.

At this time, staff are unable to determine the level of revenue which might be generated from the use of the Rental Space. As data is collected going forward, revenue budgets could be created to identify annual sustainable revenues.

Communications / Civic Engagement

Policy No. 53 will be made available to the public on the Village's website.

Council Strategic Plan Objectives

The use of the Rental Space by user groups will provide additional funding to the Village, which aligns with the Corporate Objective to ensure financial sustainability of municipal resources (fiscal and personal) and service delivery to facilitate a fiscally viable future for the Village.

Attachments:

1. DRAFT Policy No. 53 Facility Rentals.

Prepared by:



Juli Kolby
Chief Administrative Officer



Village of Anmore

COUNCIL POLICY

Policy	Facility Rentals	Policy No.	53
Effective Date	October 19, 2016	Approved by	
Date Amended	n/a	Resolution No.	
Date Established	October 18, 2016		

PURPOSE

The Facility Rentals Policy is to provide guidelines regarding the rental and use of the leased trailers ("Rental Space") in accordance with the applicable fees in the Fees & Charges Bylaw.

SCOPE

This policy establishes the allowable use, prioritization of user groups, requirements of users and process for application of use.

DEFINITIONS

Licensee means the individual or organization renting the Rental Space.

Rental Agreement means the agreement made between the Licensee and the Village in regards to type and duration of use of the Rental Space.

Rental Space means the leased trailers adjacent to the Village Hall, also used as Village of Anmore Council Chambers.

Village means the Village of Anmore.

POLICYAllowable Use

The Rental Space will be made available to community groups and other users for meetings, workshops, events and activities outside of regular business hours (8:30am-4:00pm).

Prioritization of Use

The Licensee must represent properly constituted group or be an individual capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

The Rental Space, first and foremost, will be used to conduct Village functions (i.e. Council meetings, Committee meetings, information sessions, public hearings, etc.) When available for user groups, the Rental Space will be booked on first come, first serve basis.

Use of Facilities

Tables and chairs are available for use, but must be set up and reconfigured by the group. No stationary, supplies (including dishes, kitchen items, etc.), or electronic equipment are available with the meeting space. The Licensee is responsible for setting up their own equipment and remedying technical problems encountered. A projector is available for use upon request.

Assignment of the Rental Agreement is not permitted. The Licensee acknowledges that the Village has the right to cancel or revoke either specific usage or the rental contract when the facilities are required for Village functions. In the case of Village function usage, the Village will do its best to provide the Licensee with appropriate notice. Provision of an alternate space in the Village is not guaranteed. A refund or credit will be provided to the Licensee where an alternate space is unavailable. The Village provides no stated or implied warranty as to the suitability or condition of the facilities for the Licensee's purposes. Any accident or incident should be reported to Juli Kolby, Chief Administrative Officer within 48 hours of the event.

Food and drink may be served while using the meeting room. The Licensee is required to bring and supply their own plates, cups, cutlery, and napkins. Groups are fully responsible for cleaning up following use of Village meeting space. The Licensee must ensure appropriate disposal of all supplies in the containers provided, including appropriate sorting of kitchen waste, recycling and garbage.

Supervision and Rules of Use

The Licensee will place a person in charge of the user group who is responsible for the admission, actions, and behavior of all participants and/or spectators. The individual designated will:

- a) Make himself/herself known to any staff or Council members that may be in the building;
- b) Enforce all Village rules, policies and procedures concerning the use of Rental Space;
- c) Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building;
- d) Limit activities and participants to the Rental Space;
- e) Ensure that all members are out of the Rental Space when the event is completed; and
- f) Take all and any action that may be required for the preservation of the Village's property, and ensure that the Rental Space is left in the same order and condition as it was found.

Application for Use

The Licensee will be required to apply for use of the Rental Space. Applications should be submitted a minimum of five (5) business days prior to the meeting date and may not be made more than twelve (12) months in advance.

Please contact Carmen Disiewich, Executive Assistant and Communications Coordinator to submit a request for use of Village meeting space to: carmen.disiewich@anmore.com.

Deposit

A damage/cleaning deposit of \$250 is required for each booking of the Rental Space. If there is damage to the Rental Space or any of the contents within, the deposit, or a portion thereof, will be forfeited in order to repair or replace such damage. Similarly, if the Village is required to bring in a janitorial service to clean the Rental Space, that amount will be deducted from the deposit.

Deposits are due within 48 hours of booking confirmation, failing which the booking may be cancelled.

Damage

The Village shall not be responsible for any loss or damage to materials or equipment brought in by the Licensee.

Indemnification and Hold Harmless

The Licensee shall indemnify and hold harmless the Village of Anmore and its officers, employees, servants, agents, elected officials and contractors, from any and all loss, liability claims or expenses arising out of the use of the Rental Space by the Licensee and any of its officers, employees, servants, agents contractors and volunteers. The Licensee agrees to waive all rights of subrogation or recourse against the Village with respect to use.

Liability Insurance Coverage Required

The Licensee is responsible for obtaining commercial general liability insurance in an amount not less than \$3,000,000. The Village reserves the right to request additional coverage depending on the type of event being held within the Rental Space. The Licensee shall provide the Village with a certificate of insurance with the Village of Anmore named as an additional insured, prior to the rental date. If the certificate is not provided, the Village reserves the right to cancel the booking. The Licensee understands that they use the Facilities at their own risk.

Access to Facilities

The Rental Space will be made available to the Licensee only for the time and date(s) listed on the Rental Agreement. This includes all setup and clean up required before and after the event. All activities must be confined to the Rental Space, unless otherwise approved by the Village. The Licensee is responsible for picking up the key, alarm code and instructions during business hours at the village hall (on the meeting day/date or closest business day to the scheduled meeting). The Licensee is also responsible for returning the key immediately following the event by placing the key through the mail slot of the Village Hall.

Fees

Fees charged for the Rental Space will be in accordance with the Village of Anmore Fees & Charges Bylaw.

Fees (if applicable) must be paid no later than 1 day prior to the start of the meeting/program.

MONITORING/AUTHORITY

The Chief Administrative Officer, or his/her designate has authority in relation this policy.

PARKS and RECREATION COMMITTEE MINUTES

VILLAGE OF ANMORE

Minutes of the Parks and Recreation Committee Meeting held on Thursday, April 21, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC



MEMBERS PRESENT

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

MEMBERS ABSENT

Mike Dykstra

1. CALL TO ORDER

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

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was Moved and Seconded:

“That the Agenda be approved.”

Carried Unanimously

4. DELEGATIONS

Nil

5. MINUTES

(a) Minutes of the Parks and Recreation Committee held on December 17, 2015

It was Moved and Seconded:

“That the Minutes of the Parks and Recreation Committee Meeting held on December 17, 2015 be adopted as circulated.”

Carried Unanimously

(b) Minutes of the Parks and Recreation Committee held on February 18, 2016

It was Moved and Seconded:

“That the Minutes of the Parks and Recreation Committee Meeting held on February 18, 2016 be adopted as circulated.”

Carried Unanimously

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS

(a) Member Accolades

The Chair announced that member Bruce Wall will be leaving Anmore and thanked him with a small token for his contribution to the Committee.

(b) Municipal Property – Corner of Ravenswood Drive & Ma Murray Lane

The Chair informed members that Parks funds will be allocated to properly level and grass the area in order to allow more space for community events.

Action Item: The Chair agreed to bring forward to the next Regular Council Meeting the need to investigate additional drainage at Spirit Park.

9. ADJOURNMENT

It was Moved and Seconded:

“That the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 7:12 p.m.

Certified Correct:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

P. WEVERINK

Councillor Paul Weverink
Chair, Parks and Recreation Committee