

## REGULAR COUNCIL MEETING AGENDA



Agenda for the Regular Council Meeting scheduled for Tuesday,  
December 6, 2016 at 7:00 p.m. in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC

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**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. A two-minute time limit applies to speakers.*

**4. Delegations**

**(a) Anmore Heritage Society**

Anmore Heritage Society representative(s) to present the proposed business plan for the Ma Murray homestead.

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on November 15, 2016**

Recommendation: That the Minutes of the Regular Council Meeting held on November 15, 2016 be adopted as circulated.

**6. Business Arising from Minutes**

**7. Consent Agenda**

*Note: Any Council member who wants to remove an item for further discussion may do so at this time.*

Recommendation: That Council adopts the Consent Agenda.

**(a) Emergency Preparedness Committee Recommendation of October 6, 2016**

*"The Committee recommends that Council make the development of an evacuation plan a high priority for the coming year; and that they include it in their Strategic Plan for 2017; and that a comprehensive evacuation plan be developed and completed by May 31, 2017."*

**(b) Emergency Preparedness Committee Recommendation of November 3, 2016**

*The Committee recommends that Council approve use of funds from the Emergency Services budget for purchase of a generator for emergency services.*

**(c) Environment Committee Recommendation of March 7, 2016**

*The Committee recommends to Council the following additions be incorporated within the existing Tree Management Bylaw:*

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- See Supplement.

**(d) Environment Committee Recommendation of October 3, 2016**

*The Committee recommends to Council to include a bylaw that allows the Village to enforce the Weed Control Act.*

**8. Items Removed from the Consent Agenda****9. Legislative Reports**

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**(a) Fees and Charges Bylaw No. 557-2016**

Report dated November 29, 2016 from the Chief Administrative Officer is attached.

**10. Unfinished Business****11. New Business****(a) Council Meeting Schedule (2017)**

Recommendation: That Council adopts the following Regular Council Meeting schedule for 2017, with meetings to commence at 7:00 p.m. in Council Chambers at Village Hall:

January 10, 24  
February 7, 21  
March 7, 21  
April 4, 18  
May 2, 16  
June 6, 20  
July 11, 25  
August (no meetings)  
September 5, 19  
October 3, 17  
November 7, 21  
December 5.

**(b) Acting Mayor Schedule (2017)**

Recommendation: That Council adopts the following Acting Mayor Schedule for 2017.

January, February, March	Councillor Froese
April, May, June	Councillor Thiele
July, August, September	Councillor Trowbridge
October, November, December	Councillor Weverink

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**(c) Canada 150 Community Infrastructure Program – Grant Application – Decision**

E-mail received November 24, 2016 from Western Economic Diversification Canada is attached.

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**(d) Clean Water and Wastewater Fund – Grant Application**

Report dated November 29, 2016 from the Chief Administrative Officer is attached.

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

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**(a) Committees, Commissions, and Boards – Minutes**

- Advisory Planning Commission Meeting Minutes of April 11, 2016
- Environment Committee Meeting Minutes of March 7, 2016
- Environment Committee Meeting Minutes of May 2, 2016
- Environment Committee Meeting Minutes of October 3, 2016
- Sasamat Volunteer Fire Department Board Meeting Minutes of October 13, 2016

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**(b) General Correspondence**

- Letter dated October 26, 2016 from Deputy Minister Derek Sturko, Ministry of Agriculture, regarding Regulatory Amendments Affecting Agri-tourism.
- Letter dated November 8, 2016 from Mayor Lois Jackson, Corporation of Delta, to Office of the Premier, regarding George Massey Tunnel – an Emergency Response Perspective.
- Letter dated November 28, 2016 from Mayor Leo Facio, Resort Municipality of Harrison Hot Springs, to Minister Peter Fassbender, regarding Short Term Rentals in the Tourism Accommodation Sector.
- Letter dated November 29, 2016 from Mayor Ralph Drew, Village of Belcarra, to Premier Christy Clark, regarding Provincial Property Taxes and the B.C. Home Owner Grant Program.

- E-mail received November 29, 2016 from Megan Klitch, Canadian Cancer Society, BC and Yukon Division, regarding Smoke and Vape-free Outdoor Public Places.
- Letter dated November 30, 2016 from Mayor Ralph Drew, Village of Belcarra, to MLA Linda Reimer, regarding Financial Inequity of Provincial School Taxes on Properties within Metro Vancouver.

**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,  
November 15, 2016 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC

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### ELECTED OFFICIALS PRESENT

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

### ELECTED OFFICIALS ABSENT

Councillor Kim Trowbridge

### STAFF PRESENT

Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services  
Jason Smith, Manager of Development 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:

R216/2016

**"TO APPROVE THE AGENDA."**

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Nil

#### 4. Delegations

##### (a) **Ministry of Environment – Conservation Officer Service**

Sharlene Syer, Conservation Officer, introduced herself as the new bear beat coordinator for the Anmore area. She reported that:

- Garbage bins should be stored in enclosures to deter wildlife.
- Recent calls from Anmore resulted from people hitting deer with vehicles.
- The Wildsafe BC site has an online brochure for living in nature, with an interactive map.

Council directed staff to obtain brochures and make them available in the front office and with a link on the website.

- Having information available in other-than-English languages would be beneficial.
- Wildlife sightings and reports are tracked, including food conditioned reports.

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on November 1, 2016**

It was MOVED and SECONDED:

R217/2016                    **“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON NOVEMBER 1, 2016 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

**7. Consent Agenda**

It was MOVED and SECONDED:

R218/2016                    **“THAT COUNCIL RATIFY THE RECOMMENDATIONS IN THE NOVEMBER 15, REGULAR COUNCIL MEETING CONSENT AGENDA.”**

**CARRIED UNANIMOUSLY**

**(a) Finance Committee Recommendation**

R219/2016                    **“THAT FINANCE COMMITTEE ENDORSE INVESTMENT OF SURPLUS FUNDS POLICY NO. 54 AS ATTACHED AND OUTLINED IN THE REPORT DATED OCTOBER 19, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING INVESTMENT POLICY NO. 54.”**

**ADOPTED ON CONSENT**

**(b) Finance Committee Recommendation**

R220/2016                    **“TO APPROVE TWO THOUSAND DOLLARS (\$2,000) TO PURCHASE CHRISTMAS LIGHTS FOR THIS YEAR.”**

**ADOPTED ON CONSENT**

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

Nil

**9. Legislative Reports****(a) Fees and Charges Amendment Bylaw No. 557-2016**

It was MOVED and SECONDED:

R221/2016

**“THAT COUNCIL REQUESTS FURTHER INFORMATION OF STAFF REGARDING THE ANMORE FEES AND CHARGES BYLAW NO. 557-2016.”**

**CARRIED UNANIMOUSLY**

**10. Unfinished Business**

Nil

**11. New Business****(a) Brand Design Workshop Update**

Rod Roodenburg and Casey Hrynkow from Ion Brand Design presented an update subsequent to the October 11, 2016 workshops. Highlights of the presentation are noted as follows, which included four concepts:

- Research included a visual audit
- Part of the process will ensure consistent internal and external communications
- Workshop engagement sessions have been evaluated
- Target market streams include: public, business and tourism, government
- SWOT summary was conducted
- Anmore’s brand essence is identified as: spirited, independent, confident, honest, contrasting.

Staff reported that the next steps will include discussion with staff followed by opportunity to receive public feedback.

**(b) Brush Chipping Program**

It was MOVED and SECONDED:

R222/2016

**“THAT THE VILLAGE OF ANMORE BI-ANNUAL BRUSH CHIPPING PROGRAM BE ELIMINATED DUE TO LACK OF COMMUNITY PARTICIPATION, THE COST ASSOCIATED WITH PROVIDING THE SERVICE, AND THE ABILITY FOR RESIDENTS TO USE THEIR KITCHEN AND YARD WASTE COLLECTION CARTS TO DISPOSE OF BRUSH CLIPPINGS.”**

**CARRIED UNANIMOUSLY**

Council directed staff to review alternative options.

**12. Mayor’s Report**

Mayor McEwen reported that:

- He attended a Mayor’s meeting on November 10.
- He put his name forward to sit on a mobility pricing steering committee.
- He thanks Councillor Weverink for representing Anmore on Remembrance Day.
- He attended the APC meeting last night, which focused on an overview to bring the Commission up-to-date on status of review of Zoning Bylaw.
- Council is halfway through the four-year term, and added that they have made great strides, they make a good team, and he is pleased with the way the Village is poised for the next two years.

**13. Councillors Reports**

Councillor Weverink reported that:

- He had the honour of representing Anmore in Belcarra for Remembrance Day, and he was glad to see an increase in attendance compared to previous years.

Councillor Ann-Marie Thiele reported that:

- She attended the Remembrance Day ceremony, and was moved by the increasing number of individuals and young families.
- The Emergency Preparedness Committee met on November 3, where they set the priorities for the coming year.
- Yesterday, she attended a meeting with BC Hydro to discuss traffic issues with Buntzen Lake, and they expect to meet again in the spring. She added that a group of Village representatives will do a tour of the power house to help identify and mitigate challenges.
- Council had a productive service level delivery workshop last week.

**14. Chief Administrative Officer’s Report**

Juli Kolby reported that:

- She was in the same BC Hydro meeting as Councillor Thiele yesterday, and she received clarification that the intent of vehicle decals offered for access to Buntzen

- were actually to provide notification for Buntzen staff that a decal holder is a resident who lives in the area and should have access to their home.
- She met recently with RCMP and the ICBC traffic safety coordinator regarding traffic safety near school zones, and will be meeting with the same group and middle school and City of Port Moody representatives.
- A meeting invitation will be issued to clarify use of the new meeting space. The session will be held November 22 in Council Chambers at 7:00 p.m.

## **15. Information Items**

### **(a) Committees, Commissions, and Boards – Minutes**

- Emergency Preparedness Committee Meeting Minutes of June 2, 2016
- Emergency Preparedness Committee Meeting Minutes of October 6, 2016
- Finance Committee Meeting Minutes of February 22, 2016

### **(b) General Correspondence**

- Letter dated October 25, 2016 from Mayor Richard Stewart, City of Coquitlam, regarding Regional Affordable Housing Strategy.
- Letter dated November 1, 2016 from Cathy Peters, North Vancouver, regarding human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction in BC.
- Letter dated November 7, 2016 from Trevor Mueckel, Anmore resident, regarding the zoning bylaw review and update staff report dated October 28, 2016.

## **16. Public Question Period**

- (a) Charles Christie, 3295 Sunnyside Road, asked a question regarding the tags referenced by the CAO. He then asked a question regarding lighting at Buntzen and traffic.
- (b) Lynn Burton, Sugar Mountain Way, asked a question work being done at the entrance to Countryside. She then asked if more information is available regarding the David Avenue extension. She further asked what the purpose of the rebranding is.

## **17. Adjournment**

It was MOVED and SECONDED:

R223/2016

**“TO CONCLUDE.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:51 p.m.

Certified Correct:

Approved by:

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Christine Milloy  
Manager of Corporate Services

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John McEwen  
Mayor

**7. Consent Agenda**

**(c) Environment Committee Recommendation of March 7, 2016**

*The Committee recommends to Council the following additions be incorporated within the existing Tree Management Bylaw:*

- *Preservation of a natural environment requires protection of not just the trees, but also the understory, ground cover and intact natural soil profile. Include provisions which encourage protection of native trees, other native vegetation and undisturbed soils within a “protection area”, rather than destruction and replanting.*
- *Require a permit for all trees, as a documentation process for noting ones being removed, with no application fee if removed as per TMB s 5(2)(c) “where, in any 12-month period, no more than 2 trees are cut down with a lot size of 0.4 ha (1 acre) or less, plus 1 additional tree for every additional 0.4 ha of lot area”*
- *Include a prohibition for removal of “protected tree” (e.g. heritage tree, wildlife protected tree, etc.). Include specific areas and species and any tree protected by covenant in the definition of “protected tree”*
- *Include explicit wording regarding lots that were previously cleared (prior to TMB, or illegally afterward) that on development (or prior to issuance of any permit), replanting of native trees and vegetation will be required on 20% of the lot*
- *Steep slope protection*
  - *Require development permit for areas designated as steep slopes (e.g. OCP Schedule D2).*
  - *Require a “top of bank protection area” (no disturbance buffer) to reduce the risk of tree windfall on the adjacent slope and slope instability, even where there is no watercourse present. “Top of bank protection area” to be determined in accordance with best practices and our environmental consultants’ recommendations*
  - *Use “Top of Bank” definition in the Riparian Areas Regulation of the BC Fish Protection Act, 376-2004, Section 1 Definitions, page 4.*
  - *Require replanting of trees along the top of bank of slopes where trees fell due to previous clearing or natural falling along top of bank*
  - *Re TMB section 11(1) Tree removal on steep land. Change “with a slope greater than 30%” to “with a slope equal to or greater than 20%” to be consistent with OCP Policy E-1 and Schedule D2 which specify steep slopes as equal to or greater than 20% slope.*
  - *Definition of a “steep slope” will be a slope angle of 20% or greater over the distance of 9 meters or further horizontally*
  - *Ensure that the percentage denoting a “steep slope” (i.e. equal to or greater than 20% slope) is consistent throughout all bylaws*

- *Improve enforceability via:*
  - *Implement Municipal Ticketing Bylaw*
  - *Provide authority to issue stop work order if non-compliant with Tree Management Bylaw*
- *Require bonding for 5 years to ensure trees remain in good health and provide arborist report to release bond; ensure the Village has authority to inspect and take action if trees are not in good health*
- *Include mechanisms to prevent a person from willfully damaging a tree for the purpose of subsequently removing it under the “dangerous tree” provisions; include penalty for such in Municipal Ticketing Bylaw.*
- *Require root protection to ensure there is no damage from machines; cordon off areas and trees to be protected*
- *Timeline for replanting should be included*
- *Require replanting in a foot for foot replacement of removed trees as per a predefined calculation based on specific trees.*
- *Mandatory replanting of illegally removed trees within a certain time frame, with a minimum height as determined by the tree removed. If not done by the owner, the village will perform the work at the cost of the owner*
- *Re: Security TMB s 12(2)(c):*
- *Review security annually to ensure that amount of security is still appropriate and replanting work actually gets completed. May be appropriate provision for any bylaw that where security is required.*
- *Specify who estimates the cost of replacing/maintaining trees for purpose of establishing amount of security.*





## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: November 29, 2016  
Submitted by: Juli Kolby, Chief Administrative Officer  
Subject: Fees & Charges Bylaw No. 557-2016 – Update

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#### Purpose / Introduction

To present Council with an updated Fees and Charges Bylaw No. 557-2016 for first three readings.

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#### Recommended Resolutions

1. THAT Anmore Fees and Charges Bylaw No. 557-2016 be read a first, second and third time.
- OR
2. THAT Anmore Fees and Charges Bylaw No. 557-2016 be read a first, second and third time, with amendments.
- OR
3. THAT Council request further information of staff regarding the Anmore Fees and Charges Bylaw No. 557-2016.
- 

#### Background

In late 2015, the Village undertook a fulsome review of the Fees & Charges Bylaw and Council passed the following resolution at its December 8, 2015 Special Council Meeting:

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

During the November 15, 2016 Regular Council meeting, The Fees and Charges Bylaw No. 557-2016 was initially presented. Council requested information be brought back regarding:

- The fee associated with copying building plans;
- Inclusion of the facility rental fees recently outlined in the Facility Rentals Policy No. 53; and
- Various building permit fees associated with type of energy used (i.e. natural gas vs. electricity).

#### Discussion

The Fees & Charges Bylaw will be reviewed and updated on an annual basis in order to reflect any required changes in fees. Going forward, staff will include all fees in the Fees and Charges Bylaw for administrative

## **Report/Recommendation to Council**

### **Fees & Charges Bylaw No. 557-2016 – Update**

November 29, 2016

ease, as opposed to including the fees in the related bylaw (i.e. Solid Waste Management, Erosion and Sediment Control, etc.).

Changes to the 2016 Fees and Charges Bylaw including the following:

- Removal of the reference “for the purposes of insurance claims or court cases” as it relates to charging for the searching of Village records;
- The addition of an administration fee associated with processing refunds for overpayments on tax or utility accounts (\$25);
- The addition of the fees associated with the recently adopted Solid Waste Management Bylaw (cart repairs and replacement);
- The addition of the bond amount required for sign permits; and
- Change in reference from Chief Administrative Officer to Manager of Development Services as it relates to Planning & Development Fees (Schedule A, page 8).

Further changes from the November 15, 2016 Regular Council meeting include:

- The copying of (black and white) building plans fee was reduced to \$100 to reflect actual costs associated with the service;
- The facility rentals fee (\$20) and damage deposit (\$100) were added; and
- The building permit fees associated with various types of energy used was reviewed and it was determined that further analysis is required and will be conducted when the building bylaw is updated in 2017. No changes have been made in regards to the fees associated with these permits in the draft Fees and Charges Bylaw No. 557-2016.

## **Financial Implications**

As outlined above.

## **Communications / Civic Engagement**

The Fees and Charges Bylaw is published on the Village website for information.

## **Council Strategic Plan Objectives**

Ensuring the Fees and Charges Bylaw is current 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 Anmore Fees and Charges Bylaw No. 557-2016

**Report/Recommendation to Council**

**Fees & Charges Bylaw No. 557-2016 – Update**

**November 29, 2016**

**Prepared by:**



Juli Kolby

Chief Administrative Officer

**BYLAW NO. 557-2016**

**WHEREAS** Section 194 of the *Community Charter, S.B.C., 2003*, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

**AND WHEREAS** Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing various services and information;

**NOW THEREFORE**, the Council of the Village of Anmore, in open meeting lawfully assembled,  
ENACTS AS FOLLOWS:

1. This bylaw maybe cited as “Anmore Fees and Charges Bylaw No. 557-2015”.
2. The Village of Anmore hereby impose fees for the provision of services and information as specified in Schedule “A” attached to and forming part of this bylaw.
3. This bylaw shall come into effect on the date of its final adoption.
4. Whenever this bylaw sets out fees and charges with respect to other Village bylaws and such other bylaws contain similar fees and charges, this bylaw is deemed to prevail.
5. That Anmore Fees and Charges Bylaw No. 545-2015 including all amendments thereto are hereby repealed in their entirety.
6. If any part of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

**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** the      day of      , 2016

MAYOR

CORPORATE OFFICER

Certified a true and correct copy of "Anmore Fees and Charges Bylaw No. 557-2016".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CORPORATE OFFICER

**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>GENERAL ADMINISTRATION AND CORPORATE SERVICES (Administration/Corporate/Finance Departments)</b>	
<b>Photocopies</b>	
Black & White photocopies	\$0.25 per page
Colour photocopies	\$0.25 per page
<b>Search Village Records (including Financial Records)</b>	
Where it is determined by the CAO that research could involve staff time in excess of 15 minutes:	
First hour or portion thereof	\$80.00
Each additional 15 minutes or portion thereof	\$25.00
<i>Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.</i>	
<b>Freedom of Information and Protection of Privacy</b>	
Fees payable for request made under the <i>Freedom of Information and Protection of Privacy Act</i> shall be in accordance with Regulation 155/2012 – Schedule of Maximum Fees	As per BC Regulations 155/2012
<b>List of Electors</b>	
<i>Available only if official candidates as declared by the Chief Election Officer in accordance with the Local Government Act</i>	
First copy	Free
Additional Copies	\$10.00
Electronic Copies	\$10.00
<b>Regulatory Bylaws (Bylaws are available on website free of charge)</b>	
Official Community Plan	\$60.00
Zoning Bylaw	\$60.00
Works and Services Bylaw	\$60.00
Building Bylaw	\$60.00
Regulatory Bylaws not listed above	\$1.00 per page
<b>Reports (Reports are available on website free of charge)</b>	
Strategic Plan	\$35.00
Financial Sustainability Plan	\$60.00
Parks Master Plan	\$60.00
Water Utility Master Plan	\$60.00
Annual Water Quality Report	\$10.00 per report year
Any other report not listed	\$1.00 per page
<b>Preparation of Legal Documents</b>	
Preparation of a legal document by the Village's Solicitor and/or Staff, where the resulting document is a benefit to the applicant. <i>(Does not include the cost of any plans, agent fees and registration costs)</i>	Actual Costs - a deposit may be required before preparation of the document has started

## Anmore Fees and Charges Bylaw No. 557-2016

### Schedule A

<b>Discharge of Registered Charge</b>	
An Administration Fee to prepare a discharge of any registered charge in favour of the Village of Anmore, including but not limited to Statutory Rights-of-Way, Restrictive Covenants, Highway Reservations and Development Permit Notices	Actual Costs – a deposit may be required before preparation of the document has started.
<b>Filming Permits and Services</b>	
Filming Permit within the boundaries of the Village including Buntzen Lake	\$200.00 per day to a maximum of \$1,000.00
Additional Location site	\$100.00 per day to a maximum of \$500.00
Personnel – Public Works Maintenance Employee	\$93.00 per hour
Village Property:	
Parking Lot	\$250.00 per day
Anmore Community Spirit Park	\$200.00 per day
Tennis Courts located at Anmore Elementary School	\$200.00 per day
Other Village parks including trail network (per park or trail)	\$150.00 per day
Damage Deposit (refundable if no damage)	\$500.00 per site
<i>For RCMP rates please contact the City of Coquitlam</i> <i>For SVFD rates please contact Metro Vancouver</i> <i>For Buntzen Lake rates please contact BC Hydro</i>	
<b>Facility Rentals – Council Chambers</b>	
Individuals or groups not providing a service for the community as a whole or on behalf of the Village of Anmore	\$20.00/per hour
Damage Deposit	\$100.00
<b>Tax Requests by Non-Property Owners – Current Year/Prior Years</b>	
Over the counter, Faxed, Mailed	\$35.00 per tax certificate
Rush Service	\$50.00 per tax certificate
<b>Properties on Mortgage Listings</b>	
Property Tax Notices included on mortgage listings (charged to mortgage company)	\$10.00 per tax notice
<b>Interest</b>	
Interest charged on overdue Accounts Receivable	Bank of Canada Prime Rate + 4%
<b>Returned Cheques/Payments</b>	
Returned cheques/payments	\$45.00
<b>Refunds</b>	
Property Tax/Utility Overpayments	\$25.00

**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>INSPECTION SERVICES DEPARTMENT</b> <b>(Building Department/Bylaw Enforcement/Licencing)</b>	
<b>Business Licences</b>	
The business licence fee is per calendar year (January to December)	
Animal Boarding	\$400.00
Animal Day Care (cat or dog) 10 cats or dogs or less	\$110.00
Animal Day Care (cat or dog) 11 cats or dogs or more	\$165.00
Bed & Breakfast	\$110.00
Campground	\$10.00 per camping space
Child Day Care Center – 10 children or less	\$110.00
Child Day Care Centre – 11 children or more	\$165.00
Contractor	\$165.00
Film Company	\$400.00
Manufactured Home Park	\$10.00 per space
Mobile Food Truck	\$400.00
Any Business not listed above	\$110.00
<b>Dog Licencing</b>	
Annual Dog Licence – Neutered/Spayed	\$25.00 per dog
Annual Dog Licence – Un-neutered/spayed	\$35.00 per dog
Replacement Licence if current year lost	\$10.00
<b>Building Permits including Plumbing</b>	
Application Fees (Non-Refundable)	
Building Permit Application Fee including Plumbing	\$500.00
Plumbing Permit Application Fee only	\$75.00
<i>If permit is approved the application fee is deducted from permit fees</i>	
<b>Permit Fees – Simple or Complex Buildings and Structures</b>	
Construction up to \$5,000.00	\$21.00 per \$1,000 (min \$75.00)
Construction from \$5,001.00 to \$20,000.00	\$15.00 per \$1,000 + base fee of \$75.00
Construction from \$20,001.00 to \$100,000.00	\$11.00 per \$1,000 + base fee of \$600.00
Construction from \$100,001.00 to \$500,000.00	\$8.00 per \$1,000 + base fee of \$1,350.00
Construction from \$500,001.00 and over	\$7.00 per \$1,000 + base fee of \$2,500.00
<b>Permit Fees – Temporary Building or Structure</b>	
Permit Fee for a temporary building or structure for 12 months	\$175.00
<b>Permit Fees – Demolition of a Building or Structure</b>	
Permit Fee for a demolition of a building or structure 56m <sup>2</sup>	\$100.00
Permit Fee for a demolition of a building or structure over 56m <sup>2</sup>	\$350.00



**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>Permit Fees – Move or Relocation of a Building or Structure</b>	
Moving a building or structure	\$350.00
Inspection Fee for examination of a building or structure to be moved	\$175.00
Additional fees if inspection exceeds 2 hours	\$80.00 per hour
<b>Permit Fees – Chimney Fireplaces and Solid Fuel Appliances</b>	
Fireplaces, solid fuel appliances	\$240.00 per appliance
Natural or propane gas fire heating devices	\$80.00 per appliance
<b>Permit Fees – Building Site Services</b>	
New or replacement of underground water services	\$40.00 per 10 meters of pipe
New or replacement of underground storm sewer pipe	\$40.00 per 10 meters of pipe
On-site catch basins, oil interceptors or sumps	\$40.00 each
<b>Permit Fees – Plumbing Fixtures</b>	
Plumbing fixtures	\$20.00 per fixture (min. \$75.00)
Water Storage Tanks, check valves, outdoor showers	\$20.00 each
Swimming Pool supply, drainage backflow preventer	\$80.00 per pool
Each hot water storage tank or boiler vent	\$20.00 per vent
Installation of soil, waste or drainage pipe	\$40.00 per 20 meters of pipe
Fire Sprinkler heads	\$3.00 per head (min of \$50.00)
Radiant Heat Floors	\$2.50 per 1000 BTU's
<b>Other Fees</b>	
Building Permit Extension – 6 months (maybe extended 3 additional times)	\$200.00 per extension
Construction prior to issuance of a building permit	Double the permit fees
Transfer a Building Permit to a new owner	\$160.00
Inspection fee for undefined inspections	\$80.00
Re-Inspection fee after second consecutive inspection (3 <sup>rd</sup> inspection)	\$80.00
Re-Inspection fee (4 <sup>th</sup> inspection)	\$160.00
Re-Inspection fee (5 <sup>th</sup> inspection)	\$240.00
Re-Inspection fee (6 <sup>th</sup> inspection)	\$480.00
Posting a Stop Work Order	\$80.00
Re-posting a Stop Work Order due to unauthorized removal	\$160.00
Posting a Do Not Occupy order	\$80.00
Re-posting a Do Not Occupy order due to unauthorized removal	\$160.00
Plan review for a design modification following building permit review	\$80.00 per hour or part thereof
Equivalency Report review	\$80.00 per hour or part thereof
Copying of black and white building plans up to 15 24" X 36" sheets (5 business days)	\$100.00
Copying of black and white building plans in excess of 15 24" X 36" sheets	\$3.50 per additional sheet

**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>Security Deposits and Liability Insurance</b>	
The Building Inspector when issuing a Building Permit, may request a bond for more than \$5,000.00 where it has been determined the actual potential damage to Village property may be higher.	
For Building Permits less than \$100,000.00 value of construction, will be required, prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$2,000.00
Prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$5,000.00
When submitting a building application for a building permit, the applicant will be required to submit a Professional Errors and Omissions Liability Insurance Certificate attached to Schedule "B"	\$2,000,000.00
Prior to the issuance of a permit to move a building or structure, a bond must be deposited with the Village to ensure that the exterior of the building or part thereof will be completed within ninety (90) days of the permit issuance. Should the owner not complete the required work within the time frame set out, the Building Inspector shall notify the owner, in writing, of the deficiency directing the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the thirty (30) day period the deposit shall be forfeited to the Village.	\$35,000.00
Prior to the issuance of a permit to move a building or structure, a policy of commercial general liability insurance, in all-inclusive limits (in a form satisfactory to the Village) to indemnify the Village against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The Village of Anmore must be named as an additional insured on said policy	\$5,000,000.00

**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>ENGINEERING DEPARTMENT AND PUBLIC WORKS</b>	
<b>Village Base Maps</b>	
Civic Address Map	\$25.00
Zoning Map	\$25.00
<b>Civic Addresses</b>	
Address Change for Existing Building	\$400.00 each
Address Change for New Building	\$400.00 each
<b>Streets and Roads</b>	
Road Allowance Obstruction Permit	\$175.00
Road/Sidewalk/Pathway Restoration Fee	\$65 per square meter minimum charge \$200.00
Infrastructure inspection relating to work on any village property	Works valued less than \$2,500.00 minimum \$102.00 Works valued over \$2500.00 , 5% of the estimated value of works
Street/Right-of-Way Clean Up	Actual Costs + \$50.00 administration fee
<b>Solid Waste Collection Fees – Including Green Waste</b>	
Single Family Residential Unit	As per Domestic Waste Management Bylaw
Single Family Residential Unit with Secondary Suite	As per Domestic Waste Management Bylaw
<b>Solid Waste and Green Waste Carts</b>	
120 Litre Cart (Initial Purchase and Replacement)	\$131.00
240 Litre Cart (Initial Purchase and Replacement)	\$137.00
360 Litre Cart (Initial Purchase and Replacement)	\$142.00
Collection Cart Repair	\$15/occurrence
Bear Lock Repair	\$10/occurrence
<b>Miscellaneous Permit Fees and Charges</b>	
Driveway Access Permit	\$100.00
Tree Cutting Permit	\$500.00
Blasting Permit	\$100.00
Temporary Parking Permit	\$25.00
Soil Deposit Permit	\$300.00
Sign Permit Bond	\$500.00
Security Bonding for any item above (if required)	\$3,500.00

**Anmore Fees and Charges Bylaw No. 557-2016**  
**Schedule A**

<b>Water Utility</b>	
Installation of a new water service between Village water main and meter box at property line. <i>A deposit will be required for the installation prior to installation</i>	Actual Costs – a deposit may be required
Installation of 2" water meter at property line	\$1,374.00
Installation of 1.5" water meter at property line	\$970.00
Installation of 1" water meter at property line	\$557.00
Installation of 5/8" x 3/4" water meter at property line	\$426.00
Temporary cap of water service (Demolition Permit)	\$100.00
Permanent cap of water service (Demolition Permit)	\$100.00
Water valve shut off and opening during normal working hours	\$100.00
Water valve shut off and opening after normal working hours	\$400.00
New service box	Actual costs
Fire Hydrant Use Permit	\$100.00
Fire Hydrant Usage Charge (water meter to be attached to hydrant)	As per Anmore Water Rates & Regulations Bylaw
Fire Hydrant Use Permit – Inspection Fee	\$100.00
Fire Hydrant Use Permit – Security Deposit	\$3500.00
Scheduled Water Main shut down	Actual Costs – a deposit may be required
Emergency Water Main shut down (not on village property)	\$400.00
Water User Fees (per cubic meter)	As per Anmore Water Rates & Regulations Bylaw
Special Water Meter Reading by request	\$50.00 per reading
Permit to water new lawn or landscaping during Stage 1 or Stage 2 Water Restrictions are in force, at the premise described in the permit for 21 days from day of issuance	\$35.00
Water Sprinkling Permit may be extended (optional) one time for an additional 21 days for a total of 42 days calculated from date of issuance of the first permit.	\$25.00

## Anmore Fees and Charges Bylaw No. 557-2016

### Schedule A

<b>PLANNING AND DEVELOPMENT</b>	
<i>Additional fees incurred by the Village will be charged to the applicant prior to a decision on an application where in the opinion of the Manager of Development Services, a qualified professional must be retained for the purpose of assessing application information, and legal fees are incurred by the Village which, in the opinion of the Manager of Development Services, are necessary in order to obtain legal advice in the processing or implementation of an application approval including drafting or review of legal documents.</i>	
<b>Rezoning Applications</b>	
Pre-application review	\$175.00 per hour – minimum 4 hours
Rezoning Application Fee (Application valid for 18 months)	\$3,500.00 + Actual Costs of the Approving Officer and Consultants
Time Extension – 18 months	\$500.00
Zoning Bylaw Text Amendment	\$3,500.00
Holding an additional Public Hearing	\$1,500.00
OCP Amendment	\$5,000.00
<b>Subdivision Applications</b>	
Application Fee	\$700.00 + \$100.00 per lot and Actual Costs of Approving Officer and Consultants
Extension - 180 days	\$500.00
<b>Development Cost Charges</b>	
Drainage	\$1,050.00 per lot
Roads	\$4,114.00 per lot
Water	\$5,555.00 per lot
School Site Acquisition Charge	As per School District No. 43
Latecomer Agreement	\$3,000.00
Latecomer Interest Rates	As per Municipal Finance Authority of BC (MFABC) 15-year rate at time of agreement
<b>Other Development Applications</b>	
Development Variance Permit	\$1,500.00
Board of Variance	\$500.00
Development Permit (RAR)	\$500.00

**From:** BC Canada150 / Canada150 CB (WD/DEO) [<mailto:wd.bccanada150-canada150cb.deo@canada.ca>]

**Sent:** November-24-16 10:08 AM

**To:** Juli Kolby <[juli.kolby@anmore.com](mailto:juli.kolby@anmore.com)>

**Subject:** Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

(Le français suit)

Hello Mrs. Kolby,

Re: Upgrade the historic Anmore Village Hall

Reference Number: C008453

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Canada 150 Community Infrastructure Program. WD received many excellent applications; however, the demand for funding greatly exceeded available funds.

WD has assessed applications based on the program criteria outlined in the application guide. Funds have now been fully allocated and we regret to inform you that we are unable to fund your project.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

*This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.*

\*\*\*\*\*

Bonjour,

Objet: Upgrade the historic Anmore Village Hall

Numéro de référence : C008453

Nous vous remercions de votre demande en réponse à l'appel de propositions du Programme d'infrastructure communautaire de Canada 150 tenu par Diversification de l'économie de l'Ouest Canada (DEO). DEO a reçu d'excellentes demandes en grand nombre, mais le total de l'aide financière demandée était beaucoup plus important que les fonds disponibles.

DEO a évalué les propositions en fonction des critères de programme énumérés dans le Guide du demandeur. Le montant total des fonds disponibles a été alloué pour cette période de réception des demandes, et nous regrettons de vous informer que nous ne pourrions satisfaire à votre demande.

Merci de l'intérêt que vous portez au Programme d'infrastructure communautaire de Canada 150.

*Ce message est destiné à l'usage exclusif de la personne à laquelle il est adressé. Il peut contenir des renseignements confidentiels, personnels ou privilégiés. Veuillez communiquer avec nous immédiatement si ce message vous a été envoyé par erreur. Ne le copiez pas, ne le transmettez à personne et ne faites rien par rapport à ce que vous y avez lu. Tout message reçu par erreur ou tout message de réponse qui en découle doivent être effacés ou détruits.*

Western Economic Diversification Canada  
Diversification de l'économie de l'Ouest Canada  
Government of Canada | Gouvernement du Canada  
[www.wd-deo.gc.ca](http://www.wd-deo.gc.ca)

Canada 





## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: November 29, 2016

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Request for Resolution to Apply for the Clean Water and Wastewater Fund

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#### Purpose / Introduction

To present Council with information regarding the Canada-British Columbia Clean Water and Wastewater Fund Program (CWWF) and to request approval of a resolution to apply for the CWWF. Further staff is requesting that funding for the Village's required portion of the project be allocated.

---

#### Recommended Resolutions

1. THAT Council authorize staff to apply for the Canada-British Columbia Water and Wastewater Fund for the Optimization of Stormwater Assets project as outlined in the report dated November 29, 2016 from the Chief Administrative Officer titled Request for Resolution to Apply for the Clean Water and Wastewater Fund.

AND THAT \$46,750 be allocated from the Water Utility Reserve to provide the required local government funding portion.

OR

2. THAT Council direct staff to withdraw the application for the Canada-British Columbia Water and Wastewater Fund.

OR

3. THAT Council request further information of staff regarding the Canada-British Columbia Water and Wastewater Fund and/or the Optimization of Stormwater Assets project.
- 

#### Background

In May 2016, the Federal Government announced a new funding program titled the CWWF which would provide 50% of eligible project costs to local governments and regional districts.. Shortly after, the Province of BC announced a partnership which would contribute 33% of project cost. In late September 2016, the application guidelines were issued by the Province of BC with a closing deadline of November 23, 2016. The remaining 17% of the total project costs to be borne by the local government or regional district.



## Report/Recommendation to Council

### Request for Resolution to Apply for the Clean Water and Wastewater Fund

November 29, 2016

The application guidelines highlighted three types of projects in which the program was intended to fund:

- Drinking Water
- Wastewater
- Stormwater

## Discussion

The CWWF includes specific program objectives, which applications will be evaluated against:

- Increased capacity of lifespan of the asset (economic growth);
- Improved environmental outcomes (clean environment); and
- Enhanced service (building stronger communities).

Projects also must be of the following nature: rehabilitation, expansion, asset management/design and planning or new construction.

Following the application guidelines being released, the Village's engineering consultant reviewed them and suggested three eligible projects that were of priority:

1. Looping of watermain from Sugar Mountain Way to Uplands Drive
2. Updating of the drainage master plan and condition assessments of the Village's culverts
3. Upgrading the watermain on Strong and Thompson Roads

The table below outlines the pros and cons of each projects.

	Project	Pros	Cons
1	Watermain looping (Sugar Mtn to Uplands)	<ul style="list-style-type: none"><li>• Provides increased fire flow to the northern part of the Village</li><li>• Reduces requirement for staff to undertake regular flushing</li></ul>	<ul style="list-style-type: none"><li>• Road right of ways (ROW) not currently in place and costly to obtain</li><li>• Obtaining required ROWs likely time consuming, resulting in risk that project not completed by deadline</li></ul>
2	Optimization of Stormwater Assets (updating of drainage master plan and condition assessment of culverts)	<ul style="list-style-type: none"><li>• Will provide a needed update to current 1999 Drainage Master Plan</li><li>• Project will include condition assessment of culverts and update to GIS software</li></ul>	<ul style="list-style-type: none"><li>• Not as high a priority as looping watermain</li></ul>
3	Upgrade watermain on Strong Road	<ul style="list-style-type: none"><li>• Required upgrade to infrastructure</li></ul>	<ul style="list-style-type: none"><li>• Lower value project (approx. \$60,000)</li></ul>

## Report/Recommendation to Council

Request for Resolution to Apply for the Clean Water and Wastewater Fund

November 29, 2016

Ultimately, it was decided that the best fit for the grant funding and for the Village was the Optimization of Stormwater Assets.

As the application deadline was November 23, 2016 and given the above, staff have submitted an application for funding for the Optimization of Stormwater Assets. As part of the application form, there is a requirement for Council to provide a resolution authorizing the project to proceed and committing the Village's portion of funding. The application form included the ability for the Council resolution to be provided following the application submission.

## Financial Implications

As noted above, the cost sharing formula for this grant program is 50% from the Federal Government, 33% from the Province of BC and 17% from the Village. The contribution required from the Village for Optimization of Stormwater Assets project is \$46,750. It would be appropriate for the funding to come from the Water Utility Reserve, which currently has a balance of \$446,930.

## Communications / Civic Engagement

The resolution passed by Council, if in support of apply for the grant, will be forwarded to the Province of BC as an appendix to the Village's submitted grant application form.

## Council Strategic Plan Objectives

Applying for the CWWF 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. The project also meets the Strategic Initiative to Undertake Asset Management.

## Attachments:

1. Canada-British Columbia Clean Water and Wastewater Fund Program Guide.
2. Clean Water and Wastewater Fund Application Form.

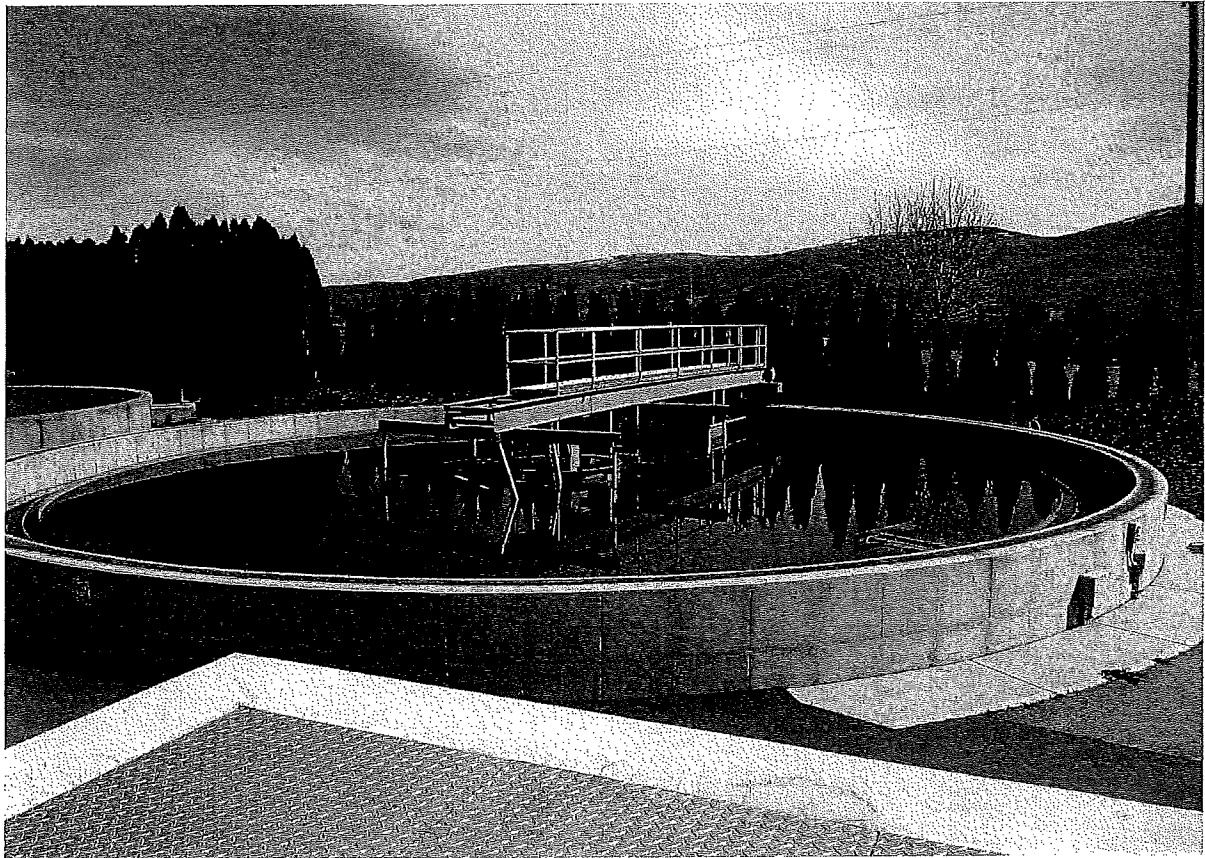
Prepared by:



Juli Kolby  
Chief Administrative Officer

# Attachment 1

**Canada**



***Canada-British Columbia***  
***Clean Water and Wastewater Fund***  
**Program Guide**

## Foreword

The British Columbia Provincial Program Guide provides an overview of the Clean Water and Wastewater Fund (CWWF) program requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the CWWF Program.

The CWWF will help accelerate short term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Eligible project categories:

- Drinking Water
- Wastewater
- Stormwater

The Program Guide contains references to the Canada – British Columbia CWWF Agreement which can be found at [www.gov.bc.ca/cleanwaterwastewaterfund](http://www.gov.bc.ca/cleanwaterwastewaterfund).

In the event of a conflict between the Program Guide and the CWWF Agreement, the Agreement prevails.

Program Guide published September 28<sup>th</sup>, 2016.

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## 1. INTRODUCTION

### 1.1 ABOUT THE PROGRAM

Canada and British Columbia governments are investing up to \$373.6 million under the Clean Water and Wastewater Fund (CWWF) Program to support infrastructure projects in communities across the province. The federal government will contribute \$225.1 million and the provincial government will contribute \$148.5 million to the total program funds.

Applications for funding will be evaluated on the extent to which the project meets the following program objectives:

- Increased Capacity or Lifespan of the Asset (Economic Growth);
- Improved Environmental Outcomes (Clean Environment); and
- Enhanced Service (Building Stronger Communities).

It is expected that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

An Oversight Committee consisting of representatives from the federal and provincial governments are responsible for managing the CWWF Agreement.

### 1.2 PURPOSE

The CWWF will help accelerate short term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

### 1.3 APPLICATION DEADLINE

The deadline for the application intake is November 23, 2016.

### 1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit two applications. The applications may be for two capital projects or one capital project and one planning project or two planning projects.

Regional Districts may submit one application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

## **1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD**

This program offers funding up to a maximum of eighty-three percent (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three percent (33%) by the Province of British Columbia. The remaining eligible project costs, plus all ineligible projects costs are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Through cost-sharing, the funding provided by the federal government towards infrastructure projects is matched by other partners, such as provinces, and municipalities.

## **2. APPLICANTS**

### **2.1 ELIGIBLE APPLICANTS**

- A municipal or regional government established by or under British Columbia legislation.

### **2.2 INELIGIBLE APPLICANTS**

- Applicants not defined in section 2.1.

## **3. PROJECTS**

### **3.1 ELIGIBLE PROJECTS**

To be eligible for funding, a Project must:

- a) demonstrate that it will be able to operate and maintain the resulting infrastructure over the long term;
- b) fall within one of the applicable project (Section 3.3) and investments categories (Section 3.5), and meet one or more of the project outcomes;
- c) be for, rehabilitation, expansion, asset management, or design and planning, or new construction of infrastructure, excluding normal maintenance or operation;
- d) the application and supporting documents should be comprehensive, credible, and feasible;
- e) stipulate a construction completion date of no later than March 31, 2018;



- f) be duly authorized or endorsed by, a resolution of its council/board; and,
- g) meet all the program criteria identified in this Guide.

### **3.2 INELIGIBLE PROJECTS**

A project will be deemed ineligible if:

- a) the construction began prior to April 1, 2016;
- b) the project will be completed after March 31, 2018;
- c) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- d) it does not meet the conditions outlined in Section 3.1.

### **3.3 ELIGIBLE PROJECT CATEGORIES**

The following are eligible project categories:

- Drinking Water
- Wastewater
- Stormwater

### **3.4 PROJECT NATURE**

The following are eligible project nature:

- Rehabilitation
- Expansion
- Asset Management/Design and Planning
- New Construction

### **3.5 ELIGIBLE INVESTMENTS CATEGORIES**

The following are eligible investments categories:

- Capital projects for the rehabilitation of water treatment and distribution systems, and wastewater and storm water collection, conveyance and treatment systems;
- Separation of existing combined sewers and/or combined sewer overflow control;
- Initiatives that support system optimization and improved asset management including studies and pilot projects related to innovative and transformative technologies;
- Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements; and

- New construction projects, including the construction of naturalized systems for management and treatment of wastewater and storm water, if the projects will be completed within the program timeframe.

### 3.6 PHASING PROJECTS

For large projects proponents may consider phasing the project into a distinct stand-alone project. Proponents may focus on a single component of the phased project that best meets the CWWF program objectives and timeline.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying Detailed Cost Estimate Template, and the project descriptions must be organized to easily understand each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive CWWF funding.

## 4. COSTS

*See Appendix B for examples of eligible and ineligible costs.*

### 4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, excluding those identified under Section 4.2 (Ineligible Costs);
- b) the costs of Aboriginal consultation, and where appropriate, accommodation; and
- c) costs incurred between April 1, 2016 and March 31, 2018.

### 4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to April 1, 2016 and costs incurred after March 31, 2018;
- b) costs incurred for cancelled projects;
- c) costs related to purchasing land, buildings and associated real estate and other fees;
- d) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. surveys);

- e) leasing land, buildings and other facilities;
- f) leasing of equipment other than equipment directly related to the construction of the project;
- g) costs associated with operating expenses and regularly scheduled maintenance work;
- h) any goods and services which are received through donations or in kind; and,
- i) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates.

## **5. GENERAL REQUIREMENTS**

### **5.1 FUNDING**

For the capital assets resulting from the project during its life cycle the applicant must demonstrate that their share of funding has been, or is being secured. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement. If a plan is not in place what is the applicant doing to work towards developing a plan?

The applicant must submit:

- A council/board resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw must identify the source of the proponent's share of the projects costs.

### **5.2 SELECTION PROCESS AND CRITERIA**

Please ensure that your application addresses the required criteria.

#### **5.2.1 Required Criteria**

- Application form and mandatory documents have been filled out in full and submitted.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.

- Project is consistent with applicable provincial, regional or municipal plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks related to extreme natural events and/or climate change risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must meet or exceed the energy efficiency requirements of the National Energy Code of Canada for Buildings 2015, where applicable (describe the variances and plans to achieve compliance).
- Successful applicants must meet all applicable legislative or regulatory requirements. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

There will be a **financial analysis** of each application. This will contain a review of the periodic financial information submitted to the Ministry of Community, Sport and Cultural Development (the Ministry).

This required financial reporting is available on Ministry files, and thus does not need to be submitted with an application. However; local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as:

- Met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI).
- Submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets).
- Measures of financial stability and sustainability which include property tax structures and development costs charge structure.

## 5.3 PROJECT OUTCOMES AND BENEFITS

Each project category has a series of outcomes/performance measures and benefits. Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.1), describe how the project benefits align with the eligible investments categories (Section 3.5), and describe how the project will address at least one of the outcomes and benefits. The project outcomes and performance indicators can be found in Appendix A (CWWF Project Outcomes Reporting)

## 5.4 PROJECT RANKING

Project applications will be evaluated based on how well the project meets the federal and provincial program objectives of Increased Capacity or Lifespan of the Asset (Economic Growth), Improved Environmental Outcomes (Clean Environment), and Enhanced Service (Building Stronger Communities). In addition, projects will be assessed based on the degree to which they meet the following:

- represents good value for money;
- enhances and protects public health;
- enhances and protects environmental health;
- supports sustainability principles;
- consistent with integrated long-term planning and management;
- utilizes best technologies and practices;
- demonstrates efficient use of resources;
- uses new and innovative approaches;
- supports sustainable long-term economic growth;
- is situated within, and advances, the sponsoring local government's development and financial plans;
- exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
- contributes to environmental, economic, community and innovation objectives;
- requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years); and,
- the best available economically feasible technology, if applicable.

## 6. APPLICATION PROCESS

All proponents must complete and submit an on-line application form. In addition, a signed certification form, council resolution and detailed cost estimate are to be emailed or mailed in by the application deadline.

The following mandatory documents must be **clearly labeled** and included with your application:

- Certification Form
- Detailed Cost Estimate
- Site Plan / Map
- Council/Board Resolution
- List and status of required licenses, permits and approvals (if applicable)

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be considered for funding until all necessary information has been submitted.

## 6.1 OPTIONS ASSESSMENT

It is vital that applicants conduct an assessment to ensure that they have considered the options and chosen the best engineering or planning solution for a particular issue. This assessment should identify what the solution is and why it is being recommended and should address capital and life cycle expenditures; annual operating costs, emerging technologies, environmental considerations and societal impacts.

## 6.2 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for their project to proceed and they must advise on the status of any that have been applied for. This is important as it demonstrates that a project is on track or that the proponent has considered and commenced applications for these required items.

## 6.3 DETAILED COST ESTIMATE

**A detailed cost estimate template has been provided on the CWWF website and is part of your mandatory documents.** Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

**IMPORTANT:** It is necessary to provide **up-to-date cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

## 6.4 CONTACT INFORMATION

Ministry of Community, Sport and Cultural Development  
PO Box 9838 Stn Prov Govt  
4<sup>th</sup> Floor 800 Johnson St.  
Victoria, BC V8W 9T1  
Phone: 250-387-4060  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

## 7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website: [www.ceaa-acee.gc.ca/](http://www.ceaa-acee.gc.ca/).

All projects that receive funding through the CWWF Agreement have to comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

### 7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

***Is it a designated project?***

Designated projects can be found on the *Regulations Designating Physical Activities*:  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

### ***Is the project on federal lands?***

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to CWWF program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=22CA364E-1>

## **7.2 TIME AND COST CONSIDERATIONS**

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

## **7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES**

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

### **IMPORTANT NOTE:**

- Where necessary, CWWF funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.



- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the CWWF program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

## 7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

## 7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to CWWF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at [www.eao.gov.bc.ca](http://www.eao.gov.bc.ca) or contact their office at:

**1st Floor 836 Yates Street  
PO Box 9426 Stn Prov Govt  
Victoria, BC V8W 9V1  
Email: [eaoinfo@gov.bc.ca](mailto:eaoinfo@gov.bc.ca)**

## 8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to CWWF program staff on whether or not the project will be subject to Aboriginal Consultation.

For more information on British Columbia's consultation policy:

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E>

For more information on Aboriginal Consultation in Federal Environmental Assessment:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1>

## 9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

Funding is conditional upon the recipient signing a shared cost agreement with the Province.

The Province of British Columbia will advise applicants in writing of the terms and conditions of their award through a shared cost agreement.

The Province will provide a shared cost agreement to those proponents approved for funding outlining the terms and conditions associated with the funding.

**Note:** If a signed shared cost agreement between the recipient and the Province is not in place within three months from the approval date, the Province may withdraw the offer to fund the project.

## 9.1 SHARED COST AGREEMENT

**“Ultimate Recipient Agreement”** means an agreement between British Columbia and the Ultimate Recipient under the CWWF.

**“Ultimate Recipient”** means an entity identified under sections A.1 b) of Schedule A in Canada – British Columbia CWWF Agreement.

## 9.2 CONTRACT PROCEDURES AND PROVISIONS

**Contract** means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

**All contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.**

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: [www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06\\_Procurement.htm](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm));
- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed; and
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement.

**Proponents are responsible for:**

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

**It is expected that all contracts for works associated with projects that are approved for CWWF funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.**

**The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.**

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: [www.mmcd.net/](http://www.mmcd.net/).
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: [www.bcbid.gov.bc.ca/open.dll/welcome](http://www.bcbid.gov.bc.ca/open.dll/welcome).

### 9.3 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. Before any changes are implemented they must be approved by the Ministry.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

### 9.4 REPORTING

A Periodic Progress Report will be required quarterly and Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion. Applicants must ensure that they collect and are able to provide data on the applicable performance indicators listed in Appendix A.

### 9.5 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

A summary of expenditures is required with each claim, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to three years after the final settlement of accounts.

### 9.6 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the final settlement of accounts.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

## **9.7 COMMUNICATIONS**

### **Procedures for Communications**

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the CWWF Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

### **Timeline for Public Events**

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

## APPENDIX A – Project Outcomes Reporting

Eligible applicants are required to report on outcomes through the Province to Canada for the CWWF projects completed in BC. Below are some examples of the relevant performance indicators that are associated with the CWWF program. The Province may request information from local governments that completed projects under the CWWF to obtain relevant information to support outcomes reporting.

### CWWF Outcomes and Performance Indicators

Outcome	CWWF Performance Indicator
Improved reliability	Average % decrease in unplanned service interruptions per month (not related to weather)
	Average % decrease in volume of water leakage and/or infiltration that can be attributed to funded investments
Improved efficiency	Total estimated kilowatt-hours saved as a result of funded investments
	Average Life Cycle Cost of applicable water treatment systems after construction
	Average Life Cycle Cost of applicable wastewater treatment and stormwater systems after construction
Improved rehabilitation	Percentage of assets that have increased their physical condition rating (as per reporting guideline) as a result of funding
	Average number of years of useful life remaining on applicable wastewater treatment and collection components, extended as a result of funded investments
	Average number of years of useful life remaining on applicable storm water components, extended as a result of funded investments
	Average number of years of useful life remaining on applicable water treatment and distribution components, extended as a result of funded investments
Funded plans are being implemented	Number of funded water treatment plans and studies that have resulted in identified capital projects that are either included in capital planning documents with associated funding or that are in the process of being implemented
	Number of funded wastewater plans and studies that have resulted in identified capital projects that are either included in capital planning documents with associated funding or that are in the process of being implemented
Safer drinking water	Number of water treatment facilities that have improved water quality as a result of funded investments

	Number of drinking water systems that have eliminated a boil water advisory as a result of funded investments
	Number of water treatment systems that have met or exceeded applicable regulations and guidelines as a result of funding
Cleaner wastewater and stormwater	Number of applicable wastewater systems by treatment level (no treatment, Primary, Secondary, Tertiary) after end of construction
	Number of systems that have improved the quality of wastewater effluent or storm water discharge as a result of funded investments
	Number of wastewater systems that have met or exceeded applicable regulations and guidelines as a result of funding
Projects are incremental	Total value of capital expenditures for water and wastewater system projects for 2016
	Total value of capital expenditures for water and wastewater system projects for 2017



## APPENDIX B – Examples of Eligible Costs and Ineligible Costs

**Please note:** If a cost is not listed below, contact program staff prior to undertaking the cost. (See Section 6.4 for contact information)

### General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services to be direct and necessary to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>Any unpaid costs including invoices or holdbacks</li> <li>Accrued costs</li> <li>Any goods or services costs which are received through donations or in kind</li> </ul>
<ul style="list-style-type: none"> <li>Costs incurred between April 1, 2016 and March 31, 2018 and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to April 1, 2016 and after March 31, 2018</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:                             <ul style="list-style-type: none"> <li>overhead costs</li> <li>salaries and other employment benefits of any employees of the Recipient unless pre-approved by the Ministry</li> <li>leasing of equipment except those noted under section 4.2 f)</li> <li>purchasing equipment</li> <li>accounting fees incurred in the normal course of operation</li> <li>auditing fees incurred in the normal course of operation</li> <li>operating expenses and regularly scheduled maintenance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Land acquisition and real estate fees:                             <ul style="list-style-type: none"> <li>leasing land, buildings and other facilities and related costs</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Financing charges, legal fees and loan interest payments (including those related to easements – e.g. surveys)</li> </ul>
	<ul style="list-style-type: none"> <li>Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates</li> </ul>

### Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Environmental reviews</li> <li>Environmental costs</li> <li>Remedial activities</li> <li>Mitigation measures</li> <li>Aboriginal consultation</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to April 1, 2016 and after March 31, 2018</li> </ul>

### Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project.</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to April 1, 2016 and after March 31, 2018</li> </ul>
<ul style="list-style-type: none"> <li>Accommodation costs included in consulting fees or disbursement for out of town/province professionals</li> </ul>	<ul style="list-style-type: none"> <li>Any legal fees including those for land transfers (easements, Right of Way)</li> </ul>

### Construction/Materials Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Tenure fee – Ministry of Agriculture and Lands &amp; Plan of Statutory Right of Way.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of purchasing land and associated real estate and other fees</li> <li>Value of donated land</li> <li>Interim financing and interest costs</li> <li>Appraisal fees</li> <li>Land title fees</li> <li>Leasing of land or facilities</li> </ul>
<ul style="list-style-type: none"> <li>Permit fees</li> </ul>	<ul style="list-style-type: none"> <li>Building permit charged by proponent to itself</li> <li>Development cost charges</li> </ul>
<ul style="list-style-type: none"> <li>Insurance related to construction</li> </ul>	<ul style="list-style-type: none"> <li>Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>Material testing necessary to prove suitability of soils and specified structural elements</li> </ul>	
<ul style="list-style-type: none"> <li>Fencing for the construction site</li> <li>Permanent fencing</li> </ul>	
<ul style="list-style-type: none"> <li>Towing heavy equipment to and from the construction site</li> </ul>	<ul style="list-style-type: none"> <li>Towing vehicles</li> </ul>

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Security guard &amp; First Aid attendant (contracted for construction project)</li> </ul>	<ul style="list-style-type: none"> <li>Ambulance for workplace accidents</li> </ul>
<ul style="list-style-type: none"> <li>Furniture and/or equipment essential for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>First aid courses</li> </ul>
<ul style="list-style-type: none"> <li>Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line</li> </ul>	<ul style="list-style-type: none"> <li>Tools (e.g. hammer, broom, shovel, rakes, hoses, hose nozzles, measuring tapes, leather gloves)</li> </ul>
<ul style="list-style-type: none"> <li>Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>General repairs and maintenance of a project and related structures</li> </ul>
<ul style="list-style-type: none"> <li>Fire protection equipment as required by the fire department</li> </ul>	
<ul style="list-style-type: none"> <li>Third party (contractor) rental of a trailer/site office</li> </ul>	
<ul style="list-style-type: none"> <li>Permanently installed 2 way radios, phone system for facility</li> </ul>	<ul style="list-style-type: none"> <li>Monthly bills for utilities and phone/internet</li> </ul>
	<ul style="list-style-type: none"> <li>Contributions in kind</li> </ul>
<ul style="list-style-type: none"> <li>Fuel costs for rental equipment</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle maintenance and fuel costs</li> </ul>
<ul style="list-style-type: none"> <li>Temporary construction or permanent signage, specific to the project</li> <li>Street signage (during construction) if specific to the project (e.g. 1<sup>st</sup> Street Closed)</li> </ul>	<ul style="list-style-type: none"> <li>General construction signs (e.g. detour, street closed)</li> </ul>
<ul style="list-style-type: none"> <li>Relocation/renovation kiosk signs for public information</li> </ul>	<ul style="list-style-type: none"> <li>Temporary "Hours of Business" signs</li> </ul>
<ul style="list-style-type: none"> <li>Surveys necessary to determine the site's suitability for the intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Any other surveys except to determine the site's suitability</li> </ul>
<ul style="list-style-type: none"> <li>Demolition of unwanted structures from the site</li> </ul>	
<ul style="list-style-type: none"> <li>Landscaping to restore construction site to original state following construction</li> <li>Installation of landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining landscaping</li> </ul>
<ul style="list-style-type: none"> <li>Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing and distribution costs for public information materials regarding the project</li> </ul>	

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Printing costs for preparing contract documents or tenders, blue prints, plans/drawings</li> </ul>	
<ul style="list-style-type: none"> <li>• Courier services, specific to project e.g. delivering drawings/designs</li> </ul>	
<ul style="list-style-type: none"> <li>• Paving of access and curb cuts</li> </ul>	

### Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Any costs reasonably incurred to undertake communication activities, such as, but not limited to: <ul style="list-style-type: none"> <li>- federal or provincial funding recognition signage</li> <li>- permanent commemorative plaques</li> <li>- A/V rental and set up costs</li> <li>- event equipment rental and set up costs, such as stage and podium for joint events</li> <li>- event photography</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Media consultant</li> <li>• Event planners</li> <li>• Gifts</li> <li>• Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> <li>- food/beverages</li> <li>- liquor</li> <li>- entertainment</li> </ul> </li> </ul>

## **Light Up Spirit Park – Mayoral Notes**

Thank you to all for coming, and welcome to the third annual Light Up Spirit Park.

The holiday season can be celebrated in many different ways and through different traditions, but to all, it is a time to be spent with family, friends and loved ones and today is one of those times.

Before Santa arrives and we light the park, I want to take this moment to thank you for joining us again to light up the park, thank you to the Anmore elementary choir lead by Jen Whiffin and many thanks to Devon Bullock with Silent Lights for all his hard work in decorating.

Also, a reminder that entries for the House Decorating Contest can be emailed to the Rachel at the Village hall, and an updated list will be on our Facebook page for people to see.

As Charles Schulz says, “Christmas is doing a little something extra for others.” Let’s keep that in mind as we begin to enjoy the holiday season. Happy Holidays!

# Attachment 2

This CWWF Application has already been submitted.



CLEAN WATER AND WASTEWATER FUND

APPLICATION FORM

**PLEASE READ THE PROGRAM GUIDE** in order to ensure you submit all required information before completing this Application Form.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See the Program Guide for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

All sections of the application form must be completed. If a question is not relevant to your specific project, enter N/A. Where possible we have provided examples to assist you in the completion of the Application Form.

Please provide only specific concise project information.

\* Item is required to save or submit the form.

Application Number: **213**

## A. Applicant Information

Legal Name of Applicant: Village of Anmore	
Applicant Mailing Address: 2697 Sunnyside Road	City/Town: Anmore
Province: BC	Postal Code: V3H5G9
Primary Contact First Name: Juli	Phone Number: (604) 469-9877 Ext:
Primary Contact Last Name: Kolby	Email Address: juli.kolby@anmore.com
Title of Primary Contact: Chief Administrative Officer	Alternate Contact Name: Chris Boit, ISL Engineering

## B. Project Information

Project Title *: Optimization of Stormwater Assets	
1.	Select the Project Type that describes the largest percentage of capital works or asset management/design & planning work being undertaken in this project. Stormwater
2.	<p>a) Nature of the project. Asset Management/Design &amp; Planning</p> <p>b) Select the eligible investment categories that describes the proposed project. See the <u>Program Guide</u> for full description. System optimization and asset management</p>
3.	Provide a brief description of the project (1,000 characters or less). The Village of Anmore is in the process of creating an integrated Asset Management System, but the strain on our limited finances have not allowed us to complete a comprehensive evaluation of our current infrastructure, without this information we cannot assess our current state or replacement requirements. For this funding initiative, we proposed a three stage approach. Complete a review of all of our current stormwater assets complete with condition assessments and field

55

c) List the communities below that will benefit from the project:  
Village of Anmore City of Port Moody Mossom Creek  
Hatchery

- ### Example Timeline Risks:

9. a) Does the project involve federal owned asset?  
N/A

- If yes, please provide detail:  
N/A

b) Does the project involve provincial owned asset?  
N/A

- If yes, please provide detail:  
N/A

c) Has tender on design work been awarded?  
N/A

- If yes, date work started:  
N/A

d) Has tender on construction work been awarded?  
N/A

- If yes, date work started:  
N/A

e) Has physical work on construction been started?  
N/A

- If yes, date work started:  
N/A

f) Does the project involve lands within the Agricultural Land Reserve?  
N/A



10.	<p>Cost Estimate Summary</p> <p>You will be required to fill out and submit the <u>Detailed Cost Estimate</u> template provided on the website. The totals below must match the Detailed Cost Estimate template.</p> <table> <tr> <td>a) Total Gross Project Costs (Eligible + Ineligible):</td> <td>\$ 275,000</td> </tr> <tr> <td>b) Total Ineligible Project Costs:</td> <td>\$ 0</td> </tr> <tr> <td>c) Total Eligible Project Costs:</td> <td>\$ 275,000</td> </tr> <tr> <td>d) Maximum Grant Amount (Provincial 33% + Federal Share 50%):</td> <td>\$ 228,250</td> </tr> <tr> <td>e) Requested Grant Amount (if less than question 10.d):</td> <td>\$</td> </tr> </table>	a) Total Gross Project Costs (Eligible + Ineligible):	\$ 275,000	b) Total Ineligible Project Costs:	\$ 0	c) Total Eligible Project Costs:	\$ 275,000	d) Maximum Grant Amount (Provincial 33% + Federal Share 50%):	\$ 228,250	e) Requested Grant Amount (if less than question 10.d):	\$
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d) Maximum Grant Amount (Provincial 33% + Federal Share 50%):	\$ 228,250										
e) Requested Grant Amount (if less than question 10.d):	\$										
11.	<p>Provide detailed list of Other Funding Sources.</p> <p><u>Please note:</u> Other federal and/or provincial grants will affect the total grant requested as per stacking limit. See the <u>Program Guide</u> for information on stacking rules.</p> <table> <tr> <td>Other Funding Sources</td> <td>Amount of Funding</td> </tr> <tr> <td>Water Utility Reserve (Village of Anmore)</td> <td>\$ 46,750</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> </table>	Other Funding Sources	Amount of Funding	Water Utility Reserve (Village of Anmore)	\$ 46,750		\$		\$		\$
Other Funding Sources	Amount of Funding										
Water Utility Reserve (Village of Anmore)	\$ 46,750										
	\$										
	\$										
	\$										
12.	<p>If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project.</p> <p>n/a</p>										
13.	<p>Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement, etc.</p> <p>A Council Resolution will be considered Dec 6th 2016 to allocate funding from Village reserves.</p>										
14.	<p>Will the project require the borrowing of funds?</p> <p>No</p> <ul style="list-style-type: none"> <li>If yes, provide details on borrowing:</li> </ul>										
15.	<p>Who will own the completed project?</p> <p>Village of Anmore</p>										
16.	<p>Who will be responsible for operating and maintenance?</p> <p>N/A</p> <ul style="list-style-type: none"> <li>Do you have a plan to fund, operate and maintain the asset over its lifecycle?</li> <li>What are the expected annual operation &amp; maintenance costs of the project [including depreciation]?</li> <li>How will the operation, maintenance and renewal of this capital project be funded?</li> </ul> <p>N/A</p>										
17.	<p>Do you have council/board resolution authorizing the project to proceed and commit your share of project funding?</p> <p>No</p> <ul style="list-style-type: none"> <li>If no, when do you expect to submit the council/board resolution:</li> </ul> <p>07/12/2016</p>										
18. a)	<p>Indicate how the program funding will have an incremental impact on the project (this funding will advance this project by X years or will not go forward without program funding). Without this grant it is unlikely the project will proceed, due to the pressure on our annual operating budget and reserves.</p>										

	b) Will this project build to or meet a recognized standard/regulation (Drinking or Wastewater) or Green Building Standard? Yes • If yes, identify the standard or regulation: Yes it will meet the PSAB 3150 requirements. GVRD ISMP requirements.						
19.	Eligible Project Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share): <table border="0"> <tr> <td>Eligible Project Costs – work expected to be completed by March 31, 2017</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>Eligible Project Costs – work expected to be completed by March 31, 2018</td> <td style="text-align: right;">\$ 265,000</td> </tr> <tr> <td>Total (must equal Total Eligible Project Costs (Question 10 c.))</td> <td style="text-align: right;">\$ 275,000</td> </tr> </table>	Eligible Project Costs – work expected to be completed by March 31, 2017	\$ 10,000	Eligible Project Costs – work expected to be completed by March 31, 2018	\$ 265,000	Total (must equal Total Eligible Project Costs (Question 10 c.))	\$ 275,000
Eligible Project Costs – work expected to be completed by March 31, 2017	\$ 10,000						
Eligible Project Costs – work expected to be completed by March 31, 2018	\$ 265,000						
Total (must equal Total Eligible Project Costs (Question 10 c.))	\$ 275,000						
20.	Asset Management a) Do you have a long-term financial plan that exceeds a 5 year horizon (if yes, over how many years)? b) How does the financial plan relate to your Asset Management plan, Capital Works plan, OCP, and any other strategic community and corporate plans? We are currently finalizing our Asset Management Plan (AMP) which will provide us with an overview of all Village assets. The AMP will also provide us with a recommended annual investment amount to guide future decisions about setting aside financial resources into reserves as part of the 5-year financial plan and long term investment plan (the latter is another policy that will come concurrently with the AMP). The AMP will assist us to confirm the estimated proportion of infrastructure replacement currently funded (i.e. response to 20.c)). c) What proportion (%) of infrastructure replacement are you able to fund through current financial revenues? 60 For the asset class that you are applying for: d) Do you have an asset inventory/registry – complete? Up to date? N/A e) Condition assessment? N/A f) An asset management plan? If yes, is the plan linked to a long term financial plan? N/A g) Using the AM BC Roadmap available at <a href="http://www.assetmanagementbc.ca">www.assetmanagementbc.ca</a> , identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)? N/A h) What effect will the proposed project have on service levels and how will these be measured, e.g. <i>The water treatment plant upgrade will improve water quality in the community – Measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.</i> N/A						

#### D. Project Objectives and Benefits

**Increased capacity or lifespan of the asset (economic growth), improved environmental outcomes (cleaner environment) and enhanced service (building stronger communities).**

21. a) Will this project increase capacity or lifespan of the asset?  
 Yes

- If yes, please explain:  
It will identify possible improvement areas within our watershed for water quality and capacity.
- b) Will this project result in enhanced services?  
Yes
  - If yes, please explain:  
It will allow us to plan strategically for capital investment projects.
- c) Will this project result in improved environmental outcomes?  
Yes
  - If yes, elaborate in question 22 below.

**Economic growth**

22. a) Describe the economic benefits of the project and how the project improves economic growth in the community.  
Water quality improvement measures will be identified within the drainage master plan. This will improve the environment surrounding our watercourses.
- b) Do you have an economic development plan?  
No
  - If yes, when was it updated?

**Cleaner environment**

- c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.):  
The information gathered will help identify areas within the storm network that currently discharge water into our watercourses. This information can then be used to mitigate erosion of our watercourses and identify areas within the network that can improve water quality, ie decrease TSS and pollutants.
- d) Describe any energy efficient features included in this project.
- e) Do you have a council endorsed water conservation plan?  
No
  - If yes, when was it last updated:
- f) Does the project consider climate related risks, and if so what adaptation/mitigation measures will be taken?  
The drainage master plan will create a hydraulic model based off of current rainfall data and environmental adaptation requirements set out by the Province, which in turn will identify culvert upgrades required to mitigate any damage to public and private properties.

**Stronger communities**

- g) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.  
The proposed project will allow the Village to plan their new and replacement infrastructure in accordance with their Official Community Plan (OCP) and other master plans (Parks, Water Utility, etc.) so that we may build our infrastructure with the required capacities and lifespans required to service our growing community.
- h) Will this project increase capacity, and/or enhance service, and/or improve environmental outcomes. (A project may do one or all three, please briefly describe which your project does and how.)

As described above, the project will identify capacity issues and possible water quality improvements throughout the network.

**E. Environmental Assessment and Aboriginal Consultation**

- |     |   |
|-----|---|
| 23. | Is any part of the project located on federal lands?<br>N/A   |
| 24. | Will aboriginal groups be consulted about the project?<br>N/A |
| 25. | Is the project subject to an environmental assessment?<br>N/A |

**F. Mandatory and Supporting Documents**

All mandatory documentation\* is to be emailed or mailed to: Please include your project number.

Ministry of Community, Sport and Cultural Development  
PO Box 9838 Stn Prov Govt  
4th Floor 800 Johnson St.  
Victoria, BC V8W 9T1  
Phone: 250-387-4060  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

\* Please see the Program Guide for a list of documentation.

## ADVISORY PLANNING COMMISSION MEETING MINUTES

VILLAGE OF ANMORE



Minutes of the Advisory Planning Commission Meeting held on Monday, April 11, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

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### **Members Present**

Garnet Berg  
Steve Hawboldt  
Ken Juvik  
Herb Mueckel (Chair)  
Sandra Parfeniuk  
Mario Piamonte  
Steve Siblock

### **Others Present**

Mayor John McEwen, Council Liaison  
Kate Lambert, Planning Consultant

#### **1. Call to Order**

Mayor McEwen 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. Minutes**

Nil

#### **5. New Business**

##### **(a) Welcome and Introductions**

Mayor McEwen introduced and welcomed all members.

**(b) Functions of the Advisory Planning Commission**

Mayor McEwen presented an overview of the APC, which included the following:

- Under the Local Government Act, the Village established an APC to advise council on all matters respecting land use, community planning or proposed bylaws and permits.
- Per APC Bylaw section 4(k), “The Commission shall follow the guidelines and procedures outlined in the Local Government Act, The Anmore Procedure Bylaw, the Terms of Reference and the Code of Conduct.”
- This APC term will be in effect until January 1, 2018.
- Membership may consist of either residents or non-resident property owners.
- The role of the APC is to advise council on specific matters referred by council that fall under LGA Divisions 4 to 14 and section 546.
- The role of council is to consider recommendations from the APC regarding specific matters.
- The role of the council liaison is to attend meetings in a resource capacity to address any questions or concerns of the commission or council.
- The role of the staff liaison – Village’s Planning Consultant – is to attend meetings in a resource capacity, on request of council or the APC.
- The role of the staff liaison – Manager of Corporate Services – is to provide administrative and procedural support before and after meetings.
- The public is welcome to attend and observe all APC meetings. The public is entitled to be heard at meetings where the APC is considering:
  - (a) an amendment to the OCP or a bylaw, or
  - (b) the issue of a permit.

Kate Lambert provided an overview of the policy and regulatory framework for each of the following areas:

**Official Community Plan**

- Top level of policy that sets the vision, goals and objectives of how the Village will grow and change in the future
- Policies on land use such as residential, commercial and institutional
- Policies on environmental, parks and recreation and social
- “Bible” with municipal planning
- Document to be referenced when development applications come forward to confirm it is aligned with the OCP

**Zoning Bylaw**

- Under the OCP; implementation tool
- Sets out specifications of how development happens
- Currently underway and drafting a new zoning bylaw based on information that has come through the past APC

- Next step is to come back to APC, the public and council with the draft to discuss some of the main findings and the new proposed policies
- Definitions need to be updated to reflect the OCP
- Some measures no longer apply, due to new regulations or as other bylaws have been put in place

#### Financial Sustainability Plan

- Developed during the OCP processed
- Looked at Village deficiencies
- Recommendations were made as to how to move forward to be more sustainable in the future such as:
  - faster rate of development in short term would help generate more revenue
  - flexible with lot sizes to allow for variety of housing types to develop
  - support for denser development to ensure higher return on taxes and development fees
  - effectively accommodate more tax payers to the Village to support financial obligation
  - process included 3 growth scenarios; slow, medium and high
  - medium growth was determined to approximately 21 units per year was estimated at how quickly the Village would grow
  - outlook for the Village to grow around 4,000 people when fully built out

#### Policies to reference within the OCP

- *Policy RLU2*
  - standard Village growth model at 1 acre (lower areas)
- *Policy RLU6*
  - hillside development (RS-2 cluster housing zone);
  - where there are environmental features to protect, hillside is too steep or other reasons to consider other than 1 acre patterns, RS-2 zoning could be used to cluster housing
- *Policy RLU8*
  - comprehensive development zones (CD zone); opportunity to look at site on a one-off basis, not pre-zoned, no specific set-out
  - Intent is to protect hillside, environmental features, look for new opportunities for innovative housing, and minimize financial impact on the Village
- *loco Lands*
  - currently being considered for development.
  - must be developed with a comprehensive and intensive community consultation process
  - identified as special study area, currently zoned for RS-1
  - will require transportation studies, population projection and impact studies of what additional population might bring to the Village
  - environmental assessment will be required

Mayor McEwen reported that the Village is currently working on a Roads Master Plan, with anticipated completion in the; a Capital Asset Plan; and a Council tour of the loco Lands.

**(c) Appointment of Chairperson and Vice-Chairperson**

Members agreed to appoint Mario Piamonte as Chair and Steve Hawboldt as Vice-Chair.

**(d) Establish Meeting Schedule**

Members agreed to a meeting schedule of every second Monday of each month at 7:00 p.m.

**6. Adjournment**

It was Moved and Seconded:

**“That the meeting be adjourned.”**

**Carried Unanimously**

The meeting adjourned at 8:11 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**M. PIAMONTE**

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Mario Piamonte  
Chair



Minutes of the Environment Committee Meeting held on  
Monday, March 7, 2016 in the portable classroom at Anmore  
Elementary School, 30 Elementary Road, Anmore, BC



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## **MEMBERS PRESENT**

Councillor Ryan Froese (Chair)  
Grace Bergman  
Paige Crawley  
Coleen Hackinen

## **MEMBERS ABSENT**

Mike Barnes  
Elaine Willis

### **1. CALL TO ORDER**

Chair Froese called the meeting to order at 7:10 p.m.

### **2. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

**“That the Agenda be approved as circulated.”**

**Carried Unanimously**

### **3. MINUTES**

#### **(a) Minutes of the Meeting held on February 1, 2016**

It was Moved and Seconded:

**“That the Minutes of the Environment Committee Meeting held  
on February 1, 2016 be adopted, as amended.”**

**Carried Unanimously**

### **4. BUSINESS ARISING FROM THE MINUTES**

Nil

### **5. UNFINISHED BUSINESS**

Nil

### **6. NEW BUSINESS**

- (a) Review of Anmore Tree Management Bylaw (Consolidated)**
- (b) Review of Anmore Works and Services Bylaw (Consolidated)**

Committee reviewed items 6(a) and (b) in parallel. The following points were raised during discussion:

- Bonding for 5 years to ensure trees remain in good health
- Tree removal on steep land change from 30% to 20% slope and ensure percentage is consistent throughout bylaw
- Include a prohibition for damaging a tree; intent to kill it or in addition to cutting it down
- Include the protection of trees and vegetation within tree protection area
- Tree cutting on lot sizes more than 1 acre
- Require root protection to ensure there is no damage from machines

*Action item: The Chair will talk to staff to request that someone inquire with the environmental consultant regarding the safe distance on top of bank.*

- Require a no disturbance buffer at top of bank, irrespective of RAR regulations
- Require replanting of trees along top of bank on slopes where trees fell due to previous clearing along top of bank.
- Enforceability with the ticketing bylaw
- Ability to issue Stop Work if non compliance
- Unsure on whether village could enforce a review of security

The Committee recommends to Council the following additions be incorporated within the existing Tree Management Bylaw:

- Preservation of a natural environment requires protection of not just the trees, but also the understory, ground cover and intact natural soil profile. Include provisions which encourage protection of native trees, other native vegetation and undisturbed soils within a “protection area”, rather than destruction and replanting.
- Require a permit for all trees, as a documentation process for noting ones being removed, with no application fee if removed as per TMB s 5(2)(c) *"where, in any 12-month period, no more than 2 trees are cut down with a lot size of 0.4 ha (1 acre) or less, plus 1 additional tree for every additional 0.4 ha of lot area"*
- Include a prohibition for removal of "protected tree" (e.g. heritage tree, wildlife protected tree, etc.). Include specific areas and species and any tree protected by covenant in the definition of "protected tree"
- Include explicit wording regarding lots that were previously cleared (prior to TMB, or illegally afterward) that on development (or prior to issuance of any permit), replanting of native trees and vegetation will be required on 20% of the lot
- Steep slope protection
  - Require development permit for areas designated as steep slopes (e.g. OCP Schedule D2).
  - Require a “top of bank protection area” (no disturbance buffer) to reduce the risk of tree windfall on the adjacent slope and slope instability, even where there is no watercourse present. “Top of bank protection area” to be determined in

- accordance with best practices and our environmental consultants' recommendations
- Use “*Top of Bank*” definition in the Riparian Areas Regulation of the BC *Fish Protection Act*, 376-2004, Section 1 Definitions, page 4.
- Require replanting of trees along the top of bank of slopes where trees fell due to previous clearing or natural falling along top of bank
- Re TMB section 11(1) *Tree removal on steep land*. Change “with a slope greater than 30%” to “with a slope equal to or greater than 20%” to be consistent with OCP Policy E-1 and Schedule D2 which specify steep slopes as equal to or greater than 20% slope.
- Definition of a “steep slope” will be a slope angle of 20% or greater over the distance of 9 meters or further horizontally
- Ensure that the percentage denoting a “steep slope” (i.e. equal to or greater than 20% slope) is consistent throughout all bylaws
- Improve enforceability via:
  - Implement Municipal Ticketing Bylaw
  - Provide authority to issue stop work order if non-compliant with Tree Management Bylaw
- Require bonding for 5 years to ensure trees remain in good health and provide arborist report to release bond; ensure the Village has authority to inspect and take action if trees are not in good health
- Include mechanisms to prevent a person from willfully damaging a tree for the purpose of subsequently removing it under the “dangerous tree” provisions; include penalty for such in Municipal Ticketing Bylaw.
- Require root protection to ensure there is no damage from machines; cordon off areas and trees to be protected
- Timeline for replanting should be included
- Require replanting in a foot for foot replacement of removed trees as per a predefined calculation based on specific trees.
- Mandatory replanting of illegally removed trees within a certain time frame, with a minimum height as determined by the tree removed. If not done by the owner, the village will perform the work at the cost of the owner
- Re: Security TMB s 12(2)(c):
- Review security annually to ensure that amount of security is still appropriate and replanting work actually gets completed. May be appropriate provision for any bylaw that where security is required.
- Specify who estimates the cost of replacing/maintaining trees for purpose of establishing amount of security

**(c) Review of Anmore Municipal Ticket Information Bylaw No. 479-2009**

Committee recommended to strengthen the bylaw to ensure applicable fines are included.

**(d) Waste Diversion - Communication to Residents**

Committee reviewed a brochure prepared by a neighbouring municipality and it was agreed that some information could be used in the same template for Anmore.

Committee reviewed an article written by a member to be included in the Anmore Times edition regarding tips on keeping residents and Bears in Anmore. Further information on waste diversion will be compiled for members to review.

**(e) Welcome to Anmore Brochure**

Committee agreed that a Welcome to Anmore brochure should be created, and that tabs be included for each category

**7. ADJOURNMENT**

It was Moved and Seconded:

**“That the meeting be adjourned.”**

**Carried Unanimously**

The meeting adjourned at 8:45 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**R. FROESE**

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Councillor Ryan Froese  
Chair, Environment Committee

Minutes of the Environment Committee Meeting held on  
Monday, May 2, 2016 in the portable classroom at Anmore  
Elementary School, 30 Elementary Road, Anmore, BC



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### **MEMBERS PRESENT**

Councillor Ryan Froese (Chair)  
Mike Barnes (arrived at 7:13 p.m.)  
Grace Bergman  
Paige Crawley  
Coleen Hackinen  
Elaine Willis

### **1. CALL TO ORDER**

Chair Froese called the meeting to order at 7:09 p.m.

### **2. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

**“That the Agenda be approved as circulated.”**

**Carried**

One member opposed

### **3. MINUTES**

#### **(a) Minutes of the Meeting held on March 7, 2016**

Committee agreed to table these Minutes until the next meeting.

### **4. BUSINESS ARISING FROM THE MINUTES**

Nil

### **5. UNFINISHED BUSINESS**

Nil

### **6. NEW BUSINESS**

#### **(a) Welcome to Anmore Brochure (Draft)**

Chair Froese provided a sample brochure for review, which focused on organic and recycling. Members agreed to the following points:

- focus should be about living in a semi-rural environment, and to include; maps, information on septic management, bear aware, and Anmore issues (i.e. light pollution, school zones, invasive species)
- drop off brochures door-to-door to enhance reach
- the cover should reflect Anmore's lifestyle

*Action Item: All members to brainstorm ideas to include/exclude/amalgamate within brochure, such as; calendar, recycled paper, language barriers, and tab titles, and to also review the two Anmore Times articles regarding recycling and bear facts.*

Members continued to discuss bear issues within the Village and agreed to the following recommendations to Council:

- ask staff to contact Smithrite regarding ways to control bear issues with garbage
- possibly leave bins clipped on areas that are having issues or alternating route to allow for earlier pickup on bear problem areas
- request that future developments incorporate a secure, bear proof enclosure to safely store solid waste bins

**(b) Spill Response Regime Report**

*Action item: Ask Staff to provide hard copies of the document, for members to pick up and then bring thoughts forward to the next meeting.*

*Action item: The Chair to speak with Envirowest to inquire about the safe distance on top of bank to maintain the integrity of the slope.*

**7. ADJOURNMENT**

It was Moved and Seconded:

**"That the meeting be adjourned."**

**Carried Unanimously**

The meeting adjourned at 8:15 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**R. FROESE**

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Councillor Ryan Froese  
Chair, Environment Committee

Minutes of the Environment Committee Meeting held on  
Monday, October 3, 2016 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



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**MEMBERS PRESENT**

Councillor Ryan Froese (Chair)  
Mike Barnes (arrived at 7:20 p.m.)  
Grace Bergman  
Paige Crawley  
Coleen Hackinen  
Elaine Willis

**1. CALL TO ORDER**

Chair Froese called the meeting to order at 7:12 p.m.

**2. APPROVAL OF THE AGENDA**

Members agreed to add to the agenda item 6(e) – Finalize and Ratify Steep Slope and Tree Management Bylaw comments.

It was Moved and Seconded:

**“That the Agenda be approved as amended.”**

**Carried Unanimously**

**3. MINUTES**

**(a) Minutes of the Meeting held on March 7, 2016**

It was Moved and Seconded:

**“That the Minutes of the Environment Committee Meeting held on March 7, 2016 be adopted as amended.”**

**Carried Unanimously**

**(b) Minutes of the Meeting held on May 2, 2016**

It was Moved and Seconded:

**“That the Minutes of the Environment Committee Meeting held on May 2, 2016 be adopted as circulated.”**

**Carried Unanimously**

**4. BUSINESS ARISING FROM THE MINUTES**

Nil

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS****(a) Welcome to Anmore Brochure (Draft)**

Highlights of discussion regarding the brochure are as follows:

- This item has been included on an agenda a number of times and it needs to move forward.
- The Committee could contribute ideas on the environment portion of the brochure (e.g. bears, garbage etc.) and staff could create the concept of the brochure.
- Chair Froese explained that staff would not be involved in the creation of the brochure and it would be the Committee's responsibility, if agreeable to the Committee.

*Action item: Chair Froese to forward an editable document to Coleen Hackinen.*

- The following points should be included as tabs for the brochure:
  - Waste and recycling
    - Brush chipping
  - Septic
  - Identifying and treating invasive species
  - Wildlife
  - Riparian areas
  - Tree Management Bylaw
  - Nature scape principals
  - Open burning ban, campfire permits

*Action item: Committee to prepare key topics for discussion at an upcoming workshop.*

**(b) Spill Response Regime Report**

Committee reported that three members previously discussed the document titled 'Spill Preparedness and Response in BC – Proposed Amendments to the *Environmental Management Act* and Proposed Regulations' at a meeting which had been cancelled due to lack of quorum.



**(c) Lawn and Garden Watering Methods**

Highlights of discussion regarding materials from Metro Vancouver and Saving Water Partnership are as follows:

- Include information within the upcoming Welcome to Anmore brochure.
- When water restrictions are implemented in the spring, it is recommended that staff provide information to residents of the water wise tips on the Village's website and through local Anmore media channels.
- New development specifications and new construction should incorporate or incentivize water wise design (for example, grey water recycling for lawn and garden watering).
- Refunds and rebates for water wise improvements.
- Fast track homes that incorporate environmentally friendly lawn and garden watering methods.
- When water restrictions are put in place and notices are issued, contact information for who to report infractions to, and what information is required (i.e. address and time of day of the events).
- When water restrictions are implemented, the committee recommends that staff provide information to residents in the spring on water wise tips on the Village's website and through local Anmore media channels.

**(d) Noxious Weeds**

It was highlighted during discussion regarding the 2015 ISCMV Invasive Plant Management Final Report that noxious weeds are specified in a regulation under the *Weed Control Act*, however it excludes private land. Therefore, it is left to local governments to put into a bylaw where they can enforce the provincial statute.

The Committee recommends to Council to include a bylaw that allows the Village to enforce the *Weed Control Act*.

**(e) Finalize and Ratify Steep Slope and Tree Management Bylaw Comments**

Highlights of discussion regarding steep slope protection and tree management bylaw are as follows:

- The OCP says 20% steep slope, and the Tree Management Bylaw says 30%
- Run over rise is 3:1 for a minimum distance of 15 metres
- Development permit areas would help to protect steep slopes. It was shown in a draft of the OCP, but it was removed. It should be re-introduced as a tool to protect steep slopes.
- Preservation of natural environment
- Require permit for all trees as documentation process
- Require development permit for areas designated as steep slope (OCP schedule D2)

- Require top of bank protection area no disturbance buffer on adjacent slope
- Top of bank to be determined on best practice and our environmental consultant's recommendations
- Use Top of Bank definition in the *Riparian Areas Regulation* of the *BC Fish Protection Act*, 376-2004, section 1 definitions, page 4.
- Require replanting of trees along the top of bank of slopes where trees fell due to previous clearing or natural falling along top of bank

## 7. **ADJOURNMENT**

The Chair adjourned the meeting.

The meeting adjourned at 9:03 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**R. FROESE**

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Councillor Ryan Froese  
Chair, Environment Committee

**Sasamat Volunteer Fire Department  
Board of Trustees**

Thursday, October 13, 2016  
7:00 – 9:00 PM  
Anmore Fire Hall  
2690 East Road, Anmore

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NOV 15 2016

Village of Anmore

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

**APPROVED MINUTES**

**Call to order 7:09pm**

Item #	Item	Status
1.	<p><b><u>Approval of Agenda:</u></b></p> <p>MOTION: to approve the Agenda as distributed.</p> <p>Moved and seconded</p>	Carried
2.	<p><b><u>Housekeeping Items and Metro Vancouver Updates:</u></b></p> <ul style="list-style-type: none"> <li>Metro Vancouver have recently introduced new UTV Training to its employees. They will be offering the new training to the firefighters if / as required.</li> <li>Rob Nicholls reported that David Jewesson would be returning to Metro Vancouver to conduct the Certificate of Recognition Audit on our Safety Management System and our Stay at Work/Return to Work program.. The Sasamat Volunteer Fire Department may once again be included in this Audit.</li> <li>Metro Vancouver employees recovered a Cut-Off Saw used in an attempted break-in. They turned it into the Police department. The police advised that it is not required as evidence. The SVFD were considering purchasing this same model of Cut-</li> </ul>	

**Sasamat Volunteer Fire Department  
Board of Trustees**

October 13, 2016

Page 2

	Off Saw. Metro Vancouver will re-deploy the saw as per Policy to the SVFD if it is not claimed.	
3.	<b><u>Fire Chief's Report</u></b> 7.1 MOTION: to receive and adopt the Duty Roster  Moved and seconded	Carried
4.	<b><u>New Business:</u></b> <ul style="list-style-type: none"><li>• A discussion was had regarding new Signage for both fire halls to be purchased in 2017.</li><li>• Firefighter Jackets were discussed.</li><li>• RN to see if Metro Vancouver's geotechnical group can conduct a cursory inspection of the bank at Belcarra. Chief Sharpe to follow-up beyond that.</li><li>• General discussion regarding Fire Agreements for the Schools</li></ul>	
5.	<b><u>Next Meeting</u></b> At the Call of the Chair.	

**Meeting Adjourned at 8:30 pm**



October 26, 2016

File: 0280-30

Ref: 184862

Dear Manager of Corporate Services:

**Re: Regulatory Amendments Affecting Agri-tourism**

Last fall the Government of British Columbia (Government) undertook a consultation on a Draft Minister's Bylaw Standard on Agri-tourism and Retail Sales. The consultation closed on January 15, 2016 and 106 responses were received from local governments, associations and agri-tourism operators. A link to the online consultation summary is provided here:

[http://www2.gov.bc.ca/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-assets-and-environment/strengthening-farming/consultation\\_summary-agritourism\\_consultations\\_sept\\_2016.pdf](http://www2.gov.bc.ca/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-assets-and-environment/strengthening-farming/consultation_summary-agritourism_consultations_sept_2016.pdf).

In response to comments received during the consultation, on August 2, 2016 the Government announced regulatory amendments affecting agri-tourism in the Agriculture Land Reserve (ALR). The recent amendments to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (171/2002) under the *Agricultural Land Commission Act* (ALCA) provide clarity to agri-tourism activities in the ALR. This includes updating agri-tourism definitions and providing new opportunities with respect to events.

***Agri-tourism Definitions***

The definition of agri-tourism has been clarified. *Agri-tourism* means an activity that is carried out on land that is classified as a farm under the *Assessment Act*; to which members of the public are invited, with or without a fee; for which permanent facilities are not constructed or erected; and include ancillary services. Defined farm-use agri-tourism activities can be undertaken without an application to the ALC and these include:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) cart, sleigh and tractor rides on the land comprising the farm;
- (d) subject to section 2 (2) (h), activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;



- (e) dog trials held at the farm;
- (f) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm; and
- (g) corn mazes prepared using corn planted on the farm.

Local governments may not prohibit the above agri-tourism activities. Local governments can regulate, prohibit and impose requirements on factors like fireworks, nuisances, and disturbances (e.g., noise) within their communities and all landowners must continue to meet all relevant local government requirements such as event hosting, liquor licenses, and fire code requirements.

### ***Event Opportunities***

Through the regulations, Government has clarified that ALR land owners will not need to apply to the Agricultural Land Commission (ALC) to host events like commercial weddings, concerts, or non-agriculture related festivals, providing:

- The land has farm status;
- No new permanent structures are being built;
- All parking will be on the property (no road parking);
- The number of guests at any event is 150 or less; and
- The number of annual events is ten or less.

Local governments may not prohibit events. Local governments can within their communities regulate, prohibit and impose requirements with respect to factors like fireworks, noise, nuisances and fire codes and all landowners must meet these requirements.

ALR landowners will continue to need to apply and receive approval from the ALC if they do not meet all five of the conditions above. These limits will not apply to wineries, meaderies and cideries wishing to host activities like commercial weddings, concerts, or non-agriculture related festivals as they already have other restrictions placed on them through their license.

The ALCA amendments further clarify that no application to the ALC is required for a farmer hosting weddings for family members or friends ***at no charge***. If farmers are receiving a payment for hosting the wedding of a family member or friend, an application to the ALC is required if any of the above conditions are not met. The ALC will review the application and make their decision based on their mandate of preserving agricultural land and promoting farming.

These changes provide the balance needed to grow a farmer's income while preserving land within the ALR to produce local foods for British Columbians. The full regulation may be found at the following link: [http://www.bclaws.ca/civix/document/id/complete/statreg/171\\_2002](http://www.bclaws.ca/civix/document/id/complete/statreg/171_2002). A link to the ALC website may be found here: <http://www.alc.gov.bc.ca/alc/content/home>. In addition, a fact sheet that serves as a useful reference document about the changes made is attached to this letter as Appendix A.

Please contact your local Regional Agrologist, or contact the following number if you have any other questions on agri-tourism or other Planning for Agriculture matters.

AgriService BC:

- Telephone: 1 888 221-7141
- E-mail: [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca)

Sincerely,

A handwritten signature in black ink, appearing to read 'D82' with a long horizontal stroke extending to the right.

Derek Sturko  
Deputy Minister

Attachment

## Appendix A

# Agri-tourism in the Agricultural Land Reserve - Factsheet

September 26, 2016

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### Roles and Authorities

#### The Agricultural Land Commission:

- The Agricultural Land Commission (ALC) is an independent agency established under authority of the Provincial *Agricultural Land Commission Act* (ALC Act). As an independent administrative tribunal, it is dedicated to preserving land and encouraging farming in British Columbia
- The ALC is responsible for the administration of the Agricultural Land Reserve (ALR) which protects land to be used for agricultural purposes
  - The ALC collaborates with the Ministry of Agriculture, First Nations and local governments to ensure the agricultural land base is preserved and protected, and farm use of agricultural land in the ALR is the priority land use
- The *ALR Use, Subdivision and Procedure Regulation* (ALR USP Regulation) provides the framework to describe what are permitted uses in the ALR
  - Recent amendments to the ALR USP Regulation have introduced revisions on agri-tourism and 'gathering for events' such as commercial weddings
- The ALC Act provides the authority for the ALC to ensure compliance and enforcement of its provisions and regulations
  - ALC initiated compliance enforcement activities are primarily complaint-based

#### Local Governments:

- Local governments under the *Local Government Act* and *Community Charter* are provided limited authority to regulate and/or prohibit land use within their jurisdiction
  - The ALC Act and ALR USP Regulation provide further specific provisions on how local governments bylaws must be consistent respecting land in the ALR
- Through this authority, and recognising detailed and specific limiting powers, local governments can regulate and/or prohibit land use in the ALR
  - Local government bylaws that allow land use activities to proceed in the ALR that are not consistent with the *Local Government Act*, *Community Charter*, ALC Act and ALR USP Regulation, or do not have approval by the ALC, are considered to have "no force and effect" and are treated as such by the ALC and Ministry of Agriculture

#### Ministry of Agriculture:

- The Ministry of Agriculture (AGRI) has final responsibility for the *Agricultural Land Commission Act* and can initiate amendments through the legislative process.
- Ministry staff, working together with ALC staff, are available to assist local governments, the agricultural sector and agri-tourism operators in providing applicable information on the ALC Act, ALR USP Regulation and *Local Government Act* regulations.
- The Ministry respects that the ALC is an independent tribunal and it would not be appropriate for the ministry to conduct any ALC Act compliance and enforcement activities.

### Agri-tourism in the ALR

#### ALC Farm Use:

- The ALC Act defines "farm use" as meaning, "an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm



## Appendix A

# Agri-tourism in the Agricultural Land Reserve - Factsheet

### September 26, 2016

use by regulation, and includes a farm operation as defined in the *Farm Practices Protection (Right to Farm) Act*"

- Recently revised agri-tourism activities are described and designated by the ALR USP Regulation as "farm uses", and as such may not be prohibited by a local government bylaw. Regulated communities have the option of requesting farm bylaws that further refine agri-tourism within their jurisdictions.
- Local governments can require a land owner to apply for a Temporary Use Permit which could specify conditions related to amplified sound, parking, fireworks or other disturbances associated with these agri-tourism activities<sup>1</sup>;

#### ALC Non-Farm Use Applications:

- Recent amendments to the ALR USP Regulation clarify that ALR land owners will not need to apply to the ALC to host activities like commercial weddings, concerts, or non-agriculture related festivals, providing:
  - The land has farm status;
  - No new permanent structures are being built;
  - All parking will be on the property (no road parking);
  - The number of guests at any event is 150 or less;
  - The number of annual events is ten or less.
- If land owners in the ALR want to host activities like commercial weddings, concerts and non-agriculture related festivals that do not meet all five of the conditions above, they will continue to need to apply to the ALC.
- These limits do not apply to wineries, meaderies and cideries hosting activities like commercial weddings, concerts, or non-agriculture related festivals - it is business as usual - an application to the ALC is still not required.

## Compliance and Enforcement

- If a **local government** is notified of a violation of their own bylaws that also correspond to the ALC Regulations, the local government is expected to conduct their own bylaw enforcement activities first, and then work together with ALC enforcement activities if necessary.
- If a **local government** is notified of a violation of ALC Regulations that they don't regulate, they should forward the complaint to the ALC without delay.
- If a **resident** has a complaint about a violation of ALC Regulations, they can take the following steps:
  1. Communicate the issue to their local government (who will enforce and/or forward the concern to the ALC);
  2. Contact a Ministry of Agriculture's AgriServiceBC staff representative (contact info below) who will forward the concern to the ALC;
  3. Contact the ALC directly (contact info below).
- The Ministry of Agriculture's Regional Agrologists and other specialist staff can provide additional support to local governments, the ALC, land owners, residents and complainants in an effort to resolve a concern.

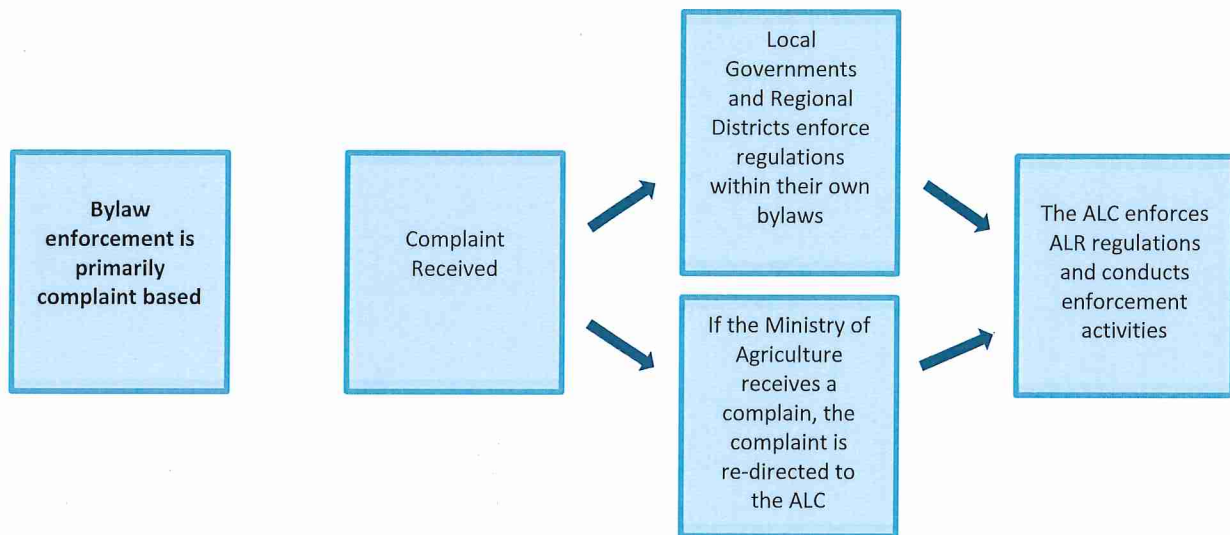
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<sup>1</sup> And meet the provisions established in the *Farm Practices Protection Act*.

**Appendix A**  
**Agri-tourism in the Agricultural Land Reserve - Factsheet**  
**September 26, 2016**

- If the ALC is notified of an infraction that contravenes ALC Regulations, the ALC will conduct enforcement activities.

**Summary of Complaint Process:**



**Contact Information**

For further information, please contact the following:

**AgriService BC, Ministry of Agriculture**

Telephone: 1-888-221-7141

Email: [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca)

**Agricultural Land Commission**

Telephone: 604-660-7000

Email: [ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca)

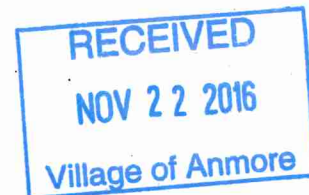


THE CORPORATION OF DELTA  
*Office of The Mayor, Lois E. Jackson*



November 8, 2016

Mr. Steve Carr, Chief of Staff  
Office of the Premier  
PO Box 9041, Stn Prov Govt  
Victoria BC V8W9E1



Dear Mr. Carr,

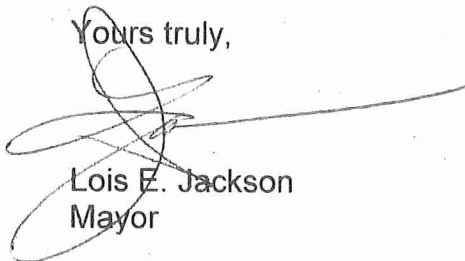
**RE: George Massey Tunnel – An Emergency Response Perspective**

Further to our meeting during the annual UBCM Convention in September, I am pleased to provide additional information, as requested, regarding the safety benefits of a bridge compared with the George Massey Tunnel from a safety and emergency response perspective.

At the November 7, 2017 Regular Meeting, Delta Council unanimously endorsed the enclosed report which describes some of the problems that Delta's first responders have experienced over the years in dealing with accidents in the George Massey Tunnel. The report highlights the significant safety benefits of a bridge when compared with the tunnel from an emergency response perspective.

I trust that you will find this information useful. If you have any questions, please do not hesitate to contact me at 604-946-3210.

Yours truly,



Lois E. Jackson  
Mayor

Enclosure

cc: The Honourable Christy Clark, Premier of British Columbia  
Michele Cadario, Deputy Chief of Staff, Office of the Premier  
The Honourable Todd Stone, Minister of Transportation and Infrastructure  
The Honourable Carla Qualtrough, PC, MP Delta  
Scott Hamilton, MLA Delta North  
Vicki Huntington, MLA Delta South  
Metro Vancouver Board of Directors  
Metro Vancouver Member Municipalities  
Delta Council  
George V. Harvie, Chief Administrative Officer  
Chief Constable Neil Dubord, Delta Police Department  
Fire Chief Dan Copeland, Delta Fire & Emergency Services  
Sean McGill, Director of Human Resources & Corporate Planning



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NOV 22 2016  
Village of Anmore

## George Massey Tunnel Replacement Project

Safety benefits from an emergency response perspective.

# Delta

## George Massey Tunnel Replacement Project

### Safety Benefits from an Emergency Response Perspective

The announcement by Premier Christy Clark in September 2013 of plans to replace the George Massey Tunnel with a new bridge has prompted some debate regarding the respective advantages and disadvantages of bridges and tunnels. Although the Province and Delta have provided considerable evidence in support of a bridge, it is important to highlight some additional considerations from an emergency response perspective.

#### ACCIDENTS IN TUNNELS ARE MORE FREQUENT AND MORE SEVERE:

Not only is there a higher than average accident rate for the George Massey Tunnel, vehicular accidents in tunnels also tend to be more severe and result in more significant injuries and deaths than accidents on open roads:

- The average accident rate for the George Massey Tunnel is 47% higher (0.44 collisions per million vehicle kilometres) than the provincial average of 0.30 collisions per million vehicle kilometres for a comparable highway classification. The average collision rate for northbound vehicles in this segment of Highway 99 is double the provincial average collision rate for this highway classification, 0.60 collisions per million vehicle kilometres (Delcan, 2015).
- Many accidents occur on the approach to the tunnel since drivers tend to reduce speed and move away from the side wall when entering a confined space. In combination with merging lanes, high traffic volumes and vehicles in close proximity, there is a higher likelihood of an accident. This is especially problematic when contra-flow lanes are used during peak hours and traffic is going in both directions through a single tunnel.
- A review of ICBC crashes from 2009 to 2013 found an average of more than 300 collisions annually at the George Massey Tunnel and adjacent interchanges. Of these, approximately 40% resulted in casualties (injury or death).
- Studies indicate that a bridge would reduce collision rates by more than 35% compared with the tunnel (based on traffic data at the new Port Mann Bridge (BC MoTI, 2015)).





### EMERGENCY RESPONSE – DELAYS AND HAZARDS:

The heavy traffic congestion and lack of a shoulder lane for emergency vehicles make it difficult for first responders to reach and clear accidents, both within the tunnel itself and the entrance and exit areas. This presents a significant safety concern as there may be delayed emergency response times and provision of critical care.

- Delta firefighters responded to an accident inside the tunnel during the morning peak rush hour. The fire truck was unable to enter the tunnel due to traffic so two emergency responders proceeded on foot to the accident scene and provided medical assistance to the injured. Richmond Emergency Services was unable to enter the tunnel from the north side until traffic had been cleared.
- There was an early morning accident south-bound involving 5 vehicles. Emergency responders had to wait until the counterflow had been shut down in order to enter the tunnel and get to the accident.
- There was a north-bound head-on collision between a bus and SUV. The fire engine was unable to get close to the accident so the jaws of life and power unit were carried to the incident scene where one person was extracted from a vehicle.
- Three people were trapped in a car north-bound in the tunnel. The tunnel was full of vehicles so firefighters walked to the accident until access for the fire truck could be cleared.
- A peak-hour two-car collision heading north into the tunnel involved three children in one vehicle. Emergency responders had to wait on Highway 17 until access to the scene could be secured.
- Three peak-hour morning accidents, involving 2 vehicles north-bound in the slow lane, 4 vehicles north-bound in the counterflow lane, and an accident south-bound, effectively closed the tunnel completely.
- A fatal collision involving a car explosion filled the tunnel with smoke. Responding police officers could not breathe due to the smoke, resulting in delays and health concerns for officers.
- There are issues with communication in the tunnel, including radio systems which do not work.

Where a fire is involved in a tunnel incident, there are health and safety concerns for emergency personnel entering a confined space filled with smoke, as well as potential impacts on the people trapped in the tunnel. For example, a vehicle fire occurred north-bound in the tunnel and heavy black smoke was coming out of the tunnel entrance. A person was reported to be trapped inside a burning car. There was delayed emergency response due to traffic congestion. Two firefighters were sent into the tunnel with self-contained breathing apparatus (SCBA) and an extinguisher.

### ECONOMIC IMPACT OF ACCIDENTS:

In addition to the costs associated with vehicle collisions, accidents in or near the tunnel often result in the closure of one, or even both, tunnels. The economic impacts of tunnel closures, even brief closures,



are considerable. Accidents on multi-lane bridges are less likely to result in complete closure since there are alternative routes around the scene of the accident.

### DISASTER MANAGEMENT IMPLICATIONS:

The George Massey Tunnel has approximately ten years left before major components, such as lighting, ventilation and pumping systems, need to be replaced. Seismic upgrades were completed in the early 2000s which will withstand smaller earthquakes; however, the tunnel will not withstand a major earthquake, and it is not feasible to upgrade it to modern seismic standards. A 1-in-275 year seismic event would lead to tunnel failure, which is far below current design standards of 1-in-2475 years (MOTI, 2015).

### CONCLUSIONS:

The replacement of the George Massey Tunnel with a bridge will result in improved emergency response capabilities and faster response times for fire, police and ambulance. A bridge, with extra lanes and shoulder lanes, would provide improved emergency vehicle access to accidents and allow vehicles to turn around and cross-over lanes in emergency situations. Furthermore, complete closure of the bridge is far less likely than tunnel closure. There are significant advantages of a bridge over a tunnel from an emergency response perspective.

### References:

BC MOTI (2015). George Massey Tunnel Replacement Project: Project Definition Report. Retrieved from: <https://engage.gov.bc.ca/masseytunnel/files/2015/12/GMT-Project-Definition-Report-Dec-2015.pdf>

Delcan. (2015). George Massey Tunnel Replacement Project: Collision Data Analysis. Retrieved from: <https://engage.gov.bc.ca/masseytunnel/files/2015/12/Collision-Data-Analysis-2015.pdf>

ICBC. (2016) Lower Mainland Crashes. Retrieved from: <http://www.icbc.com/about-icbc/newsroom/Pages/Lower-Mainland-Crash-Map.aspx>



**Chief Dan Copeland,**  
Delta Fire & Emergency



**Chief Neil Dubord**  
Delta Police Department





November 28, 2016

File: 0400-20

The Honourable Peter Fassbender  
Minister of Community, Sport and Cultural Development  
Minister Responsible for Translink  
PO BOX 9056, STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Fassbender:

Subject: Short Term Rentals in the Tourism Accommodation Sector

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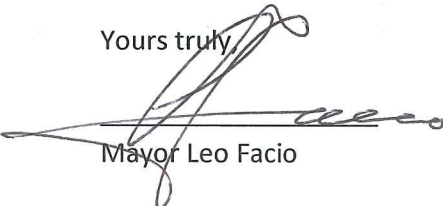
Our Council appreciates that the Province is giving serious consideration to the 'sharing economy' in BC. We applaud the focus that your Ministry is bringing to these issues and to the impacts to communities arising from this new economy.

In Harrison Hot Springs, short term rentals within the tourism accommodation sector are of particular concern. This growing commercial activity within residential areas is problematic in terms of traffic, noise and security. While we work to amend our zoning regulations to recognise this activity, we ask that the Province also recognise the commercial nature of this new tourism accommodation sector through the sales tax system. These rental units represent direct competition with established hotels, motels and inns, which are properly regulated in terms of health & safety, zoning and taxation. We are particularly concerned that these units are not recognised as public accommodation for the purposes of fire protection requirements.

What we are seeing here in Harrison is a growing and lucrative commercial economy which is operating outside the established Provincial Sales Tax system, including the Municipal Regional District Tax (MRDT) which funds tourism marketing locally and on a provincial level. The best way to address this is to rescind Section 78(1)(b) of BC's PST Refund and Exemption Regulation, which exempts accommodation providers with fewer than 4 units of accommodation.

Short term rentals are not the bed & breakfasts of yesteryear, instead they are part of a growing economy which is operating outside of appropriate regulation and taxation. We look forward to your response to this issue of growing concern.

Yours truly,



Mayor Leo Facio

cc: Honourable Michael de Jong, Q.C., Minister of Finance  
Mr. Laurie Throness, MLA Chilliwack-Hope  
UBCM Member Municipalities  
Tourism Harrison  
Danny Crowell, General Manager, Harrison Hot Springs Resort & Spa

Municipal Office: P.O. Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0  
E [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca) W [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)  
T 604 796 2171 F 604 796 2192



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



November 29, 2016.

Hon. Christy Clark, Premier of British Columbia  
PO BOX 9041, STN PROV GOVT  
Parliament Buildings  
Victoria, B.C.  
V8V 1X4

RECEIVED

NOV 29 2016

Village of Anmore

Dear Premier Clark,

## Re: Provincial Property Taxes and the B.C. Home Owner Grant Program

I write to bring to your attention a significant issue that impacts the affordability of living within *Metro Vancouver*. The issue is the significant financial inequity that Provincial property taxes and the B.C. 'Home Owner Grant Program' impose on *Metro Vancouver* property owners compared to the rest of the Province.

The *Metro Vancouver* Board recently received a report that provided an informative financial analysis regarding Provincial property taxes and the B.C. 'Home Owner Grant Program', and how changes over time have affected the property owners in *Metro Vancouver*. Belcarra Council discussed the report's findings at its regular meeting on November 28<sup>th</sup>, and unanimously resolved that a letter be sent to the Premier of British Columbia with a request that the Province take action to correct the financial inequities; a summary of which follow:

- **Declining Grant Eligibility** – From January 2014 to September 2016, the composite home price index for the Lower Mainland increased by 52%; whereas, in the same period, the Home Owner Grant threshold value increased by only 9% (from \$1.1 million to \$1.2 million) resulting in declining Grant eligibility within the region.
- **Declining Grant Share** – In the past decade, *Metro Vancouver's* share of total Home Owner Grant issuance declined from 53.0% to 46.8%, despite *Metro Vancouver's* population growth outpacing the rest of the Province. In 2016, this decline is forecast to continue based on home price trends in *Metro Vancouver* relative to the other regions in the Province.
- **Declining Real Value** – The real value of the Home Owner Grant has declined over time due to inflation, decreasing at approximately 1% to 2% annually. The nominal value of the basic and additional grant has remained at \$570 and \$275 respectively since 2006, when they were both increased by \$100. If the basic grant value were discounted by the 'Consumer Price Index' (CPI) for *Metro Vancouver* since 2006, its value in real terms in 2016 would be \$500 (compared to the \$570 nominal value).

November 29, 2016.

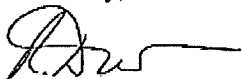
- **Decline Accelerated by the Province** – *Metro Vancouver's* declining share of the Home Owner Grant was accelerated by the Province's introduction in 2011 of the 'Northern and Rural Home Owner Grant' which provided an additional \$200 for eligible homes in northern and rural areas; that is, those areas outside of Greater Vancouver, Fraser Valley, and Capital Regional Districts.
- **Increased Net School Tax** – Since the Home Owner Grant is primarily deducted from School Tax, *Metro Vancouver's* decreasing Grant levels have caused net residential-class School Tax to increase faster than it would have otherwise. In *Metro Vancouver*, the 5-year average annual growth in net residential-class School Tax was 6%; compared to 0% for the rest of the Province. The 5-Year average annual growth of gross residential-class School Tax revenue in *Metro Vancouver* was 3.8%, compared to 0.6% for the rest of the Province. This difference between the annual growth of gross versus net residential-class School Tax is due to declining Grant levels.

The impact of the foregoing will be fully realized when the 2017 property assessments are released in January, which are expected to increase from 25% to 50% for residential properties within *Metro Vancouver*.

We bring this to your attention now as Belcarra Council believes that the foregoing inequities warrant corrective action by your Government.

We would very much appreciate your response regarding the foregoing.

Sincerely,



Ralph Drew, Mayor  
Village of Belcarra

RED/

cc: Hon. Peter Fassbender, Minister, Community, Sport and Cultural Development  
Linda Reimer, MLA, Port Moody-Coquitlam  
Metro Vancouver Councils

Christine Milloy

---

**From:** Megan Klitch <mklitch@bc.cancer.ca>  
**Sent:** November-29-16 8:59 AM  
**Cc:** Megan Klitch  
**Subject:** Municipal smoke-free bylaws: update and invitation  
**Attachments:** 201611-MunicipalEndorsement-SVFLegislation.pdf

Good morning,

The Canadian Cancer Society sent a letter to your Mayor and Council this past summer seeking endorsement of the Society's recommendation for provincial smoke and vape-free outdoor public places.

We welcome your community to join the twenty-eight communities that have, to date, endorsed this recommendation (see attached).

We also invite you join an upcoming webinar December 6, and to share this invitation with other people who may find it relevant in your community.

The webinar is titled: **Smoke and vape-free outdoor places: BC's municipal momentum.** Register here: <http://www.cleanaircoalitionbc.com/webinars> or email [jackboomer@shaw.ca](mailto:jackboomer@shaw.ca).

The webinar will share preliminary findings from interviews with BC municipalities that have tobacco bylaws, including impact, methods employed, cost, enforcement, and response to the Society's recommendation for provincial action. We will share helpful tools the Society has developed to support municipalities contemplating tobacco bylaws.

Please don't hesitate to contact me should you have any questions,

In best health,

Megan

**Megan Klitch**  
Health Promotion Coordinator  
Canadian Cancer Society, BC and Yukon Division

Tel 250-645-2369 Fax 250-563-0385  
1100 Alward Street  
Prince George, BC V2M 7B1

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NOV 29 2016

Village of Anmore

## **Smoke and Vape-free Outdoor Public Places**

### **BC municipal endorsement for provincial action**

Effective November 2016, twenty-eight BC municipalities have endorsed the Canadian Cancer Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places.

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

### **This recommendation is endorsed by the following 28 BC municipalities:**

17 municipalities without outdoor tobacco bylaws

Ashcroft	Courtenay	Oliver
Campbell River	Golden	Parksville
Canal Flats	Kent	Prince George
Chase	Ladysmith	Rosland
Chetwynd	Lantzville	Smithers
Clearwater	Mackenzie	

11 municipalities currently protected with municipal or regional district bylaws that are more comprehensive than the *Tobacco and Vapour Products Control Act*

Colwood	Harrison Hot Springs	Summerland
Dawson Creek	Lake Country	Tofino
Duncan	Sidney	Ucluelet
Esquimalt	Squamish	

To endorse this recommendation, municipalities may email [mklitch@bc.cancer.ca](mailto:mklitch@bc.cancer.ca).



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



November 30, 2016.

Linda Reimer, MLA, Port Moody–Coquitlam  
Coquitlam Constituency Office  
Suite 203 – 130 Brew Street  
Port Moody, B.C.  
V3H 0E3

Dear MLA Reimer,

**Re: Financial Inequity of Provincial School Taxes on Properties within Metro Vancouver**

I write to bring to your attention a significant issue that impacts the affordability of living within *Metro Vancouver*. The issue is the significant financial inequity that Provincial School Taxes impose on *Metro Vancouver* property owners, both compared to the rest of the Province and compared between municipalities within *Metro Vancouver*.

An examination of Local Government statistics compiled by the 'Ministry of Community, Sport and Cultural Development' clearly show inconsistencies regarding Provincial School Taxes, both between regions of B.C. and within *Metro Vancouver*. For example, on average in 2014, property owners within *Metro Vancouver* paid more than double the Provincial School Tax (\$1,351) compared to *Northern and Rural Areas* (\$632) — see attached summary data. Since the B.C. Home Owner Grant is primarily deducted from the Provincial School Tax, *Northern and Rural Areas* paid almost no Provincial School Tax in 2014, which means that *Metro Vancouver* property owners effectively subsidize property owners in the rest of the Province to the extent of the total value of the Provincial School Tax.

*Metro Vancouver's* decreasing Home Owner Grant levels have caused net residential-class Provincial School Tax to increase faster than it would have otherwise. In *Metro Vancouver*, the 5-year average annual growth in net residential-class Provincial School Tax was 6%; compared to 0% for the rest of the Province. The 5-year average annual growth of gross residential-class Provincial School Tax revenue in *Metro Vancouver* was 3.8%, compared to 0.6% for the rest of the Province. This difference between the annual growth of gross versus net residential-class Provincial School Tax is due to declining Home Owner Grant levels within *Metro Vancouver*.

Inexplicably, the Province exacerbated the inequity regarding the B.C. Home Owner Grant Program with the introduction in 2011 of the 'Northern and Rural Home Owner Grant' which provides an additional \$200 for eligible homes in *Northern and Rural Areas*; that is, those areas outside of Greater Vancouver, Fraser Valley, and Capital Regional Districts. What is the Province's rationale for providing this discriminatory \$200 Home Owner Grant?

November 30, 2016.

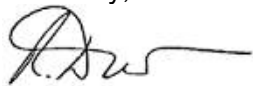
An examination of Local Government statistics for *Metro Vancouver* municipalities also show disturbing anomalies. Comparison of the School Tax Rate applied in 2014 to Belcarra versus Lions Bay shows a rate of 1.7796 for Belcarra and a rate of 1.1804 for Lions Bay. Notwithstanding that the average assessed values of single family dwellings (SFD) are quite comparable between the two municipalities, the average home owner in Belcarra paid \$1,672 in Provincial School Tax in 2014 versus \$1,115 in Lions Bay, a difference of over \$500.

Similarly, a comparison between West Vancouver and North Vancouver show a Provincial School Tax Rate of 1.1804 applied to West Vancouver in 2014 versus 1.4918 applied to North Vancouver. What is the Province's rationale for applying significantly different School Tax rates to neighbouring municipalities within *Metro Vancouver*?

The impact of the foregoing will be fully realized when the 2017 property assessments are released in January, which are expected to increase from 25% to 50% for residential properties within *Metro Vancouver*.

Belcarra Council believes that the foregoing inequities warrant corrective action by your Government, and also would appreciate receiving a comprehensive response regarding the foregoing so that answers can be provided to our constituents in January when they receive their 2017 property assessments.

Sincerely,



Ralph Drew, Mayor  
Village of Belcarra

RED/

cc: Hon. Christy Clark, Premier, Province of British Columbia  
Hon. Peter Fassbender, Minister, Community, Sport and Cultural Development  
Mayor and Council, City of Coquitlam  
Mayor and Council, City of Port Moody  
Mayor and Council, Village of Anmore

MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

LOCAL GOVERNMENT STATISTICS

SCHOOL TAX IMPACT ON A REPRESENTATIVE HOUSE – 2014

MUNICIPALITY	RD	GENERAL PURPOSES RESIDENTIAL ASSESSED VALUE	TOTAL NUMBER OF HOG GRANTS	AVERAGE SFD VALUE	SCHOOL TAX RATE	SCHOOL TAX ON AVERAGE HOUSE VALUE
Total Fraser Valley Regional District		29,269,318,930	66,426	\$ 440,630		\$ 818
Total Capital Regional District		62,181,385,354	90,039	\$ 690,605		\$ 1,016
Total Greater Vancouver Reg. District		525,663,318,278	499,277	\$ 1,052,849		\$ 1,351
Total Northern and Rural Areas		136,519,792,454	303,049	\$ 450,488		\$ 632

MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

LOCAL GOVERNMENT STATISTICS

SCHOOL TAX IMPACT ON A REPRESENTATIVE HOUSE – 2014

MUNICIPALITY	RD	GENERAL PURPOSES RESIDENTIAL ASSESSED VALUE	TOTAL NUMBER OF HOG GRANTS	AVERAGE SFD VALUE	SCHOOL TAX RATE	SCHOOL TAX ON AVERAGE HOUSE VALUE
Anmore	GVR	833,598,811	294	\$ 1,133,382	1.7796	\$ 2,017
<b>Belcarra</b>	<b>GVR</b>	<b>408,657,700</b>	<b>122</b>	<b>\$ 939,683</b>	<b>1.7796</b>	<b>\$ 1,672</b>
Bowen Island	GVR	1,417,838,071	1,042	\$ 686,533	1.1804	\$ 810
Burnaby	GVR	45,986,194,731	49,333	\$ 931,527	1.6069	\$ 1,497
Coquitlam	GVR	24,379,594,937	33,016	\$ 700,656	1.7796	\$ 1,247
Delta	GVR	17,721,237,234	26,034	\$ 603,054	1.7536	\$ 1,058
Langley	GVR	3,022,887,403	6,983	\$ 462,426	1.9622	\$ 907
Langley	GVR	19,251,386,198	30,496	\$ 524,021	1.9622	\$ 1,028
<b>Lions Bay</b>	<b>GVR</b>	<b>539,122,400</b>	<b>387</b>	<b>\$ 978,295</b>	<b>1.1804</b>	<b>\$ 1,155</b>
Maple Ridge	GVR	11,553,748,331	21,562	\$ 457,278	2.0544	\$ 939
New Westminster	GVR	10,405,912,943	16,429	\$ 675,166	1.8921	\$ 1,277
<b>North Vancouver</b>	<b>GVR</b>	<b>11,170,128,027</b>	<b>11,401</b>	<b>\$ 902,181</b>	<b>1.4918</b>	<b>\$ 1,346</b>
<b>North Vancouver</b>	<b>GVR</b>	<b>24,284,012,917</b>	<b>19,955</b>	<b>\$ 1,017,997</b>	<b>1.4918</b>	<b>\$ 1,519</b>
Pitt Meadows	GVR	2,593,230,388	5,108	\$ 457,596	2.0544	\$ 940
Port Coquitlam	GVR	8,306,232,429	15,581	\$ 527,408	1.7796	\$ 939
Port Moody	GVR	6,413,598,522	9,126	\$ 759,343	1.7796	\$ 1,351
Richmond	GVR	44,464,212,240	46,634	\$ 939,311	1.6247	\$ 1,526
Surrey	GVR	73,428,064,000	104,990	\$ 647,911	1.7829	\$ 1,155
Vancouver	GVR	184,853,304,652	91,416	\$ 1,374,170	1.3781	\$ 1,894
<b>West Vancouver</b>	<b>GVR</b>	<b>29,504,449,532</b>	<b>3,637</b>	<b>\$ 2,121,146</b>	<b>1.1804</b>	<b>\$ 2,504</b>
White Rock	GVR	5,125,906,812	5,731	\$ 890,514	1.7829	\$ 1,588
<b>Total Greater Vancouver Reg. District</b>		<b>525,663,318,278</b>	<b>499,277</b>	<b>\$ 1,052,849</b>		<b>\$ 1,351</b>