

## REGULAR COUNCIL MEETING – AGENDA

VILLAGE OF ANMORE

Agenda for the Regular Council Meeting scheduled for  
Tuesday, April 4, 2017 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**

5. **Adoption of Minutes**

(a) **Minutes of the Regular Council Meeting held on March 21, 2017**

Recommendation: That the Minutes of the Regular Council Meeting held on March 21, 2017 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) **Committees – Appointments to Council Advisory Groups**

Recommendation: That Council receives for information the report dated March 29, 2017 from the Manager of Corporate Services regarding Appointments to Council Advisory Groups.

(b) **Committees – Terms of Reference**

(i) **Community Engagement and Inclusion Committee**

Recommendation: That Council approves the Terms of Reference for the Community Engagement and Inclusion Committee, as prepared by Staff.

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**(ii) Environment Committee**

page 11

Recommendation: That Council approves the Terms of Reference for the Environment Committee, as prepared by Staff.

**(iii) Finance Committee**

page 13

Recommendation: That Council approves the Terms of Reference for the Finance Committee, as prepared by Staff.

**(iv) Parks and Recreation Committee**

page 15

Recommendation: That Council approves the Terms of Reference for the Parks and Recreation Committee, as prepared by Staff.

**(v) Public Safety Committee**

page 17

Recommendation: That Council approves the Terms of Reference for the Public Safety Committee, as prepared by Staff.

**(vi) Youth Committee**

page 19

Recommendation: That Council approves the Terms of Reference for the Youth Committee, as prepared by Staff.

**8. Items Removed from the Consent Agenda****9. Unfinished Business****10. New Business****(a) Active Communities Grant Partnership**

page 21

Report dated March 29, 2017 from the Chief Administrative Officer is attached.

**(b) Federation of Canadian Municipalities – Legal Defense Fund**

page 34

Letter received March 24, 2017 from Clark Somerville, FCM President, is attached.

**11. Mayor's Report****12. Councillors Reports****13. Chief Administrative Officer's Report**

**14. Information Items**

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

page 38

- Finance Committee meeting minutes of March 6, 2017

**(b) General Correspondence**

pages  
41-50

- Letter received March 13, 2017 from Anmore Elementary School regarding the Great Walk event.
- Letter received March 29, 2017 from Pool & Hot Tub Council of Canada regarding water conservation and management of swimming pool and spa water during drought conditions.

**15. 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.*

**16. Adjournment**

## REGULAR COUNCIL MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on  
Tuesday, March 21, 2017 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 Paul Weverink  
Councillor Kim Trowbridge

### ELECTED OFFICIALS ABSENT

Councillor Ann-Marie Thiele

### OTHERS 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

Council requested that item 11(a) *Brand Strategy – Project Update and Introduction of New Logo* be removed from the agenda.

It was MOVED and SECONDED:

R48/2017

**“THAT THE AGENDA BE APPROVED AS AMENDED.”**

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Nil

#### 4. Delegations

Nil

#### 5. Adoption of Minutes

(a) **Minutes of the Regular Council Meeting held on March 7, 2017**

It was MOVED and SECONDED:



R49/2017

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON MARCH 7, 2017 BE ADOPTED AS AMENDED.”**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

**7. Consent Agenda**

It was MOVED and SECONDED:

R50/2017

**“THAT COUNCIL ADOPTS THE CONSENT AGENDA.”**

**CARRIED UNANIMOUSLY**

**(a) Port Moody Secondary School – Request for Donation**

R51/2017

**“THAT COUNCIL AWARD A DONATION IN THE AMOUNT OF ONE HUNDRED DOLLARS (\$100) TO PORT MOODY SECONDARY SCHOOL FOR USE TOWARDS THE 2017 PMSS DRY AFTER GRAD EVENT.”**

**ADOPTED ON CONSENT**

**(b) Emergency Planning Committee – Terms of Reference**

R52/2017

**“THAT COUNCIL ENDORSES THE TERMS OF REFERENCE FOR THE NEW VILLAGE OF ANMORE EMERGENCY PLANNING COMMITTEE.”**

**ADOPTED ON CONSENT**

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

Nil

**9. Legislative Reports**

**(a) Anmore Water Rates and Regulations Amendment Bylaw No. 559-2017**

It was MOVED and SECONDED:

R53/2017                    **“THAT ANMORE WATER RATES AND REGULATIONS  
AMENDMENT BYLAW NO. 559-2017 BE RECONSIDERED AND  
ADOPTED.”**

**CARRIED**

Mayor McEwen opposed

Mayor McEwen reported that his opposition remains as previously stated.

**10.    Unfinished Business**

Nil

**11.    New Business**

**(a)    Development Variance Permit Application (DVP/47/17) for 2060 East Road**

Jason Smith reported that no comments were received in response to the notification issued to residents and property owners.

It was MOVED and SECONDED:

R54/2017                    **“THAT COUNCIL APPROVE DEVELOPMENT VARIANCE PERMIT  
NO. 47/17 FOR 2060 EAST ROAD, AS RECOMMENDED IN THE  
REPORT DATED MARCH 16, 2017 FROM THE MANAGER OF  
DEVELOPMENT SERVICES.”**

**CARRIED UNANIMOUSLY**

**(b)    Zoning Bylaw Review – Update Summary**

It was MOVED and SECONDED:

R55/2017                    **“THAT THE REPORT DATED MARCH 16, 2017 FROM THE  
MANAGER OF DEVELOPMENT SERVICES REGARDING ZONING  
BYLAW REVIEW UPDATE BE RECEIVED FOR INFORMATION.”**

**CARRIED UNANIMOUSLY**

**12.    Mayor’s Report**

Mayor McEwen reported that:

- On March 9, he attended a TransLink meeting.
- On March 9, he attended a (SVFD) Fire Trustee meeting, along with Councillor Weverink.

- On March 15, he attended the launch of the Metro (Vancouver) Parks' 50th Anniversary. Many attendees had a lot of insight into future parks planning.
- On March 20, he met with Linda Reimer, who presented the Village with a cheque for the Optimization of the Storm Water Assets Project. Contribution amounts are split between the Village (17%), the Provincial Government (33%), and the Federal Government (50%), which equates to \$46,750, \$90,750, \$137,500, respectively.

### **13. Councillors Reports**

Councillor Weverink reported that:

- He did an interview with the Globe and Mail regarding the powerline expansion; he expressed the Village's disapproval with the whole project.
- He had a lovely visit with the editor of the Anmore Alternative at her home; they had a great visit and talked about a number of topics.

### **14. Chief Administrative Officer's Report**

Juli Kolby reported that:

- She apologized to anyone who came to the meeting for the brand strategy update; there are a couple more steps to take and anticipate having the information to the public in April.
- Staff have been busy preparing for the arrival of the Village's auditors next week.
- Staff will issue notices soon for the annual Easter Egg Hunt, which will be held on Saturday, April 15 at 2:00 p.m. in Spirit Park.

### **15. Information Items**

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

- Advisory Planning Commission meeting minutes of January 9, 2017
- Emergency Preparedness Committee meeting minutes of November 3, 2016
- Finance Committee meeting minutes of February 27, 2017
- Protective Services Committee meeting minutes of January 12, 2017

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

- Letter received March 6, 2017 from BCG Developments regarding Ioco Lands Project Update
- Letter received March 14, 2017 from Mayors for Peace regarding a multilateral treaty to prohibit nuclear weapons.
- Letter received March 16, 2017 (copied) from Village of Harrison Hot Springs regarding the Provincial Private Moorage Program.

**16. Public Question Period**

Pam Blackman, East Road, Anmore, BC, asked for confirmation of the title of the storm water asset project.

Lynn Burton, Sugar Mountain Way, Anmore, BC, asked for confirmation regarding the retaining wall at Pinnacle Ridge and if it relates to the variance request.

**17. Adjournment**

It was MOVED and SECONDED:

R56/2017                      **“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:22 p.m.

Certified Correct:

Approved by:

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Christine Milloy  
Manager of Corporate Services

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John McEwen  
Mayor



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: March 29, 2017  
Submitted by: Christine Milloy, Manager of Corporate Services  
Subject: Appointments to Council Advisory Groups - Update

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### Purpose / Introduction

To provide an update to Council regarding appointments and vacancies for Council Advisory Groups.

### Recommendation

**That Council receive for information the report dated March 29, 2017 from the Manager of Corporate Services regarding Appointments to Council Advisory Groups.**

### Background

In February 2017, the Village issued a mail drop notice seeking applications from interested resident and non-resident property owners to fill the Village's vacant advisory body seats.

### Discussion

The Village received 17 applications following notification of recruitment for various appointments.

At an In-Camera Council Meeting held on March 21, 2017, Council adopted a resolution to authorize staff to contact the successful (appointed) applicants and to share their names at a future Council meeting, which is being provided now as follows.

#### Advisory Planning Commission

Bruce Scatchard

#### Community Engagement, Culture, and Inclusion Committee

Ping Alexandra

Babak Taghvaei

#### Environment Committee

Grace Bergman

Coleen Hackinen

Babak Taghvaei

## **Report/Recommendation to Council**

Appointments to Council Advisory Groups - Update  
March 29, 2017

### Finance Committee

Nick Cheng  
Mark Roberts

### Parks and Recreation Committee

Mike Dykstra  
Polly Krier  
Susan Mueckel  
Bruce Scatchard

### Public Safety Committee

Ken Juvik  
Glen Klassen  
Babak Taghvaei

### Youth Committee – Adult Volunteers & Co-Chairs

Kerri Palmer-Isaak  
Susan Mueckel

### Youth Committee – Youth Volunteers

Heidi Mueckel

The membership term for the Advisory Planning Commission is September 1, 2017 to December 31, 2018. The membership start date was set by Council to allow the current membership to conclude discussions with staff regarding the Zoning Bylaw update without potentially adding new comments or influence regarding this matter.

The membership terms for the Standing Committee (Finance Committee) and Select Committees (all other Committees) are in effect from April 1, 2017 to March 31, 2019.

The following table shows remaining vacancies following the above-mentioned appointments.

<b>Name of Advisory Group</b>	<b>No. of Volunteer Seats Still Available</b>
Advisory Planning Commission	0
Community Engagement, Culture, and Inclusion Committee	2
Environment Committee	1
Finance Committee	0
Parks and Recreation Committee	4
Public Safety Committee	1
Youth Committee – Adult Volunteers	0
Youth Committee – Youth Volunteers	3

## Report/Recommendation to Council

Appointments to Council Advisory Groups - Update

March 29, 2017

Staff will attempt to fill vacancies through word-of-mouth, with support from Council and Committee members; and will issue a call for recruitment to fill remaining vacancies if the word-of-mouth approach is not completely successful. Staff will present new applications to Council at a future In-Camera Council Meeting(s), as and when applications are received.

### Financial Implications

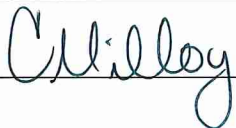
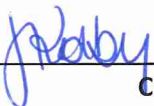
There are no financial implications relative to this report at this time. Costs may be incurred at a future date if a mail drop notice is issued to seek volunteers to fill the remaining vacancies.

### Communications / Civic Engagement

Volunteer members are an integral part of the Village. Volunteers work for the betterment of the community and their combined knowledge, skills and values are what helps make a difference in the Village of Anmore.

### Council Strategic Plan Objectives

Committees provide recommendations to assist Council in meeting corporate objectives. Committee recruitment is directly linked to the objective to *"Enhance Community Events and Celebrations"*; in particular one milestone to *"consider reactivating a social/youth committee"*.

<b>Prepared by:</b>	
 Christine Milloy Manager of Corporate Services	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>	
<b>Chief Administrative Officer's Comment/Concurrence</b>  Chief Administrative Officer	



## **VILLAGE OF ANMORE COMMUNITY ENGAGEMENT AND INCLUSION COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to community engagement and inclusiveness, as outlined below, and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- The protection or enhancement of Anmore's heritage;
- The enhancement of interest and participation at Anmore's public meetings and community events;
- The enhancement of Anmore's social programs for residents of all ages;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of four (4) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019. The Mayor is an ex-officio of the Committee and when present may constitute a quorum.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.



**Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter*, Anmore Procedure Bylaw, and Anmore Code of Conduct.



## **VILLAGE OF ANMORE ENVIRONMENT COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to environmental issues, as outlined below, and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- The preservation and enhancement of Anmore's environment;
- The environmental impacts of potential or actual outcome of land development;
- Consideration of existing or proposed bylaws and policies related to the protection and enhancement of the environment;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of four (4) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.

### **Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter, Anmore Procedure Bylaw*, and Anmore Code of Conduct.



## **VILLAGE OF ANMORE FINANCE COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to financial issues, as outlined below, and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations to Council pertaining to Anmore's fiscal responsibilities with respect to:

- Operational and capital budgets, and amendments;
- Interim and annual financial information;
- Funding requests;
- External and internal audit reports;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

The Committee will consist of all (5) Council members, and two (2) volunteer members as appointed by Council. The Mayor will act as Chair. Volunteer membership is open to all residents and non-resident property owners of Anmore. The volunteer membership term is in effect from April 1, 2017 to March 31, 2019.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is authorized to hold a meeting In-Camera, at the discretion of the Chair.

### **Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter, Anmore Procedure Bylaw, and Anmore Code of Conduct*.



## **VILLAGE OF ANMORE PARKS AND RECREATION COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to parks, trails and recreation opportunities in Anmore, as outlined below and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- Protection and enhancement of dedicated park lands;
- Protection and enhancement of the trail network and its designated trails;
- Enhancement of sport and recreation opportunities;
- Consideration of existing or proposed bylaws and policies related to parks and recreation;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of four (4) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.

**Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter*, Anmore Procedure Bylaw, and Anmore Code of Conduct.



## **VILLAGE OF ANMORE PUBLIC SAFETY COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to the safety and security of the public in Anmore, as outlined below and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- Consideration of existing or proposed bylaws and policies related to the enhancement of community safety;
- Policing priorities in Anmore;
- Fire and rescue priorities in Anmore;
- Protection of wildlife and enhancement of community awareness regarding human and wildlife interactions;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of four (4) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.



**Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter*, Anmore Procedure Bylaw, and Anmore Code of Conduct.



## **VILLAGE OF ANMORE YOUTH COMMITTEE TERMS OF REFERENCE**

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### **Purpose**

To provide Council with advice and recommendations on issues relative to opportunities for youth engagement in Anmore and its neighbouring communities, as outlined below and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will, on the request of Council, discuss the following.

- Existing or proposed bylaws and policies related to youth engagement;
- Organizing activities that would encourage opportunities for youth engagement in and around the community;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

Two (2) adult volunteer members will be Co-Chairs, as appointed by Council. The Committee will consist of up to a maximum of four (4) youth volunteer members (13-19 years of age), as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Co-Chairs.

This Committee is not authorized to hold a meeting In-Camera.

### **Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

**Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter, Anmore Procedure Bylaw, and Anmore Code of Conduct*.



## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: March 29, 2017

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Active Communities Grant Partnership

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#### Purpose / Introduction

To seek Council support to partner with the City of Port Moody for a program at Eagle Mountain Middle School which would be funded by the Fraser Health Active Communities Grant

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#### Recommended Resolutions

1. **THAT Council approve the partnership as outlined in the report dated March 29, 2017 from the Chief Administrative Officer regarding Active Communities Grant Partnership**

OR

2. **THAT Council not approve the partnership as outlined in the report dated March 29, 2017 from the Chief Administrative Officer regarding Active Communities Grant Partnership**

OR

3. **THAT Council refer the Active Communities Grant Partnership report back to staff for further information.**
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#### Background

The Village was recently approached by the City of Port Moody regarding a partnership with the Village of Anmore and the School District No. 43 to apply for a new Fraser Health grant program.

The Active Communities Grant program was implemented to encourage local governments to increase physical activity levels of individuals and families by increasing physical activity opportunities in their communities. The program is built around an identified need to increase access to physical activity in BC, and prioritizes strengthening partnerships between local governments, health authorities, school districts, and sport and recreation at the local level to serve as a mechanism to improve access to physical activity opportunities (**Attachment 1**).

## Report/Recommendation to Council

Active Communities Grant Partnership.

March 29, 2017

The granting stream is available to local governments to fund projects aimed at increasing physical activity opportunities in communities over the period of May 15, 2017 to October 31, 2018. The application form is included as **Attachment 2** for information. Individual community grants are from \$20,000 to \$30,000.

### Discussion

The City of Port Moody intends to apply for the Active Communities Grant and implement a program in an effort to increase physical activity for middle school students who might not otherwise participate in physical activity. Port Moody's Recreation Services Division would be developing and running the program with input received from the students. Given the grant requirements and amount of funding available, the City of Port Moody has reached out to Anmore to determine if the Village would like Eagle Mountain Middle School be included in their program.

### Financial Implications

There is no requirement for the Village to contribute any funds, particularly if the grant funding is received as the grant does not require a matching contribution. If the Recreation Services Division is not successful in obtaining the grant, their intent is to seek City funds for the program. At that time, the City may request that the Village contributes some funds; however, if and how much would be required is yet to be determined.

### Communications / Civic Engagement

If the programs move forward, the Village will assist the City and the School District No. 43 in their effort to promote the program to the target group at Eagle Mountain Middle School.

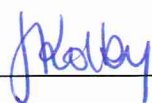
### Council Strategic Plan Objectives

This partnership meets the Council's Strategic Objective of exploring diversity in land use, housing, parks and recreation.

### Attachments:

1. Fraser Health Active Communities Grant Information
2. Fraser Health Active Communities Grant Application

Prepared by:



Juli Kolby

Chief Administrative Officer



## Fraser Health Active Communities Grant Information



### 1.0 Funding Goal:

Based on the recently released Ministry of Health Physical Activity Strategy, the goal of the Active Communities Grant is to increase physical activity levels of individuals and families in their communities through intensified actions by existing cross-sector healthy community partnership tables.

### 2.0 Background Information:

#### *Active People, Active Places Physical Activity Strategy*

The Active People, Active Places Physical Activity Strategy (the “Strategy”) was developed by the provincial Ministry of Health through extensive consultations across the province with stakeholders and content experts working in the area of physical activity. A Leadership Council was formed to guide the development of the Strategy to ensure it is built on the best available evidence and to provide insight into the promising work taking place across communities in BC, Canada and worldwide.

The Strategy is designed to guide and stimulate coordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians, and transform the communities in which they live, learn, work and play. It aims to foster active people and active places. The Strategy provides a consistent, collaborative approach for enhancing participation in physical activity in BC. It acknowledges and builds on the ongoing work of government ministries, local governments, health authorities, non-governmental organizations and the private sector.

Successful implementation of the Strategy requires action across a broad range of sectors, stakeholders and settings, and a commitment to increase physical activity levels by creating a variety of opportunities and supportive environments. The Strategy includes a framework for action to guide collective efforts over the next 10 years. This framework describes the key elements in the Strategy: a life course approach, an equity lens, and a focus on supportive environments and partnerships.

The Active People, Active Places Physical Activity Strategy is posted on the BC Government website: <http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>

#### *The Active Communities Grant*

The Strategy’s Active Communities Grant area of focus, increasing physical activity levels of individuals and families in their communities, was built around an identified need to increase access to physical activity in BC, and prioritizes strengthening partnerships between local governments, health authorities, school districts, Divisions of Family Practice, and sport and recreation at the local level to serve as a mechanism to improve access to physical activity opportunities. The granting stream is available to local governments to fund projects aimed at increasing physical activity opportunities in communities over the period of June 15, 2017 to October 31, 2018.

### 3.0 Grant Amount:

Individual community grants are from \$20,000 to \$30,000 though larger grants may be made available for communities that are working together e.g. municipalities who choose to work with other municipalities or First Nations communities. Joint proposals will need to designate one local government as the lead and fund holder.

### 4.0 Funding Parameters:

#### *Grant Criteria:*

- ☐ Applicant is a local government e.g. Municipality, First Nations Community, Metis Chartered Community or Regional District (unincorporated communities are eligible with submission through their regional district).
- ☐ Must demonstrate existing cross-sector relationships for physical activity with community stakeholders, including Regional Health Authorities.
- ☐ Must indicate how local partnerships for physical activity will be established or strengthened over the project timeline.
- ☐ Project activities must address increasing opportunities for physical activity, specifically through at least one of: improving access, inclusion and healthy community design.
- ☐ Project must be developed using a health equity lens. Several population groups face barriers and constraints to participating in physical activity, including: Aboriginal peoples, people with low incomes and low levels of education, new Canadians, people living in rural and remote areas, and people with disabilities. Inequities are also related to gender. In some circumstances, girls and women face more constraints to participation than boys and men.
- ☐ The Active Communities grant program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to communities and are clearly linked to planning or programming to increase physical activity opportunities at the community level will be considered for funding. Capital costs cannot exceed 40 per cent of the total requested grant (i.e. an application for a \$20,000.00 grant cannot include more than \$8,000.00 in capital costs). Capital is broadly defined as 'tangible assets' that are required to support the planning or programming for physical activity as laid out in the proposal. The Fraser Health Review Panel will make the final determination.
- ☐ Must participate in evaluation, including the collection of evaluation data through the reporting outlined below.
- ☐ Activities must be completed by October 31, 2018.

Preference will be given to those proposals that build on existing community work, utilize a collective impact approach, are sustainable and can serve as a model for other communities to replicate.



***Funding Exclusions:***

- Ongoing operating or material expenses of an organization or of previously established programs
- Duplication of existing community programs
- Activities, programs and/or projects designed to generate a profit
- Purchase of alcohol and/or prescription or over the counter pharmaceutical drugs
- Cash prizes (participant incentives of small monetary value for participation is permitted)

***Reporting:***

- Successful applicants are required to submit 3 reports to the Review Panel: midterm reports on November 30, 2017 and April 30, 2018 and a final report by December 31, 2018. This reporting will capture information on activities completed, partnerships established and their contributions, financials, successes, challenges and emerging issues. Additionally, projects will have an opportunity to share stories related to their initiative.
- All reports are to be completed on an online BC Healthy Living Alliance (BCHLA) template (link will be provided).

## 5.0 Grant Application Process:

***Grant Allocation***

The financial allocations to the health authority are earmarked through the BCHLA and disbursed directly from BCHLA. Fraser Health is responsible for providing the supports required to deliver this granting program which includes:

- identification of local governments who will receive funding
- determination of funding amount per local government
- supporting implementation and evaluation of the grant in communities
- collection of evaluation data in support of the Physical Activity Strategy Action Plan Evaluation

Grant selection will be conducted by a Fraser Health Review Panel comprised of Population and Public Health Medical Health Officers, Executive Directors, Directors and Managers who are associated with the Healthy Communities or Healthy Built Environment portfolios.

The allocation agreement for successful grant recipients will be with the BCHLA.

***Health Authority Support***

The Community Health Specialist will assist with disseminating the Active Communities Grant information to their respective local government partners and communicating follow up information as required between the Review Panel and local government. In conjunction with the Healthy Built Environment team they are also available to provide clarity on the application process, assistance in determining proposed projects and guidance on whether the proposal meets eligibility criteria. The Community Health Specialists and Healthy Built Environment team members will not be involved in the selection process.



## 6.0 Grant Application Steps and Deadline:

- Step 1:** Review the Active Communities Grant Information document.
- Step 2:** Complete the electronic Active Communities Grant Application Form [fillable pdf].
- Step 3:** Save or print a copy for your records.
- Step 4:** Submit application by **May 15, 2017** to [healthyliving@fraserhealth.ca](mailto:healthyliving@fraserhealth.ca) noting 'Active Communities Grant Application' in the subject line.
- Step 5:** Fraser Health Review Panel will notify applicants of grant outcomes by **June 15, 2017**.

## Fraser Health Active Communities Grant Application



### Application Eligibility

All local governments in the Fraser Health region are eligible to apply for the Fraser Health Active Communities Grant. For the purposes of this grant application, local government is defined as a Municipality, First Nation Community, Metis Chartered Community or Regional District (unincorporated communities are eligible with submission through their Regional District).

### Grant Application Steps

- Step 1:** Review the Active Communities Grant Information document.
- Step 2:** Complete this electronic Active Communities Grant Application Form [fillable pdf].
- Step 3:** Save or print a copy for your records.
- Step 4:** Submit application by **May 15<sup>th</sup>, 2017** to [healthyliving@fraserhealth.ca](mailto:healthyliving@fraserhealth.ca) noting 'Active Communities Grant Application' in the subject line.
- Step 5:** Fraser Health Review Panel will notify applicants of grant outcomes by **June 15<sup>th</sup>, 2017**.

### Contact Information

Local Government Information		
Name of Local Government(s) <i>(list all local governments participating in the project)</i> :		
Lead Local Government <i>(responsible for the grant funding)</i> :		
Street Address:	City:	Postal Code:
<i>For 'Lead Local Government' and mailing address, ensure official name and address for cheque processing</i>		
Contact Person		
First Name:	Last Name:	Title or Position:
Phone Number:	Cell Phone Number:	Email Address:
Project Manager or Coordinator (if different from contact person)		
First Name:	Last Name:	Title or Position:
Phone Number:	Cell Phone Number:	Email Address:

## Project Description

Project Name:	Expected Start Date:
Community(ies) where project will be implemented:	
<p>Please check one or more boxes below to describe your project's physical activity focus.</p> <p>Our project plans to:</p> <p><input type="checkbox"/> Increase the number of opportunities available to be physically active</p> <p><input type="checkbox"/> Increase participation in physical activity</p> <p><input type="checkbox"/> Encourage and support physical activity leadership in the community</p> <p><input type="checkbox"/> Build capacity to help others be physically active</p> <p><input type="checkbox"/> Address barriers to physical activity faced by community members</p> <p><input type="checkbox"/> Other, please specify: _____</p>	
Provide a brief description of the project activity (150 words max).	
Outline the main goals of the project and the intended impact (e.g. how will this grant promote greater access and availability of opportunities for physical activity in the community) (150 word max).	

### Project Description (cont'd)

Why was this project identified? How will it benefit community members? If your proposal is based on any data please specify (e.g. community profile, My Health My Community) (150 word max).

Please indicate the population(s) targeted through the project activities (*select all that apply*).

- |   |   |
|---|---|
| <input type="checkbox"/> Early Years (0-5)        | <input type="checkbox"/> Children (6-12)  |
| <input type="checkbox"/> Youth (13-18)            | <input type="checkbox"/> Community Members (General Population)                     |
| <input type="checkbox"/> Families                 | <input type="checkbox"/> Adults   |
| <input type="checkbox"/> Older Adults             | <input type="checkbox"/> Aboriginal Community Members (First Nations, Metis, Inuit) |
| <input type="checkbox"/> New Immigrants           | <input type="checkbox"/> People with Low Income                                     |
| <input type="checkbox"/> People with a Disability | <input type="checkbox"/> Men  |
| <input type="checkbox"/> Women                    |   |
| <input type="checkbox"/> Other _____              |   |

What is your estimated reach (*number of people*) within the target groups during the funding timeline (*next 18 months, for some applicants, this may be a best guess at this time*)?

Early Years (0-5)	<input type="text"/>	Children (6-12)	<input type="text"/>
Youth (13-18)	<input type="text"/>	Community Members (General Population)	<input type="text"/>
Families	<input type="text"/>	Adults	<input type="text"/>
Older Adults	<input type="text"/>	Metis	<input type="text"/>
First Nation	<input type="text"/>	New Immigrants	<input type="text"/>
People with Low Income	<input type="text"/>	People with a Disability	<input type="text"/>
Men	<input type="text"/>	Women	<input type="text"/>
Other _____		Other Aboriginal _____	



### Project Partnerships

List all project partners (*include current partners and anticipated partner*) (100 word max).

Briefly describe the role of each partner in the project (150 word max).

Include a description of how partnerships will be established / strengthened and engaged over the project timeline (150 word max).

### Sustainability and Scalability

Explain how this project can be sustained beyond the funding period. How can it be shared with and adopted or adapted by other communities (150 word max)?

Project Budget		
Item	Brief Description of Item	Total
Salary & Wages		
Food/Refreshments		
Materials & Supplies		
Workshop/Conference Expenses		
Transportation Expenses		
Advertising/Promotion		
Minor Equipment Expenses		
Contract/Professional Fees		
Honoraria		
Rent/Utilities/Phone		
Materials and Supplies		
Facility Rental		
Minor Capital Expenses ( <i>cannot exceed 40% of total grant</i> )		
Other ( <i>list other expenses</i> )		
<b>Total Grant Request</b>		
Funding from other sources		
In-Kind Funding		
<b>Total Other Funding</b>		
<b>Total Funding for Project</b>		

### Project Measurement and Planning

*(Please outline project activities, short-term outcomes, indicators, and their timelines as well as data source/collection, two examples are provided)*

Activities	Short-Term Outcome	Indicator	Timeline	Data Source and Collection
Example: Develop walking club in neighbourhoods where new immigrants are settling	<ul style="list-style-type: none"> <li>increase physical activity among new immigrants</li> </ul>	<ul style="list-style-type: none"> <li># of new immigrants who participate in community walking club</li> </ul>	Sept 2017 onwards	<ul style="list-style-type: none"> <li>program log or sign-up sheet</li> </ul>
Example: Launch 2 student ambassador programs	<ul style="list-style-type: none"> <li>increase physical activity among students attending high school</li> </ul>	<ul style="list-style-type: none"> <li># of student ambassadors trained</li> <li># of projects implemented by student ambassadors</li> </ul>	2017-18 school year	<ul style="list-style-type: none"> <li># and type of physical activity initiatives</li> <li>student sign-up sheet</li> </ul>

### Additional Information

Enter any additional information you would like to include here (250 word max).

Successful grant applicants will be required to:

- Complete mid-term and final reporting by the deadline dates.
- Use funds for the project as outlined and approved in the grant application.
- Expend all funds by the timeframe specified by the grant or return them to BCHLA.
- Obtain written approval from the Fraser Health Review Panel prior to any program or budget changes from the original proposal.
- Acknowledge Fraser Health, British Columbia Healthy Living Alliance (BCHLA) and the Ministry of Health in communications and promotional material pertaining to the project.

Please be advised that an allocation agreement between BC Healthy Living Alliance and each successful applicant will be required before the release of funds.

Submit application by **May 15<sup>th</sup>, 2017** to [healthyliving@fraserhealth.ca](mailto:healthyliving@fraserhealth.ca) noting 'Active Communities Grant Application' in the subject line.

### For Internal Use - Fraser Health Review Panel

<b>Date Received:</b>	<b>Amount Requested:</b>	<b>Date Approved:</b>
<b>Lead Local Government:</b>		<b>Lead Local Government Contact:</b>





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



05552

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Village of Anmore to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. We recommend a voluntary contribution of \$50 or more for small municipalities. Enclosed is an invoice that indicates the Village of Anmore's proposed voluntary contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

24, rue Clarence Street,  
Ottawa, Ontario, K1N 5P3

T. 613-241-5221  
F. 613-241-7440

[www.fcm.ca](http://www.fcm.ca)





FEDERATION  
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FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440



Kolby, Juli

Village of Anmore

2697 Sunnyside Road

Anmore, British Columbia / Colombie-  
Britannique V3H 5G9

**Invoice / Facture:** ORD-05552-W6B4Z9

**DATE:** 03/01/2017

**ACCOUNT/COMPTE:** 512

**DUE DATE/DATE** 04/01/2017

**LIMITE:**

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	1.00000	\$50.0000	\$2.50	\$52.50
<b>GST/TPS (5%):</b>				\$2.50
<b>TOTAL:</b>				\$52.50

### PAYMENT/PAIEMENT

**By cheque** payable to:

**Federation of Canadian Municipalities**

**Par chèque** à l'ordre de:

**Fédération canadienne des municipalités**

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

### By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC)

90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006

**Account Number/Numéro de compte:** 1006603

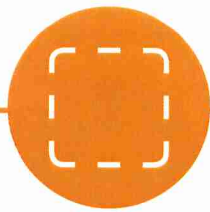
accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de** 512  
**référence :**



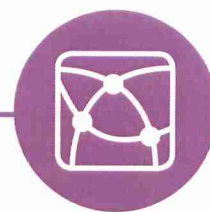
# FCM's Legal Defense Fund

## A TRACK RECORD OF SUCCESS



### CONSTITUTIONAL JURISDICTION OF MUNICIPALITIES

The 2001 decision by the Supreme Court of Canada in the *Spraytech v. Hudson* case, in which FCM intervened on behalf of the municipal sector, ushered in a new approach to how courts should interpret the legislative authority of municipal councils. In that case, the Supreme Court indicated that courts should show deference to the choices made by local elected officials, in this case the Town of Hudson, Quebec. The Court also indicated that municipal legislative authority should be interpreted broadly and that local rules could coexist with federal regulations. Since then, FCM has continued to play an active role, as intervener, in a number of cases where the basic ability of municipalities to use their legislative powers has been at stake. Recent examples include *Rogers v. Châteauguay*, *Windsor v. Canadian Transit Company* (both heard by the Supreme Court in 2016) and *Hamilton v. Canada Post* (Court of Appeal for Ontario in 2016).



### RIGHTS-OF-WAY MANAGEMENT

The deregulation of the telecommunications sector in 1993 completely changed the ROW environment overnight. A number of new, commercially aggressive providers sought quick access to municipal ROWs to deploy their networks. Through its Technical Committee on ROWs (some 40 legal and technical experts from across the country), FCM has coordinated the municipal sector's response for 25 years: development of best practices, information sharing and active participation in a number of legal cases. FCM was the Appellant to the Federal Court of Appeal in the landmark *Ledcor* case that established the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. FCM also intervened in early cases such as the Edmonton LRT tunnels as well as recent precedent-setting cases: next-generation access agreements (CRTC decision in *Hamilton v. Bell*), the applicability of general ROW bylaws to federal undertakings (Court of Appeal for Ontario in *Hamilton v. Canada Post*) and the use of bylaws to grant "consent" under the *Telecommunications Act* (brought by Calgary and currently before the CRTC).



### WHAT MUNICIPAL LEADERS ARE SAYING ABOUT THE LEGAL DEFENSE FUND:

*"The FCM Legal Defense Fund has played a critical role in advancing municipalities' constitutional and legal interests. In 2012, FCM defended the sector's interests in our city's payments in lieu dispute before the Supreme Court of Canada with the federal government regarding the valuation of Halifax's Citadel Hill. After a successful Supreme Court decision, this case was successfully resolved in 2016. The Fund remains a key tool for bringing the national voice to legal disputes and in defending the municipal sector's collective interests."*

**Mayor Mike Savage,**  
City of Halifax, Nova Scotia

*"Defending municipal jurisdiction in court is a tall task for municipalities to bear on their own – especially for smaller municipalities. That's why FCM's Legal Defense Fund is such a critical tool. A well-supported Fund is key to defending the legal interests of municipalities of all sizes. FCM is consistently recognized by the courts as the sole national representative of our sector in cases of national importance. We need to continue to support the Fund to ensure that FCM is able to intervene in precedent-setting cases that impact each and every one of us."*

**Councillor Lorne Olsvik,**  
Lac Ste. Anne County, Alberta

To learn more, visit the membership page at [fcm.ca](http://fcm.ca).

**FCM**

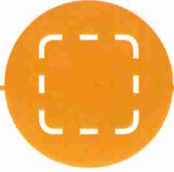
FEDERATION  
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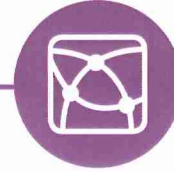
# Le fonds de défense juridique de la FCM

## DES SUCCÈS À LA MESURE DES DÉFIS MUNICIPAUX



### POUVOIRS CONSTITUTIONNELS DES MUNICIPALITÉS

La décision de 2001 de la Cour suprême du Canada dans le litige *Spraytech c. Hudson*, dans lequel la FCM est intervenue au nom du secteur municipal, est venue changer le paradigme qui avait guidé jusque-là les tribunaux dans leur interprétation des pouvoirs de réglementation des conseils municipaux. Dans cette cause, la Cour suprême a indiqué que les tribunaux devaient respecter les choix des élus locaux, en l'occurrence ceux de la Ville d'Hudson, au Québec. La Cour a aussi indiqué que les pouvoirs de réglementation municipaux devaient être interprétés au sens large et que les règles locales pouvaient coexister avec les règlements fédéraux. Depuis, la FCM a vu à intervenir dans différents litiges remettant en question la capacité des municipalités d'exercer leurs pouvoirs de réglementation, dont récemment, dans *Rogers c. Châteauguay*, *Windsor c. Canadian Transit Company* (deux causes entendues par la Cour suprême en 2016) et dans *Hamilton c. Société canadienne des postes* (Cour d'appel de l'Ontario en 2016).



### GESTION DES EMPRISES MUNICIPALES

La déréglementation du secteur des télécommunications en 1993 a complètement changé la donne pour les emprises municipales. De nombreux nouveaux fournisseurs déterminés à se tailler une place ont voulu avoir accès rapidement à ces emprises afin de déployer leurs réseaux. Depuis, la FCM a coordonné les démarches du secteur municipal par l'entremise de son comité technique sur les emprises municipales formé d'une quarantaine d'experts de partout au pays. Depuis près de 25 ans, la FCM assure le partage d'information et l'élaboration de pratiques exemplaires, en plus d'intervenir dans de nombreux litiges juridiques. La FCM a, entre autres, interjeté appel devant la Cour d'appel fédérale dans la cause *Ledcor* qui a permis d'établir le principe selon lequel les municipalités ont le droit de recouvrer les coûts additionnels liés aux activités des télécommunications sur leur territoire. La FCM est aussi intervenue dans des litiges antérieurs comme celui sur les tunnels de trains légers sur rail d'Edmonton et dans d'autres causes récentes qui ont fait jurisprudence : accords d'accès de prochaine génération (décision du CRTC dans *Hamilton c. Bell*), applicabilité des règlements municipaux généraux sur les emprises aux entreprises fédérales (Cour d'appel de l'Ontario dans *Hamilton c. Société canadienne des postes*) et recours aux règlements pour accorder une autorisation en vertu de la *Loi sur les télécommunications* (présentée par Calgary et actuellement examinée par le CRTC).



### TÉMOIGNAGES D'ÉLUS MUNICIPAUX À PROPOS DU FONDS DE DÉFENSE JURIDIQUE

« Le fonds de défense juridique de la FCM a été indispensable dans les progrès réalisés par les municipalités au chapitre constitutionnel et juridique. En 2012, la FCM a défendu les intérêts de notre secteur dans le litige qui a opposé notre ville au gouvernement fédéral jusque devant la Cour suprême du Canada au sujet de l'évaluation de la colline de la Citadelle. La Cour nous a donné raison et cette décision a mené à une résolution fructueuse en 2016. Le fonds est et restera un outil précieux pour faire entendre la voix nationale des municipalités dans les conflits juridiques et défendre les intérêts collectifs du secteur municipal. »

**Mike Savage,**  
Maire d'Halifax (N.-É.)

« Défendre les pouvoirs municipaux devant les tribunaux est extrêmement difficile, surtout lorsqu'il s'agit d'une petite municipalité. C'est pourquoi le fonds de défense juridique est si indispensable. En soutenant le fonds, les municipalités sont assurées que leurs intérêts juridiques seront bien défendus. La FCM est le seul interlocuteur qui est constamment reconnu par les tribunaux comme représentant du secteur municipal dans les litiges d'importance nationale. Nous devons continuer d'appuyer le fonds pour que la FCM soit en mesure d'intervenir dans des litiges qui créent des précédents dont les effets nous touchent tous. »

**Lorne Olsvik,**  
Conseiller du comté de Lac Ste. Anne (Alb.)

Pour en apprendre davantage,  
visitez la page Adhésion du [fcm.ca](http://fcm.ca).

**FCM**

FÉDÉRATION  
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FEDERATION  
OF CANADIAN  
MUNICIPALITIES

## FINANCE COMMITTEE MEETING – MINUTES

VILLAGE OF ANMORE



Minutes of the Finance Committee Meeting held on  
Monday, March 6, 2017 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC

---

### COMMITTEE MEMBERS PRESENT

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

### COMMITTEE MEMBERS ABSENT

Nil

### OTHERS PRESENT

Juli Kolby, Chief Administrative Officer  
Chris Boit, ISL Engineering and Land Services Ltd.

#### 1. CALL TO ORDER

Chair McEwen called the meeting to order at 7:00 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 27, 2017

It was Moved and Seconded:

**“That the Minutes of the Finance Committee Meeting held on  
February 27, 2017 be adopted as circulated.”**

**Carried Unanimously**

#### 4. BUSINESS ARISING FROM THE MINUTES

Nil



**5. UNFINISHED BUSINESS****(a) 5-Year (2017-2021) Water Utility Budget**

Juli Kolby presented the 5-Year Water Utility Budget. Highlights of discussion are noted as follows:

- Members expressed concerns with the retail rate charged by Port Moody to Anmore for delivery of water via Metro Vancouver instead of a wholesale rate.
- Staff will follow up with City of Port Moody regarding the water rate review.
- Staff might want to consider reaching out to Metro Vancouver with a request to subsidize infrastructure costs.
- Water infrastructure levy is \$130,000 higher than last year
- GIS Mapping includes upgrades for added layers
- Seymour View Watermain Upgrades includes upgrade from PVC pipe
- Sampling station budget is to ensure adequate water sampling
- Automatic flushing valves budget is an annual project, which reduces staff time for manual flushing
- Water Meter Replacement budget is for replacement of water meters that have aged out and need to be replaced

It was Moved and Seconded:

**“To refer the (2017-2021) 5-Year Financial Plan for the water fund to Council for consideration.”**

**Carried**

Mayor McEwen opposed

**6. NEW BUSINESS****(a) 5-Year (2017-2021) General Operating Budget – Requests for Information**

Members reviewed a number of items and decided whether they should remain or be removed from the draft budget. Highlights are noted as follows:

- Council Tablets – remove from budget
- Strong Road Rehabilitation – to remain
- Spirit Park Improvements & Electrical Upgrades – to remain
- Event Banner – to remain
- Farley Road Paving & Culvert – to remain, and awaiting comments from an environmental consultant
- East Elementary Improvements – to remain; up to \$5,000 (maximum)
- Events Utility Trailer – remove from budget; defer to 2018
- Ma Murray Day / Canada 150 Celebration – to remain; up to \$5,000 (maximum)
- Multi-function vehicle – to remain
- New Utility Trailer (flat deck) – to remain

- Pinnacle Ridge Trail Improvements – remove from budget; defer to 2018
- Outdoor PA System – to remain; up to \$4,000 (maximum)
- Brush Chipping Program – to remain; staff to contact Waste Tech to inquire about possible subsidy for Anmore residents.

It was Moved and Seconded:

**“To refer the (2017-2021) 5-Year Financial Plan for the general operating fund to Council for consideration, as amended.”**

**Carried Unanimously**

**7. ADJOURNMENT**

It was Moved and Seconded:

**“To adjourn.”**

**Carried Unanimously**

The meeting adjourned at 8:42 p.m.

Certified Correct:

C. MILLOY

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Christine Milloy  
Manager of Corporate Services

Approved:

J. McEWEN

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Mayor John McEwen  
Chair, Finance Committee



*....a caring community working and learning together...*

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



March 10, 2017

To whom it may concern,

Last year, Anmore Elementary School hosted a Great Walk event which not only joined together the local community; parents, students, teaching staff, Buntzen Lake staff, SVFD volunteers but also raised funds for our technology goal. Perhaps most surprising was the Anmore school children who all exceeded their fitness goals with some Kindergarteners running 7 km instead of the 3 km minimum. Due to this tremendous success, we are again hosting a Great Walk event to be held on April 28<sup>th</sup> 2017. This rain or shine event which we hope to take place within the Village of Anmore, beyond Anmore Elementary School grounds, will again focus on physical activity, school spirit and fun.

All monies raised will be targeted towards our Outdoor Play Space and Amphitheatre project.

Date: Friday April 28th  
Time: 1-3 pm  
Location: To be confirmed however, likely:  
Distance 1: to Ice Cream Store and back  
Distance 2: to Floating Bridge and back  
Distance 3: to Pump House and back

We do not require any assistance from the Village however, we will be contacting SVFD members to see if they might be able to assist with traffic safety. SVFD were a valuable asset to our event last year providing much enthusiasm and advice.

Thank you for your time and assistance,

Nicole Daneault  
Principal  
Anmore Elementary School  
[ndaneault@sd43.bc.ca](mailto:ndaneault@sd43.bc.ca)

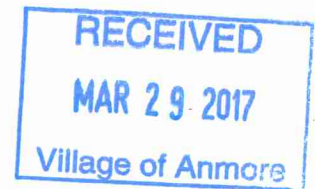




Pool & Hot Tub Council of Canada  
Conseil canadien des piscines et spas

March 23, 2017

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



Re: Water Conservation related to the use of swimming pools and spas

Dear Mayor McEwen:

The Pool & Hot Tub Council of Canada (PHTCC) is pleased to provide you with a copy of its most recent release of recommended guidelines, the subject of which addresses "*Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions*" [G-0716].

The severe drought that afflicted much of southern British Columbia during the summer of 2015 prompted the association to investigate the issue, and based on findings ultimately led to the development of these guidelines. Information included in G-0716 has been garnered from a variety of sources, many of which are organizations that over the years have gained considerable experience and expertise in coping with water shortages within their own jurisdictions.

The guidelines provide helpful tips and best practices for the consideration of leaders of municipalities when preparing policies to deal with water shortages. The document also serves to dispel a few myths regarding water usage related to swimming pools and spas.

Hopefully, the cause will not present itself to require future reference to the measures described in this document. However, based on recent weather patterns it is important to be prepared in the event that drought conditions do once again arise.

Should you require clarification of any of the points addressed in *Recommended Guidelines* G-0716, please contact the undersigned (1-800-879-7066).

Yours truly,

W. Robert Wood  
Executive Director



Pool & Hot Tub Council of Canada  
Conseil canadien des piscines et spas

Le 23 mars 2017

Monsieur John McEwen, Maire  
Village of Anmore  
2697 Sunnyside Road  
Anmore, BC V3H 5G9

Objet : Conservation de l'eau en lien avec l'utilisation des piscines et spas

Monsieur le Maire,

Le Conseil canadien des piscines et spas (CCPS) a le plaisir de vous faire parvenir une copie des plus récentes lignes directrices recommandées, qui portent sur la *Conservation de l'eau et gestion des piscines et spas – Consommation d'eau en période de sécheresse* [G-0716].

L'importante sécheresse qui a touché la plus grande partie du sud de la Colombie-Britannique durant l'été de 2015 a incité l'association à étudier davantage le problème, ce qui a mené ultimement à l'élaboration des présentes lignes directrices. Les renseignements inclus dans G-0716 ont été recueillis de diverses sources, dont plusieurs étaient des organisations qui, au cours des années, avaient acquis une expertise et une expérience considérables pour faire face aux pénuries d'eau dans leurs propres juridictions.

Ces lignes directrices offrent des conseils utiles et de meilleures pratiques à l'intention des autorités municipales lors de la préparation de politiques visant les pénuries d'eau. Le document permet aussi de réfuter certains mythes en ce qui a trait à l'utilisation de l'eau en lien avec les piscines et les spas.

Nous espérons qu'il ne sera jamais nécessaire d'avoir recours aux mesures décrites dans ce document. Toutefois, si l'on tient compte des récents types de situations météorologiques, il est important de se préparer si jamais des conditions de sécheresse devaient se présenter à nouveau.

Pour renseignements supplémentaires sur les éléments traités dans les *Lignes directrices recommandées* G-0716, veuillez communiquer avec le soussigné au (1-800-879-7066).

Cordialement vôtre,

W. Robert Wood  
Directeur exécutif



## Recommended Guidelines

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

#### **Pool & Hot Tub Council of Canada**

**August 2016**

These guidelines are issued by the Pool & Hot Tub Council of Canada as reference documents for pool, hot tub and spa owners and companies that service swimming pools, hot tubs, spas, manmade ponds and water features. The guidelines also serve to provide direction to municipalities that are seeking to establish programs that effectually manage water usage, particularly under the circumstances of facing drought conditions and/or the threat of potential water shortages.

The Pool & Hot Tub Council of Canada is a voluntary, not-for-profit association representing the interests of the aquatic leisure industry. As such, it is not considered a harmonized organization, and therefore does not qualify as an accredited national standards-writing body. Notwithstanding the above, following the directives outlined in this document will serve to minimize the environmental impact of operating pools, spas and hot tubs. These guidelines are endorsed in principle by the Pool & Hot Tub Council of Canada, and the Council recommends their widespread implementation.

Recommended Guidelines (G-0716) do not circumvent nor supersede existing requirements enshrined under federal, provincial or municipal law. Government codes take precedence over industry guidelines.

**Note:** For the purpose of these guidelines the terms “spa” and “hot tub” are used interchangeably.

## **Introduction**

Historically, certain regions of Canada have had to contend with diminishing freshwater supply brought about by extended periods of low precipitation. Severe and prolonged periods of hot weather during the dry season can reduce the groundwater table and compound the problem. Facing concerns over potential water shortages, municipal authorities have typically taken steps to restrict water consumption, and under extreme conditions have invoked prohibitions on domestic and industrial water use.

Changing weather patterns over time appear to be expanding the range of geographic areas affected by drought around the globe. Consequently, regions that at some point may have to cope with potential water shortages should take appropriate steps to:

- I. assess and establish the scope of the problem;
- II. determine the possible severity of the impact;
- III. develop a fundamental understanding of known water conservation measures and the effectiveness of each; and
- IV. prepare and prioritize policies covering water use reduction, the elimination of wasteful practices, and the utilization of environmentally favourable strategies.

## **Recommended Guidelines**

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

#### **Pool & Hot Tub Council of Canada**

**August 2016**

#### **National Drought Monitoring**

Agriculture and Agri-Food Canada actively tracks drought across the country by monitoring environmental conditions and key indicators. The Canadian Drought Monitor (CDM) uses a variety of federal, provincial, and regional data sources to establish a single drought rating based on a five category system. This classification scheme defines the severity, spatial extent, and impacts of drought. Drought classes in the CDM range from D0 to D4, with D0 indicating abnormally dry conditions, and D1 to D4 indicating moderate to extreme drought. Each category is based on the percentile chance of those conditions occurring. Ratings are shared through monthly maps that show the extent and intensity of drought across Canada.

- D0 (Abnormally Dry) – represents an event that occurs once every 3-5 years;
- D1 (Moderate Drought) – represents an event that occurs every 5-10 years;
- D2 (Severe Drought) – represents an event that occurs every 10-20 years;
- D3 (Extreme Drought) – represents an event that occurs every 20-25 years; and
- D4 (Exceptional Drought) – represents an event that occurs every 50 years.

#### **Stages of Application of Water Restrictions**

A community facing drought situations or impending water shortages may impose restrictions on water use. Generally, municipalities apply such restrictions in a series of stages based on the severity of conditions. Rules often vary depending on residential, commercial or public end-uses, and limits may be placed on the watering of soft landscaping, the washing of cars, the hosing of impermeable surfaces, etc. Operators of swimming pools, spas and water features are responsible for knowing and following mandates imposed in their jurisdictions.



## Recommended Guidelines

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

#### **Pool & Hot Tub Council of Canada**

**August 2016**

#### **Information on Water Use in Swimming Pools and Spas**

As a stakeholder, the Pool & Hot Tub Council of Canada is in a position to advance the level of awareness and understanding of water resource management through education. While some parts of Canada are more susceptible to drought than others, all citizens and authorities should be cognizant of the importance of water conservation and of eliminating wasteful practices related to water supply and management. The following facts serve to dispel misperceptions related to water consumption and the upkeep of residential swimming pools and hot tubs/spas:

- **Water Use** – Due to the built-in circulation system, water in a swimming pool when filled will last decades. It is rare that a swimming pool is ever drained, and such an action should only be carried out by a trained professional.
- **Water Level** – Excessive water is not to be unnecessarily drained from a swimming pool when winterizing. Recognizing variations in pool design and construction, an appropriate water level should be set in consultation with the pool installer.
- **Water Replenishment** – The water from a properly maintained residential spa needs to be replaced only two or three times per year. To place this in perspective, a typical spa will use approximately 1 500 litres of water over a four-month period, while the filling and draining of a normal bathtub only two times a week over the same four months will use 10 000 litres of water.
- **Water Reuse** – The water from a spa when drained can be reused for landscape watering provided the water has been properly balanced within appropriate chemical parameters before dispersal.
- **Water Consumption** – A properly maintained swimming pool or spa uses significantly less water in a season than watering a lawn of comparable surface area. (*Reference 1*)
- **Water as Emergency Supply** – Drought conditions can result in increased fire hazard. A swimming pool can be a source of water when a fire occurs, either stand alone, or to augment existing hydrants.

## Recommended Guidelines

### **Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]**

#### **Pool & Hot Tub Council of Canada**

**August 2016**

#### **Industry Recommended Best Practices**

The Pool & Hot Tub Council of Canada issues the following directives on how to effectively manage, maintain and operate aquatic recreational products (*Reference 2*):

- **Use Swimming Pool and Spa Covers (Physical or Chemical)** – A properly maintained spa or pool cover can reduce evaporation and water wastage by as much as 95%. For pools, a safety cover or a solar cover has the added benefit of helping to heat the pool and maintain water temperature. A floating cover under the spa cover will prevent additional evaporation and retain heat. For maximum effectiveness, replace spa covers every three years.
- **Maintain a Clean Spa** – Clean filters regularly. Conducting recurrent maintenance on a spa as directed by the manufacturer will help to sustain clean water and increase the time between draining and refilling.
- **Maintain a Clean Swimming Pool** – Use an automatic pool cleaner with independent filtration to reduce the frequency of backwashing. In addition, establish an overall maintenance schedule with the service company to ensure that the water circulation system is operating under optimal conditions.
- **Maintain the Filtration System** – Ideally, an aging sand or DE filtering system should be replaced by a higher efficiency cartridge filtering system that does not require backwashing, and thereby conserves water. (Note: In swimming pools that require fresh water dilution, as is the case with many commercial and semi-commercial pools, cartridge filters may not be ideal. Consult a pool professional for advice.)
- **Disable Auto-fill Systems** – During times of water shortage, shut off auto-fill mechanisms to save water.
- **Detect and Repair Leaks** – The swimming pool is to be monitored on a regular basis to determine if there is water loss beyond evaporation. Refer to Appendix A for the Bucket Test method. (Note: Any autofill mechanism must be disabled prior to testing.) If a swimming pool or hot tub is losing an excessive volume of water on an ongoing basis, a leak may be the cause. In order to avoid wasting water seek out a specialist in leak detection and have the leak repaired. Under the guidance of an expert set a maximum allowable water loss level beyond which leaks will be corrected.
- **Remove Debris** – Leaves, twigs and other foreign matter from surrounding terrain that find their way into swimming pools and spas must be removed. Simple tools for this purpose are commercially available from retailers.



## Recommended Guidelines

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

**Pool & Hot Tub Council of Canada**

**August 2016**

- ***Refrain from Using Soaps and Detergents*** – Rinse bathing suits out with tap water only rather than washing with surfactants. Residue from soaps and detergents significantly reduces water quality in swimming pools and spas.
- ***Drain only when necessary*** – Swimming pools need not be drained unless repairs are required. Water only needs to be changed in a spa every four to six months when properly maintained and when modern water cleaning technologies are in use.
- ***Store water on a temporary basis*** – When a swimming pool or spa is undergoing repairs and requires draining, it may be possible to temporarily contain the water in a vessel for re-use.
- ***Make Secondary Use of Spa Water*** – Once neutralized, water drained from a spa can be used for watering plants. A pool/spa professional can provide advice on ways to neutralize spa water.
- ***Capture rainfall*** – Rainwater is a natural source of fresh water that can be used to replace losses from evaporation in spas and swimming pools.
- ***Upgrade Equipment*** – Due to technological advancements in filtering systems, a modern spa will maintain clean water for longer periods of time before requiring a refill. Some older spas can be retrofitted with new equipment that will promote water conservation. Seek out the advice of a pool/spa professional to ascertain whether or not it will be possible to upgrade a spa of older design.
- ***Water Feature Usage*** – Due to evaporation loss, the use of water features such as deck jets and waterfalls, should be restricted during periods of drought.
- ***Temperature Differential*** – During drought conditions it is preferable to minimize excessive heating of water, where applicable (i.e., Use the swimming pool or spa at lower temperatures to limit evaporation losses).

## **Recommended Guidelines**

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

#### **Pool & Hot Tub Council of Canada**

**August 2016**

#### **Appendix A: Bucket Test Procedure** *(Reference 3)*

- 1) Fill the pool to its normal level.
- 2) Fill a bucket with water to 3/4 level.
- 3) Place the bucket in the pool (on stairs if possible or tie to a ladder).
- 4) Mark the level in the pool and the bucket.
- 5) 24 hours later, check the level in the pool and the bucket. If they have both gone down at the same rate there is no water loss. If the pool water level has dropped more than in the bucket, there is water loss.

#### **References, Related Standards and Publications**

- 1) *Explore Planet Earth* (Spring 2015), Rachel Hartigan Shea, Senior Writer with National Geographic
- 2) *Water Conservation Tips for Pool and Spa Users*, The Association of Pool & Spa Professionals (APSP)
- 3) *Bucket Test*, Total Tech Pools and Leisure

#### **Sources of Expertise**

A list of qualified swimming pool, spa and water feature service companies can be obtained directly from the Pool & Hot Tub Council of Canada.



## Recommended Guidelines

### ***Water Conservation and Management of Swimming Pool & Spa Water Usage during Drought Conditions [G-0716]***

**Pool & Hot Tub Council of Canada**

**August 2016**

#### **Informative Web-links**

- Association of Pool & Spa Professionals: <http://apsp.org/>
- Canadian Drought Monitor: <http://www.agr.gc.ca/eng/programs-and-services/list-of-programs-and-services/drought-watch/canadian-drought-monitor/about-the-canadian-drought-monitor/?id=1463576995558>
- Drought Watch: <http://www.agr.gc.ca/eng/programs-and-services/list-of-programs-and-services/drought-watch/?id=1461263317515>
- Pool & Hot Tub Council of Canada: <http://www.poolcouncil.ca/>

Pool & Hot Tub  
Council of Canada

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