

## REGULAR COUNCIL MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on  
Tuesday, April 4, 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

### ELECTED OFFICIALS ABSENT

Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge

### 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

It was MOVED and SECONDED:

R57/2017

**“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 21, 2017**

It was MOVED and SECONDED:

R58/2017

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON MARCH 21, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

**7. Consent Agenda**

It was MOVED and SECONDED:

R59/2017                    **“THAT COUNCIL ADOPTS THE CONSENT AGENDA WITH ITEM 7(B) REMOVED.”**

**CARRIED UNANIMOUSLY**

**(a) Committees – Appointments to Council Advisory Groups**

It was MOVED and SECONDED:

R60/2017                    **“THAT COUNCIL RECEIVES FOR INFORMATION THE REPORT DATED MARCH 29, 2017 FROM THE MANAGER OF CORPORATE SERVICES REGARDING APPOINTMENTS TO COUNCIL ADVISORY GROUPS.”**

**ADOPTED ON CONSENT**

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

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

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

It was MOVED and SECONDED:

R61/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE COMMUNITY ENGAGEMENT AND INCLUSION COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(ii) Environment Committee**

It was MOVED and SECONDED:

R62/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE ENVIRONMENT COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(iii) Finance Committee**

It was MOVED and SECONDED:

R63/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE  
FINANCE COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(iv) Parks and Recreation Committee**

It was MOVED and SECONDED:

R64/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE  
PARKS AND RECREATION COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(v) Public Safety Committee**

It was MOVED and SECONDED:

R65/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE  
PUBLIC SAFETY COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(vi) Youth Committee**

It was MOVED and SECONDED:

R66/2017                    **“THAT COUNCIL APPROVES THE TERMS OF REFERENCE FOR THE  
YOUTH COMMITTEE, AS PREPARED BY STAFF.”**

**CARRIED UNANIMOUSLY**

**(b) Legislative Reports**

**(a) Anmore Five-Year Financial Plan Bylaw No. 560-2017**

It was MOVED and SECONDED:

R67/2017                    **“THAT COUNCIL AGREES TO ALLOW PUBLIC COMMENTS AND  
QUESTIONS IMMEDIATELY FOLLOWING THE STAFF  
PRESENTATION, AND PRIOR TO COUNCIL DELIBERATION.”**

**CARRIED UNANIMOUSLY**

Juli Kolby presented the Five-Year Financial Plan. There were no public comments or questions following the presentation. A copy of the presentation is attached and forms part of these Minutes herein.

It was MOVED and SECONDED:

R68/2017

**“THAT ANMORE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 560-2017 BE READ A FIRST, SECOND AND THIRD TIME.”**

**CARRIED UNANIMOUSLY**

**10. Unfinished Business**

Nil

**11. New Business**

**(a) Active Communities Grant Partnership**

It was MOVED and SECONDED:

R69/2017

**“THAT COUNCIL APPROVE THE PARTNERSHIP AS OUTLINED IN THE REPORT DATED MARCH 29, 2017 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING ACTIVE COMMUNITIES GRANT PARTNERSHIP.”**

**CARRIED UNANIMOUSLY**

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

It was MOVED and SECONDED:

R70/2017

**“THAT COUNCIL APPROVES THE 2017 REQUEST FROM THE FEDERATION OF CANADIAN MUNICIPALITIES FOR A CONTRIBUTION TO THEIR LEGAL DEFENSE FUND, IN THE AMOUNT OF FIFTY-TWO DOLLARS AND FIFTY CENTS (\$52.50).”**

**CARRIED UNANIMOUSLY**

**12. Mayor's Report**

Mayor McEwen reported that:

- On March 24, he attended the Zoning Bylaw workshop hosted by the Village's Planner, Jason Smith. It was a great session that included discussion of technical information.

- On March 25, he and Councillor Weverink attended the Persian New Year Festival. It was a great event hosted by the Moallam family. It was another reminder of the need for an improved community gathering space.
- On March 27, the Finance Committee met.
- On March 28, he and Councillor Froese met the Lieutenant Governor, who is touring 150 schools for Canada's 150 year celebration, which included ceremonial stops at Eagle Mountain Middle School and Heritage Mountain Secondary School.
- On March 28, he attended a boisterous meeting that outlined changes to the Zoning Bylaw that would cause effect for residents of Countryside Estates. He thanked Jason Smith for the productive meeting and for being transparent with the information.
- On March 29, he attended an announcement event by Fraser Health regarding an upgrade to Eagle Ridge Hospital's emergency ward expansion, where it was announced that \$30 million is budgeted to double the emergency ward, with intent to start in 2018.
- On March 30, he hosted the Mayor's Talk Forum at the Tri Cities Chamber, where he had the opportunity to tell people about Anmore's positive attributes and challenges.
- On March 31, he attended the Metro Vancouver Board meeting, where the Belcarra cabins were discussed; Metro Vancouver wants to keep two houses as historic properties.
- On April 3, he attended a roundtable lunch with Finance Minister Mike de Jong, where the provincial budgeting process was discussed.
- On April 3, he attended the Village's public information session on infill development. Many residents attended and he heard a lot of positive comments.
- On April 9, the Spirit Park Cleanup will be held 11:00 a.m. to 3:00 p.m. to prepare the park ready for the Easter event.
- Today, he met with staff to convey that the Village needs to move forward with the Village Centre Master Plan.

### **13. Councillors Reports**

Councillor Weverink reported that:

- He wants to give a special thank you to the local craft breweries in Port Moody: Twin Sails, Yellow Dog, Parkside Brewing, and Moody Ales. They collaborated to create the Brewers Row Belgian Pale Ale with Peach, and will donate partial proceeds of product sales to Sasamat Volunteer Fire Department. He thinks it is amazing that a business in Port Moody would offer charity to Anmore.
- On March 28, he attended the Countryside Estates meeting. He thought it was a tough crowd, but staff were professional.
- On April 3, he attended the public information session on infill development, and noticed that the crowd was large and respectful.
- On March 25, he attended the Persian New Year event; it was an amazing event that was joyful and positive event.

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

Juli Kolby reported that:

- The Easter Egg Hunt is scheduled for Saturday, April 15 at 2:00 p.m. Registration is \$2 per child; details are posted to the website and through the Village's social media.
- Staff is busy preparing water invoices, and residents can expect to receive them in mailboxes in the next couple of weeks.
- The Village was successful in its application, with great thanks to Anmore Heritage Society, for the provincial Canada 150 grant for the Ma Murray Museum start-up project. The grant was approved for \$25,000.

**15. Information Items****(a) Committees, Commissions, and Boards – Minutes**

- Finance Committee meeting minutes of March 6, 2017

**(b) General Correspondence**

- 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.

**16. Public Question Period**

Lynn Burton, Sugar Mountain Way, asked if there was a conscious change not to include all correspondence addressed to Mayor and Council on council meeting agendas.

Lynn Burton, Sugar Mountain Way, commented that the grant amount of \$25,000 will help the Society move forward in the right direction.

Mayor McEwen requested a correction to a typo shown on page 7 of the agenda package; the number for Parks and Recreation Committee vacancies should be changed from 4 to 0.

**17. Adjournment**

It was MOVED and SECONDED:

R71/2017

**"TO ADJOURN."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:47 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved by:

**J. McEWEN**

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John McEwen  
Mayor



# Village of Anmore

## 2017-2021 5 Year Financial Plan

Regular Council Meeting

April 4, 2017



### Overview

- ▶ Municipal requirements
- ▶ 2015-2018 Corporate Strategic Plan
- ▶ Budget Process
- ▶ 2017-2021 Operating Budget
- ▶ Proposed Budget Impact
- ▶ 2017-2021 Capital Budget
- ▶ Public Input





## Municipal Requirements

- ▶ Adopt a 5 year financial plan by May 15 annually (*Community Charter* section 165)
- ▶ Include public consultation (Regular Council meeting April 4, 2017)
- ▶ Adopt tax rates by bylaw by May 15 annual (*Community Charter* section 197)



## 2015-2018 Corporate Strategic Plan

### Strategic Objectives

- ▶ Ensure financial sustainability
- ▶ Keep pace with best practices in community safety, and municipal operations
- ▶ Explore diversity in land use, housing, parks and recreation
- ▶ Foster preservation of the Village's natural environment
- ▶ Enrich the community through activity, learning, arts, and culture



## Budget Process

- ▶ Initial draft budget presented to Finance Committee January 23, 2017
- ▶ Revised draft budget presented to Finance Committee on February 27, 2017 and March 6, 2017
- ▶ Public consultation and first three readings on April 4, 2016



## 2017-2021 Operating Budget

- ▶ Revenue Changes – (\$7,000) – (0.40%)
  - ▶ Burrard Thermal discontinuation of grant-in-lieu
  - ▶ Fees relating to development increased
  - ▶ Increase to solid waste fees to reflect costs of providing service



## 2017-2021 Operating Budget

- Expenditure Changes - \$34,800 – 1.9%
  - Staff salary/benefits and Council honorariums
  - Insurance costs (fleet, property, liability)
  - Increase to professional services (engineering & environmental)
  - Snow and ice control increased
  - Public works safety gear and minor tools



## Asset Replacement Levy

- Capital Asset Levy - \$135,000 - 7.40%
  - Annual contribution in 2017 = \$825,000
  - Increases by \$135,000 annually in 5 Year Financial Plan
  - Asset Management Plan completed in 2017
- Water Infrastructure Levy (included in water rate)
  - Annual contribution in 2017 = \$190,000
  - Increases by \$30,000 annually to a maximum of \$285,000 in 2020

## Proposed Budget Impact

\$1,822,000 Average 2017 Assessed Value Household\*

	Change (\$)	Change (%)
Revenue Changes	(\$7,000)	(0.40%)
Expenditure Changes	34,832	1.90
Fixed Asset Levy	135,000	7.40
	\$162,832	8.90%

\$22 for each 1% increase = \$200/avg. household

\*based on March 24, 2017 BC Assessment revised roll

## 2017-2021 Capital Budget

- ▶ Road Improvements
  - ▶ Strong Road Rehabilitation (\$250,000)
  - ▶ Sunnyside Road Improvements (\$98,000)
  - ▶ Road ROW off East Road, north of Kinsey (\$25,000)
  - ▶ East Elementary Road Improvements (\$5,000)



## 2017-2021 Capital Budget

- ▶ Other infrastructure improvements
  - ▶ Walkways (\$10,000)
  - ▶ Replace pedestrian bridge on Sunnyside (\$27,000)
  - ▶ Repair Heron Way swale (\$53,000)
  - ▶ Sightline improvement at East Road & Kinsey (\$25,000)



## 2017-2021 Capital Budget

- ▶ Spirit Park & Events
  - ▶ Spirit Park Electrical Upgrades (\$5,000)
  - ▶ PA System (\$4,000)
  - ▶ Event Banner (\$5,000)
  - ▶ Ma Murray Day/Canada 150 Celebration (\$5,000)



## 2017-2021 Capital Budget

- ▶ New & Replacement Equipment
  - ▶ Replace 2008 Ford F550 (\$90,000)
  - ▶ New multi-function vehicle (\$50,000)
  - ▶ New utility trailer (\$10,000)



## 2017-2021 Capital Budget

- ▶ Administrative & software
  - ▶ Records management (\$35,000)
  - ▶ Bylaw updates (\$40,000)
  - ▶ GIS improvements (\$10,000)
  - ▶ Office chairs (\$5,000)
  - ▶ Accounting software upgrades (\$5,000)



## 2017-2021 Capital Budget

- ▶ 2018-2021

- ▶ Pinnacle Ridge Trail Improvements (\$10,000)
- ▶ Events Utility Trailer (\$10,000)
- ▶ Spirit Park Irrigation Upgrades (\$12,000)
- ▶ Replace 2010 Ford F550 (\$92,000)
- ▶ Replace 2015 Ford F250 (\$65,000)
- ▶ Annual projects for road rehabilitation and walkway improvements



## 2017-2021 Capital Budget






- ▶ Water Infrastructure Upgrades - \$95,000
  - ▶ Seymour View watermain upgrades
  - ▶ Sampling Station (annual)
  - ▶ Automatic Flushing Valves (annual)
  - ▶ Water Meter Replacement Program (annual)



# 2017-2021 Capital Budget



## 2018-2021

-  Unidirectional Watermain Flushing (\$20,000)
-  Watermain Connection Spence to Leggett (\$166,400)
-  Upsize Watermain on Sugar Mountain Way (\$364,650)
-  Connections along Wyndham Crescent (\$139,750)
-  Elementary Road PRV Replacement (\$68,900)



Public Input