

**REGULAR COUNCIL MEETING AGENDA**



Agenda for the Regular Council Meeting scheduled for  
Tuesday, January 19, 2016 at 7:00 p.m. in the portable classroom  
at Anmore Elementary School 30 Elementary Road, Anmore BC

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**1. CALL TO ORDER**

**2. ADDITIONS AND DELETIONS TO THE AGENDA**

Recommendation: That Anmore Procedure Bylaw No. 510-2011 section 39 rules be waived, adding item no. 4 *Public Input* to the agenda, as presented.

**3. APPROVAL OF THE AGENDA**

Recommendation: That the agenda be approved as circulated.

**4. PUBLIC INPUT**

**5. PETITIONS AND DELEGATIONS**

page 1

**Delegation – Maple Creek Middle School – Real Acts of Caring Week**

Harriette Chang with students from Maple Creek Middle School.

**6. ADOPTION OF MINUTES**

page 2

**Minutes of the Regular Council Meeting held on January 5, 2016**

Recommendation: That the Minutes of the Regular Council Meeting held on January 5, 2016 be adopted as circulated.

**7. BUSINESS ARISING FROM THE MINUTES**

**(a) Christmas Lights Purchase Update**

Verbal report from the Chief Administrative Officer.

**8. BYLAWS**

page 10

**(a) Anmore Procedure Bylaw No. 541-2016**

Report dated January 14, 2016 from the Manager of Corporate Services is attached.

Recommendation: That Anmore Procedure Bylaw No. 541-2016 be read a first, second and third time.

**9. CORRESPONDENCE**

Recommendation: That all general correspondence circulated and filed in the village office be received.

page 36      **(a) Ministry of Children and Family Development – The Provincial Office for the Early Years (EYO)**

Letter dated December 18, 2015 from Minister Stephanie Cadieux is attached for information.

page 37      **(b) Ministry of Environment – Spill Response Regime**

Letter dated December 21, 2015 from Anthony Danks, Executive Director, Spills Response Regime Project, is attached for consideration.

Recommendation: That the Spill Response report be referred to the Environment Committee for review and comment.

page 38      **(c) Metro Vancouver – Draft Regional Food System Action Plan**

Letter dated January 4, 2016 from Greg Moore, Chair, Metro Vancouver Board.

Recommendation: That Council receive for information the report dated October 15, 2016, titled *Draft Regional Food System Action Plan*; and  
That Council direct the Planning Consultant to review the *draft Regional Food System Action Plan* for review and comment.

page 85      **(d) Creative BC**

Letter dated January 8, 2016 from Prem Gill, CEO, is attached for information.

page 86      **(e) Ministry of Transportation and Infrastructure – Discussion of the Emergency Program Act**

Letter dated January 11, 2016 from Minister of State Naomi Yamamoto is attached for consideration.

Recommendation: That the discussion paper Prepared and Resilient be referred to the Emergency Preparedness Committee for review and comment.

page 88      **(f) City of Burnaby – National Energy Board Process**

Letter dated January 11, 2016 from Mayor Corrigan to Prime Minister Trudeau is attached for information.

**10. COMMITTEE REPORTS AND RECOMMENDATIONS****(a) Advisory Planning Commission**

Council is requested to consider the following recommendation from the Advisory Planning Commission Meeting of January 11, 2016.

*"That we recommend that Council does not support infill development that is not cohesive with the current OCP."*

Recommendation: That Council direct the Planning Consultant to provide comment on whether or not an amendment to the Official Community Plan would be required if the Village were to consider infill development.

- (b) Board of Variance**
- (c) Emergency Preparedness Committee**
- (d) Environment Committee**
- (e) Finance Committee**
- (f) Heritage and Cultural Committee**
- (g) Parks and Recreation Committee**
- (h) Protective Services Committee**
- (i) Sasamat Volunteer Fire Department Board of Trustees**
- (j) Youth Advisory Committee**

**11. UNFINISHED BUSINESS****12. NEW BUSINESS**

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**(a) Metro Vancouver Draft Regional Affordable Housing Strategy**

Report dated January 14, 2016 from Kate Lambert and Brent Elliott, Planning Consultants.

*Regional Affordable Housing Strategy Update, Revised Draft, August 2015*, can be viewed electronically at <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/RegionalAffordableHousingStrategyUpdateAug19-2015.pdf>.

Recommendation: That Council receive the report for information; and  
That Council direct the Planning Consultant to respond to the request for comments on Metro Vancouver's Draft Regional Affordable Housing Strategy, indicating Anmore's support for the draft Strategy.

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**(b) Contaminated Sites Identification Process**

Report dated January 12, 2016 from the Chief Administrative Officer.

Recommendation: That Council approve the properties identified as being in use for the purposes of the Public Sector Accounting Board standard PS3260, Liability for Contaminated Sites, as recommended in the report dated January 12, 2016 from the Chief Administrative Officer regarding Contaminated Site Identification Process.

page 101

**(c) 2015 Invasive Plant Management on Village of Anmore Municipal Property**

Report (undated) from Graham Watson, Invasive Species Council of Metro Vancouver.

Recommendation: That Council direct Staff to adhere to the recommendations identified on page 3 of the ISCMV Invasive Plant Management final report (Village of Anmore 2015).

**13. MAYOR'S REPORT**

**14. COUNCILLORS' REPORTS**

**15. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

**16. PUBLIC QUESTION PERIOD**

**17. ADJOURNMENT**

**Village of Anmore**  
Delegation to Council-in-Committee  
Request form

**Contact information:**

Name of presenter: Harriette Chang with 8 students from Maple Creek Middle School

Name of Organization: Real Acts of Caring (RAC) Club

Number of persons being represented: 8 people presenting, but representing hundreds of others

Address: Maple Creek Middle School; 3700 Hastings Street; Port Coquitlam; V3B 5K7

Phone: 604 464-8581

e-mail: [hchang@sd43.bc.ca](mailto:hchang@sd43.bc.ca)

**Presentation Information**

Preferred date of Committee Meeting at which you wish to appear: January 19, 2016

Reason you wish to appear before the Committee:

Our students are promoting Real Acts of caring Week (Feb 14-20) and would like to spread awareness of what this week is and what they are hoping that it could look like in Anmore. Students believe that appearing before the committee would help them to spread this important message.



**REGULAR COUNCIL MEETING MINUTES**



Minutes of the Regular Council Meeting held on  
Tuesday, January 5, 2016 at Anmore Elementary School,  
30 Elementary Road, Anmore BC (portable classroom)

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**ELECTED OFFICIALS PRESENT**

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge (via telephone)  
Councillor Paul Weverink

**STAFF PRESENT**

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

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**1. CALL TO ORDER**

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

**2. ADDITIONS AND DELETIONS TO THE AGENDA**

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**3. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

**"THAT THE AGENDA BE APPROVED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**4. PUBLIC INPUT**

Marcus Schmieder of 755 Spence Way provided comment regarding agenda item 12(d), stating that he provided a proposal to the Village in July 2015 to convert the old village hall into a restaurant. He asked council to consider the proposal and keep the building

intact while doing so. Mayor McEwen advised that this would be an extensive undertaking due to existing conditions, and offered to give him a tour of the building.

**5. PETITIONS AND DELEGATIONS**

Nil

**6. ADOPTION OF THE MINUTES**

**(a) Minutes of the Regular Council Meeting held on December 1, 2015**

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON DECEMBER 1, 2015 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**(b) Minutes of the Special Council Meeting held on December 8, 2015**

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD  
ON DECEMBER 8, 2015 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**7. BUSINESS ARISING FROM THE MINUTES**

Nil

**8. BYLAWS**

Nil

**9. CORRESPONDENCE**

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**(a) School District No. 43 – Eligible School Site Proposal**

It was MOVED and SECONDED:

**“THAT COUNCIL ACCEPTS THE SCHOOL BOARD’S 2015 ELIGIBLE SCHOOL SITES RESOLUTION AND PROPOSED REQUIREMENTS FOR THE SCHOOL DISTRICT IN 2015-2025.”**

**CARRIED UNANIMOUSLY**

**(b) Metro Vancouver – Water Shortage Response Plan Review Process**

It was MOVED and SECONDED:

**“THAT COUNCIL DIRECTS STAFF TO PREPARE COMMUNICATION TO RESIDENTS REGARDING THE AMENDED WATER SHORTAGE RESPONSE PLAN ACTIVATION PERIOD; AND FURTHER, THAT STAFF COMMENCE REVIEW AND UPDATE OF THE ANMORE LAWN SPRINKLING BYLAW.”**

Council requested staff to review the lawn sprinkling bylaw concurrently with the building bylaw with respect to issuance of fines.

**CARRIED UNANIMOUSLY**

**10. COMMITTEE REPORTS AND RECOMMENDATIONS**

**(a) Advisory Planning Commission**

**(i) Minutes of the Meeting held on November 9, 2015**

Council received the minutes of the Advisory Planning Commission Meeting held on November 9, 2015.

**(b) Emergency Preparedness Committee**

Nil

**(c) Environment Committee**

**(i) Minutes of the Meeting held on November 2, 2015**

Council received the minutes of the Environment Committee Meeting held on November 2, 2015.



**(d) Finance Committee**

**(i) Minutes of the Meeting held on November 16, 2015**

Council received the minutes of the Finance Committee Meeting held on November 16, 2015.

It was MOVED and SECONDED:

**“THAT THE FINANCE COMMITTEE AGREES TO KEEP ADDITIONAL REVENUES TO A DEDICATED RESERVE TO SMOOTH OUT REVENUE AND TO HIRE STAFF POSITIONS BASED ON RECOMMENDATIONS FROM THE CAO TO COUNCIL.”**

**CARRIED UNANIMOUSLY**

The foregoing resolution reflects Council’s endorsement of the verbatim Committee recommendation.

**(ii) Recommendations from the Meeting held on December 21, 2015**

Council considered three resolutions of the Committee Meeting held on December 21, 2015.

*That Finance Committee recommends to Council to proceed with the Mossom Creek Bridge Project, with approval that the shortfall of \$75,000 be funded from the parks reserve.*

It was MOVED and SECONDED:

**“THAT THIS ITEM GET TABLED UNTIL THE PARKS COMMITTEE HAS A CHANCE TO DELIBERATE ON IT, WEIGH OUT THE PROS AND CONS, AND SHARE THEIR FINDINGS.”**

**CARRIED UNANIMOUSLY**

It was MOVED and SECONDED:

**“THAT FINANCE COMMITTEE RECOMMENDS TO COUNCIL TO APPROVE A TEMPORARY, AUXILIARY POSITION TO BE HIRED IN 2016 FOR A MAXIMUM OF TWO DAYS PER WEEK, TO SUPPORT THE BUILDING & BYLAW DEPARTMENT, TO BE FUNDED FROM THE DEVELOPMENT RESERVE.”**

**CARRIED UNANIMOUSLY**

The foregoing resolution reflects Council’s endorsement of the verbatim Committee recommendation.

It was MOVED and SECONDED:

**“THAT THE FINANCE COMMITTEE RECOMMENDS TO COUNCIL TO AUTHORIZE THE PUBLIC WORKS FOREMAN RECRUITMENT TO COMMENCE, AND THE POSITION TO BE FILLED, AS SOON AS POSSIBLE.”**

**CARRIED UNANIMOUSLY**

The foregoing resolution reflects Council’s endorsement of the verbatim Committee recommendation.

**(e) Heritage and Cultural Committee**

Nil

**(f) Parks and Recreation Committee**

**(i) Minutes of the Meeting held on November 19, 2015**

Council received the Minutes of the Parks and Recreation Committee Meeting held on November 19, 2015.

**(g) Protective Services Committee**

**(i) Minutes of the Meeting held on June 1, 2015**

Council received the Minutes of the Protective Services Committee Meeting held on June 1, 2015.

**(h) Youth Advisory Committee**

Nil

**11. UNFINISHED BUSINESS**

**(a) Rezoning Application Update: 2307 Sunnyside Road (Lancaster Walk)**

It was MOVED and SECONDED:

**“TO LIFT FROM THE TABLE.”**

**CARRIED UNANIMOUSLY**

It was MOVED and SECONDED:

**“THAT COUNCIL DIRECT STAFF AND THE PLANNING CONSULTANT TO CEASE PROCESSING THE APPLICATION AND INFORM THE APPLICANT THAT THEIR PROPOSAL FOR REZONING WILL NOT MOVE FORWARD TO FIRST READING.”**

**CARRIED UNANIMOUSLY**

**12. NEW BUSINESS**

- (a) Sasamat Volunteer Fire Department Board of Trustees – Minutes of the Meeting held on November 18, 2015**

Council received the minutes of the meeting held on November 18, 2015.

- (b) Administrative Appointment**

Juli Kolby presented a verbal report on this matter.

It was MOVED and SECONDED:

**“WHEREAS COMMUNITY CHARTER SECTION 146 REQUIRES THAT A MUNICIPALITY APPOINT A FINANCIAL OFFICER, AND WHEREAS COUNCIL IS SUPPORTIVE OF THE ORGANIZATIONAL REVIEW PRESENTED IN NOVEMBER 2015, COUNCIL HEREBY AGREES TO APPOINT JULI KOLBY AS CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER FOR THE VILLAGE OF ANMORE.”**

**CARRIED UNANIMOUSLY**

- (c) Christmas Lights Purchase Update**

Juli Kolby presented a verbal report on this matter, advising that the event is \$705 over budget; \$500 of that amount is sponsorship money that was committed, but not yet received. Council directed staff to follow up with the respective sponsor to obtain the outstanding funds.

Council requested that for next year's event, the Village should change the way sponsors are represented on the banner, and requested that letters of appreciation be sent to sponsors if this has not already been done.

- (d) Village Hall Building Replacement – Next Steps**

Juli Kolby presented the report dated December 21, 2015, highlighting the next steps shown on page 3.

It was MOVED and SECONDED:

**“THAT COUNCIL ENDORSE THE VILLAGE HALL REPLACEMENT NEXT STEPS AS OUTLINED IN THE REPORT DATED DECEMBER 21, 2015 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING VILLAGE HALL REPLACEMENT – NEXT STEPS.”**

**CARRIED UNANIMOUSLY**

**13. MAYOR’S REPORT**

Mayor McEwen reported that:

- He and Juli Kolby met with school board staff to review several matters, and added that Juli Kolby will continue to meet with their staff to ensure the relationship continues with the school board.
- He thanks Kevin Dicken for filling in as staff relief for salting the roads.

**14. COUNCILLORS’ REPORTS**

Councillor Thiele reported that:

- There was a Finance Committee Meeting on December 21.
- The Emergency Preparedness Committee met in December, but a meeting was not held due to lack of quorum; the January meeting was cancelled; a meeting will be held January 28.
- The Protective Services Committee is meeting on January 14.

Mayor McEwen stated that it’s nice to have Christine Milloy, Corporate Officer, back to work after her maternity leave.

**15. CHIEF ADMINISTRATIVE OFFICER’S REPORT**

Juli Kolby reported that:

- She thanks Kevin Dicken for his hard work over the Christmas break.
- She and Kevin Dicken will be meeting with Port Moody staff to discuss the water supply agreement on January 14.
- Staff will be moving forward with the Public Works Foreman posting and recruitment for the part-time plan checker position as well.

**16. PUBLIC QUESTION PERIOD**

Herb Mueckel of 285 Alpine Drive asked about the change to the agenda format and Mayor McEwen replied that every agenda will show the list of all committees to keep everyone informed of committee business regardless of whether a meeting was held.

**17. ADJOURNMENT**

It was MOVED and SECONDED:

**"TO ADJOURN."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:58 p.m.

Certified Correct:

Approved:

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Christine Milloy  
Manager of Corporate Services

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John McEwen  
Mayor



## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: January 14, 2016  
Submitted by: Manager of Corporate Services  
Subject: Anmore Procedure Bylaw No. 541-2016

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#### Purpose / Introduction

To present Council with an updated draft bylaw for consideration of adoption.

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#### Recommended Resolutions

**That Anmore Procedure Bylaw No. 541-2016 be read a first, second and third time.**

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#### Background

The *Community Charter* authorizes the Village to enact bylaws respecting its council meeting procedures; and the *Local Government Act* authorizes the Village to amend its bylaws from time to time.

Anmore Procedure Bylaw No. 510-2011 was introduced in 2011 and was amended by Amendment Bylaw 536-2014.

#### Discussion

The purpose of the Procedure Bylaw is to regulate meeting procedures in a fair and consistent manner for all members of Council, Council Committees, Commissions or other Bodies acting on the Village's behalf. Staff requests authorization to introduce a new Procedure Bylaw, in contrast to amending the previous bylaw with numerous revisions.

#### Other Options

1. That Anmore Procedure Bylaw No. 541-2016 be read a first and second time; and  
That Staff be directed to amend the draft bylaw as requested.

#### Financial Implications

None.

## Report/Recommendation to Council

Anmore Procedure Bylaw No. 541-2016

January 14, 2016

### Communications / Civic Engagement

Subsequent to adoption and signatures applied by the Mayor and Manager of Corporate Services, Anmore Procedure Bylaw 541-2016 will be available for viewing at Village Hall and via the Village's website. A copy of the Procedure Bylaw will be provided to each current and future member of Council, Council Committees and Commissions, and other Bodies acting on the Village's behalf.

### Council Strategic Plan Objectives

n/a

### Attachments:

1. Anmore Procedure Bylaw No. 541-2016

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



## VILLAGE OF ANMORE

### BYLAW NO. 541-2016

A bylaw to regulate the procedure for meetings held by the Village of Anmore

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WHEREAS the *Community Charter* authorizes the local government to enact bylaws respecting council procedures;

AND WHEREAS the *Local Government Act* authorizes the local government to amend its bylaws from time to time;

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

#### PART 1 – INTRODUCTION

##### **Name of Bylaw**

1. That this bylaw be cited for all purposes as “Anmore Procedure Bylaw No. 541-2016”.

##### **Repeal**

2. That Anmore Council Procedure Bylaw No. 510-2011, and any amendments thereto, be repealed in their entirety.
3. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
4. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

##### **Definitions**

5. In this bylaw:

**Community Charter** means the *Community Charter* S.B.C. 2003, c.26, as amended;

**Chief Administrative Officer** means the Chief Administrative Officer for the Village;

**Commission** means a municipal commission established in accordance with *Community Charter* section 143;

**Committee** means a standing, select, or other committee of council, but does not include Committee of the Whole;

**Committee of the Whole** means the Committee of the Whole council;

**Council** means the elected municipal council of the Village of Anmore;

**Local Government Act** means the *Local Government Act* R.S.B.C. 1996, c.323, as amended;

**Manager of Corporate Services** means the Corporate Officer of the Village;

**Mayor** means the Mayor of the Village of Anmore, or the Acting Mayor or the person presiding;

**Public Notice Posting Places** means the notice board at village hall and the village website;

**Village** means the Village of Anmore;

**Village Hall** means the municipal office located at 2697 Sunnyside Road, Anmore, BC;

**Village Website** means the information resource found at an internet address provided by the village.

#### **Application of Rules of Procedure**

6. The provisions of this bylaw govern the proceedings of council, committee of the whole, commissions, and all standing and select committees of council, where applicable.
7. In cases not provided for under this bylaw, the current edition of *Robert's Rules of Order* shall apply, to the extent that those rules are:
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this bylaw or the *Community Charter*.
8. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
9. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

## **PART 2 – OPEN MEETINGS**

### **Attendance of Public at Meetings**

10. Except where the provisions of *Community Charter section 90* apply, all council meetings must be open to the public.
11. Before closing all or part of a council meeting to the public, council must pass a resolution in a public meeting, pursuant *Community Charter section 92*.

### **Public Input**

12. Under this agenda item, persons may present comments to council during Public Input on any item that appears on the council meeting agenda. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two minute time limit will be applied, and after which time the person must resume their seat. There is no opportunity to engage discussion with council.
13. Further to clause 12, when all other interested persons have had an opportunity to provide their comments, only then can a person request to return to the podium to state additional comments regarding a new matter or the same matter as previously spoken to.
14. Public Input will be suspended from the beginning of the nomination period of a general local government election or by-election, until the meeting of council following the election.

### **Public Question Period**

15. Under this agenda item, persons may ask questions of council regarding any matters pertaining to the Village. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two minute time limit will be applied, and after which time the person must resume their seat.
16. Further to clause 15, when all other interested persons have had an opportunity to ask questions of council, only then can a person request to return to the podium to ask additional questions regarding either a new matter or the same matter as previously spoken to.
17. Public Question Period will be suspended from the beginning of the nomination period of a general local government election or by-election, until the meeting of council following the election.

### **PART 3 – PUBLIC NOTICE AND ACCESS TO RECORDS**

#### **Notice of Regular Council Meetings**

18. In accordance with *Community Charter section 127*, on an annual basis council will determine a schedule of dates, times and places for regular council meetings.
19. Public notification of the regular council meeting schedule will be provided in accordance *Community Charter section 94*.
20. Where revisions are required to the annual schedule of regular council meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places, to indicate the revision(s) or cancellation to a date, time or place of the regular council meeting.

#### **Notice of Special Council Meetings**

21. Except where notice of a special council meeting is waived by unanimous vote of all council members, pursuant to *Community Charter section 127(4)* notification of the date, time and place of the special council meeting must be given at least 24 hours before the meeting time, by:
  - (a) posting copy of the notice at the Public Notice Posting Places, and;
  - (b) providing copy of the notice to each council member via email.
22. The notice referenced under clause 20 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Manager of Corporate Services.

#### **Minutes of Meetings Held**

23. Minutes of the proceedings of council, committees, commissions and other bodies must be maintained and available to the public, and shall be:
  - (a) legibly recorded;
  - (b) certified as correct by the Manager of Corporate Services; and
  - (c) approved by the member presiding at the meeting.
24. Minutes of the proceedings of council, committees, commissions and other bodies must be available for public inspection at the village hall during regular operating hours.
25. Clause 24 does not apply to minutes of a meeting where persons were excluded under *Community Charter section 90*.

#### **PART 4 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

26. Annually in December, council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
27. Each Councillor designated under clause 26 must fulfill the responsibilities of the Mayor in his or her absence.
28. If both the Mayor and the member designated under clause 26 are absent from a council meeting, the council members present must choose a Councillor to preside at that council meeting.
29. The member designated under clause 27 or chosen under clause 28 has the same powers and duties as the Mayor in relation to the applicable matter.

#### **PART 5 – COUNCIL MEETING SCHEDULE**

##### **Inaugural Meeting**

30. Following a general local election, the first council meeting must be held on the first Tuesday in December in the year of the election.
31. If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in clause 30, the first council meeting must be called by the Manager of Corporate Services to be held as soon as reasonably possible after a quorum has taken office.

##### **Regular and Special Council Meetings**

32. All meetings must take place within the boundaries of the Village, and only on dates and times for which public notification has been provided.
33. Regular council meetings must:
  - (a) be held on the first and third Tuesday of each month, with exception that one meeting be held in the months of July, August and December;
  - (b) commence at 7:00 p.m.;
  - (c) be adjourned by 10:00 p.m. on the day scheduled for the meeting, unless council resolves to proceed beyond that time in accordance with clause 122; and
  - (d) where the scheduled meeting falls on a statutory holiday, be held on the next business day following the statutory holiday.

34. Regular council meetings may:
- (a) be cancelled by council, provided that two consecutive meetings are not cancelled; and
  - (b) be postponed to a different day, time and place by the Mayor, provided the Manager of Corporate Services is given at least two days written notice.
35. Pursuant to *Community Charter section 126*, special council meetings may:
- (a) be called by the Mayor in his or her discretion;
  - (b) be requested of the Mayor, in writing, by two or more council members
  - (c) must give at least 24 hours' notice of a Special Committee Meeting to the Members of the Committee when the Meeting is called.

## **PART 6 – MEETING PROCEEDINGS**

### **Meeting Called to Order**

36. As soon after the time specified for a council meeting as there is a quorum present, the Mayor must take the chair and call the meeting to order. Where the Mayor is absent, the member designated as acting in place of the Mayor must take the chair and call such meeting to order.
37. If a quorum of council is present but the Mayor or his or her designate is not in attendance within 15 minutes of the scheduled time for a council meeting:
- (a) the Manager of Corporate Services must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

### **Agenda**

38. Prior to each meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
39. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
40. The deadline for submissions by the public of items for inclusion on the council meeting agenda to the Manager of Corporate Services must be 12:00 p.m. on the Thursday prior to the meeting.
41. The Manager of Corporate Services must make the agenda available to council, staff and the public on the Friday afternoon prior to the meeting.

42. Council must not consider any matters not listed on the agenda, unless a new matter for consideration is properly introduced as an addendum. Where council agrees to consider an addendum to the agenda, information pertaining to the item must be distributed to all members of council.

#### **Order of Proceedings and Business**

43. The agenda for all regular council meetings shall be comprised of the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Public Input
- (d) Delegations
- (e) Adoption of Minutes
- (f) Business Arising from Minutes
- (g) Consent Agenda
- (h) Items Removed from the Consent Agenda
- (i) Legislative Reports
- (j) Unfinished Business
- (k) New Business
- (l) Mayor's Report
- (m) Councillors Reports
- (n) Chief Administrative Officer's Report
- (o) Information Items
- (p) Public Question Period
- (q) Adjournment

44. Particular business at a council meeting must in all cases be taken up in the order in which it is listed on the agenda, unless otherwise resolved by council.

#### **Voting at Meetings**

45. The following procedures apply to voting at council meetings:
- (a) when debate on a matter is closed the Mayor must put the matter to a vote of council;
  - (b) the Mayor must put the matter to a vote by stating, "those in favour raise your hands" and then, "those opposed raise your hands";
  - (c) when a matter is put to a vote, a member must not:
    - (i) cross or leave the room;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure, unless the interruption is to raise a point of order;



- (d) after a matter is put to a vote under, a member must not speak to the question or make a motion concerning it;
- (e) the Mayor's decision about whether a question has been finally put, is conclusive;
- (f) whenever a vote of council is taken, each member present shall signify their vote by raising their hand; and
- (g) the Mayor must declare the voting result by stating that the question is decided in either the affirmative or the negative, and by stating the names of those members who voted in the negative.

### **Points of Order**

- 46. Without limiting the Mayor's duty under *Community Charter section 132(1)*, the Mayor must apply the correct procedure to a motion:
  - (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another council member has raised a point of order in connection with the motion.
- 47. When the Mayor is required to decide a point of order:
  - (a) the Mayor must cite the applicable rule or authority, when requested by another member of council;
  - (b) another member must not question or comment on the rule or authority cited by the Mayor; and
  - (c) the Mayor may reserve the decision until the next council meeting.

### **Conduct and Debate by Council**

- 48. A Councillor may speak to a question or motion at a council meeting only if that member first addresses the Mayor.
- 49. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- 50. Council must address non-presiding members by the title Councillor.
- 51. No member must interrupt a member who is speaking except to raise a point of order.
- 52. If more than one member speaks at the same time, the Mayor must call on the member who, in the Mayor's opinion, first spoke.

53. Members who are called to order by the Mayor:
- (a) must immediately stop speaking;
  - (b) may explain their position on the point of order, and
  - (c) may appeal to council for its decision on the point of order in accordance with *Community Charter section 132*.
54. Members speaking at a council meeting:
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this bylaw and to the decisions of council in connection with the rules and points of order.
55. (a) If a member does not adhere to clause 54, the Mayor may order the member to leave their seat in accordance with the *Community Charter section 133(1)*;
- (b) if the member refuses to leave their seat, the Mayor may request the member to be removed by a peace officer; and
- (c) if the member apologizes to all members of council, the council may by resolution allow the member to retake their seat.
56. A member may require the question being debated at a council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.
57. The following rules apply to limit speech on matters being considered at a council meeting:
- (a) a member may speak more than once in connection with the same question only:
    - (i) with the permission of Council; or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a member who has made a substantive motion to Council may reply to the debate;
  - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total of 15 minutes only with the permission of Council.

### **Conduct of the Public**

58. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.

59. Members of the public will be offered to speak on matters during Public Input or Public Question Period.

60. No member of the public attending a meeting who has been permitted to speak on any manner may use any rude tone or offensive language, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.

No member of the public attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.

61. Despite clause 10, the Mayor may order that a person acting improperly be expelled from the meeting. If that person refuses the request to leave the meeting, the Mayor may further request a peace officer to enforce the order if the person to be expelled does not leave the meeting.

#### **Delegations**

62. Any person, persons or organizations wishing to present a petition to council shall submit to the Manager of Corporate Services a written request addressed to Mayor and Council at least eight days prior to the regular council meeting where Council will consider the petition.

63. Any person, persons or organizations wishing to appear as a delegation before council shall submit a completed written delegation request form, and provide related presentation materials, to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting.

64. Only three petition and/or delegation presentations are permitted at each council meeting. Each address must be limited to five minutes unless a longer period is agreed to by unanimous vote of members present.

65. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses 62 and 63, a person, persons or organization may only address the meeting of council if approved by unanimous vote of the members present.

66. Council must not permit a delegation to reference a bylaw or related matters after a public hearing has been held with respect to that bylaw, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

67. Petition requests must include:

- (a) the name and address of the petition presenter;
- (b) the complete petition; and
- (c) the legible name and address of each person who has signed the petition.

68. Delegation requests must include:
- (a) the full particulars of the subject matter;
  - (b) the proposed action requested of council, allowable within the jurisdiction of the Village;
  - (c) the name(s) and address(es) of the comprising person(s) or organization;
  - (d) the name, address and telephone number of the designated speaker(s).
69. Council may defer their decision on a request from a petition or delegation until the next regular council meeting.

### **Notice of Motion**

70. A member may introduce a notice of motion by reading aloud the motion. The notice of motion is not debatable.
71. Subsequent to providing a notice of motion, the member shall provide a written copy, signed by the mover and seconder of the motion, to the Manager of Corporate Services for inclusion on the agenda for the next regularly scheduled council meeting, at which time:
- (a) the motion will be introduced by the Manager of Corporate Services; and
  - (b) the member who moved the motion may make introductory remarks.
72. Council may not proceed with any notice of motion on the agenda in the absence of the member at whose request the item was placed on the agenda, unless:
- (a) written consent of the absent member is presented to the Mayor; or
  - (b) council resolves to proceed with the notice of motion despite the absence of the member.

### **Motions – General**

73. Council may debate and vote on a motion only if it is first moved by one member and then seconded by another.
74. The Mayor may not put forward or second a motion.
75. The Mayor may speak to any motion.
76. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all members present.
77. A motion may not be withdrawn after it has been voted by council.

78. If the Mayor considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, the Mayor must inform council at once and may refuse to permit debate on the motion and may refuse to put the question to a vote.
79. The Mayor must immediately give reasons for any refusal made pursuant to clause 78.
80. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.
81. After a motion has been seconded, it is to be recorded by the Manager of Corporate Services, and if so requested by a member, the Manager of Corporates must read the motion aloud before the motion is debated or put to a vote by the Mayor.
82. A Council member may make only the following motions, when the council is considering a question:
  - (a) to refer to committee;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
83. Any motion made under clause 82 (c) to (g) is not amendable or debatable.

#### **Motions to Refer**

84. A Member may propose a motion to refer on either:
  - (a) a matter included on the agenda for a council meeting, but of which a motion has not yet been made; or
  - (b) a motion which is on the table.
85. Upon a motion to refer being seconded, such motion:
  - (a) is debatable, but only as to the merits of the referral;
  - (b) may not be deferred or amended; and
  - (c) applies to an amendment or an original motion.
86. Where a motion to refer has been adopted, referring an original motion that has been amended, the referral applies to the original motion as amended.
87. Before the question is called on a referral motion, any member may give direction on such motion on matters which the member feels should be investigated further before the matter is subsequently presented to council.

### **Motions to Defer**

88. A member may propose a motion to defer on a motion which is on the table, either:
- (a) to a later time during the same meeting, where such motion must specify when in the order of business, or after which circumstances, the motion will be dealt with; or
  - (b) to another meeting, and in such motion may specify:
    - (i) the date of the meeting at which the deferred motion is to be considered; or
    - (ii) any conditions which must be fulfilled in order for the deferred motion to be considered further; or
    - (iii) both (i) and (ii).
89. A motion to defer is debatable, but only as to the merits of deferral.

### **Motions to Amend**

90. A member, other than the mover of a motion, may propose an amendment to a motion, and that amendment must be disposed of before any subsequent amendments are proposed.
91. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.
92. If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Mayor must call the question on the original motion.
93. If the amendment is accepted and no further amendments are proposed, the Mayor must then call the question on the original motion, as amended.

### **Sub-Amendments**

94. A Member may propose a sub-amendment to an amendment.
95. A Member may not propose a sub-amendment to a sub-amendment.
96. The Mayor must call the question on a motion which has been amended, in the following order:
- (a) a sub-amendment, if any;
  - (b) an amendment to the original motion;
  - (c) the original motion, as amended if applicable.

### **Scope of Amendments**

97. The amendments permitted by clauses 90 to 96 may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Mayor, negate the intent of the original motion.
98. If a member states that a proposed amendment to a Motion would negate the intent of that motion, the Mayor must at once rule whether that would be the case.
99. A ruling made pursuant to clause 98 may be appealed to council as if the ruling were a point of order.

### **Division of Motions**

100. If requested by a member, the question on a motion which comprises several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.
101. Where a motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the mayor, it is not possible to separate such motion into clearly identified components, the question must be called on the entire motion.
102. The provision of clause 100 is applied whether or not such motion has been the subject of amendments.

### **Questions Put to a Vote after Debate**

103. The Mayor must put every question to a vote immediately after debate on that question is closed.

### **Recording of Votes**

104. The Manager of Corporate Services must record in the minutes of a meeting the name of a member who voted in the negative on any motion.
105. A member present at a meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative.
106. No Member may leave a meeting once a vote on a matter has been called.

### **Conflict of Interest**

107. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.



108. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
109. After making the declaration, it is the member's responsibility to ensure that they do not:
- (a) remain at or attend any part of a meeting when the matter is under consideration;
  - (b) participate in any discussion of the matter at such meeting;
  - (c) vote on a question in respect of the matter at such meeting; or
  - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
110. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.
112. Clauses 107 to 110 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies.

### **Reconsideration**

113. Subject to clause 117, a member may, at the next regular council meeting:
- (a) move to reconsider a matter on which a vote has been taken, other than to postpone indefinitely; or
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
114. A member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.
115. Council must not discuss the main matter referred to in clause 113 unless a motion to reconsider that matter is adopted in the affirmative.
116. A vote to reconsider must not be reconsidered.
117. Council may only reconsider a matter that has not:
- (a) been adopted following the approval or assent of the electors;
  - (b) been reconsidered in accordance with *Community Charter section 131*; or
  - (c) been acted on by an officer, employee or agent of the Village.

118. In accordance with clause 117 and with *Community Charter section 131*, the Mayor may at any time within 30 days of the vote, bring back for reconsideration any matter whether adopted or defeated by resolution.

## **PART 7 – RESOLUTIONS**

### **Copies of resolutions to Council Members**

119. A resolution may be introduced at a council meeting only if a copy of it has been delivered to each council member at least 48 hours before the Council Meeting, or all council members unanimously agree to waive the requirement.

### **Form of Resolution**

120. A resolution introduced at a council meeting must be printed and have a distinguishing number.

### **Introducing Resolutions**

121. The Mayor may:
- (a) have the Manager of Corporate Services read the resolution; and
  - (b) request a motion that the resolution be introduced.

### **Adjournment**

122. A council may continue a council meeting past 10:00 p.m. only by unanimous consent of members in attendance.
123. A motion to adjourn a meeting may be made at any time even while business is still pending. If a meeting has been adjourned and there is still business pending, the pending business would be set aside until the next regular meeting, and the pending business would be listed on the agenda under Unfinished Business.
124. If a motion to adjourn has been made and any member informs the Mayor of business requiring attention before adjournment; or makes an important announcement; or makes a motion to reconsider a previous vote; or presents a notice of motion to be made at the next meeting; or moves to set a time to adjourn the meeting, the member shall be allowed to do so.

Should council complete an action outlined in clause 126, council may then proceed directly to adjournment without making an additional motion to adjourn.

### **Adjourning Meeting Where No Quorum**

125. If there is no quorum of council within 15 minutes of the scheduled time for a council meeting, the Manager of Corporate Services must:
- (a) record the names of the members present and the members absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

## **PART 8 – BYLAWS**

### **Bylaw Introduction**

126. Council may not consider a proposed bylaw unless:
- (a) it is on the agenda for the meeting; or
  - (b) the Manager of Corporate Services has given a copy to each member.
127. Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

### **Readings, Amendments and Adoption of Bylaws**

128. Subject to this bylaw and any other legislation, council may give up to three readings of a bylaw at one meeting.
129. Every bylaw passed by council, with the exception of an Official Community Plan Bylaw or Zoning Bylaw, shall be considered for final adoption not less than one day after the bylaw has received third reading and before adoption.
130. An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.
131. A bylaw, except a Zoning Bylaw, may be amended at any time up until it is given final reading, provided that no bylaw, after third reading has been given, may be altered or amended except on a motion of Council.
132. A bylaw comes into force on the latter of:
- (a) the date it is adopted by council; or
  - (b) the date specified in the bylaw.
133. A bylaw adopted by council shall be signed by the Mayor or Acting Mayor and by the Manager of Corporate Services, and the Manager of Corporate Services shall affix thereto the corporate seal of the Village.

134. Subject to other enactments, council may by resolution, rescind the most recent reading of a proposed bylaw and then again give the proposed bylaw that reading with or without the amendment.

#### **Description of Steps in Bylaws**

135. On the last page of every bylaw that is enacted by council, the Manager of Corporate Services must record the dates:
- (a) when each reading and adoption of the bylaw occurred;
  - (b) where required, the number of affirmative votes;
  - (c) where required, a public hearing occurred; and
  - (d) where required, the assent of the electors was received.

### **PART 9 – COMMITTEE OF THE WHOLE**

#### **Going into Committee of the Whole**

136. At any time during a council meeting, council may by resolution go into committee of the whole.
137. A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the Committee of the Whole.

#### **Notice for Committee of the Whole**

138. A notice of the day, time and place of a committee of the whole meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting copy of the notice at the Public Notice Posting Places, and;
  - (b) providing copy of the notice to each council member via email.
139. Clause 138 does not apply to a committee of the whole meeting that is called during a council meeting for which appropriate public notice has been given.

#### **Minutes of Committee of the Whole Meetings**

140. Minutes of the proceedings of Committee of the Whole must be:
- (a) legibly recorded;
  - (b) certified by the Manager of Corporate Services;
  - (c) signed by the Mayor, and
  - (d) open for public inspection in accordance with the *Committee Charter*.

### **Presiding Member and Quorum**

- 141. The Mayor shall preside in committee of the whole.
- 142. Quorum is the majority of council members.

### **Points of Order at Meetings**

- 143. The Mayor must preserve order at a committee of the whole meeting and, subject to an appeal to other members present, decide points of order that may arise.

### **Conduct and Debate**

- 144. The following rules apply to committee of the whole meetings:
  - (a) a motion is not required to be seconded;
  - (b) a motion for adjournment is not allowed;
  - (c) a member may speak any number of times on the same question;
  - (d) a member must not speak longer than a total of 10 minutes on any one question.

### **Voting at Meetings**

- 145. Voting at a committee of the whole meeting must be taken by a show of hands, if requested by a member.
- 146. The Mayor must declare the results of voting.

### **Reports**

- 147. Committee of the whole may consider reports and bylaws only if:
  - (a) they are printed and each member has a copy, or
  - (b) a majority of members present decide without debate that the requirements of clause 147(a) shall not apply.
- 148. A motion for committee of the whole to rise and report to council must be decided without debate.
- 149. The committee of the whole's report to council shall be presented by the Manager of Corporate Services.

### **Rising Without Reporting**

- 150. A motion made at a committee of the whole meeting, rising without reporting:

- (a) is always in order and takes precedence over all other motions;
- (b) may be debated; and
- (c) may not be addressed more than once by any one member.

151. If a motion to rise without reporting is adopted by the committee of the whole at a meeting constituted under clause 19, the council meeting must resume and proceed to the next order of business.

## **PART 10 – STANDING AND SELECT COMMITTEES**

### **Creation of Committees**

152. The Mayor may establish Standing Committees for matters he or she considers would be better regulated and managed by a committee and he or she may appoint the members of the standing committee, including a Chair and Vice-Chair.
153. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.
154. The Mayor is an ex-officio and voting member of all standing and select committees.

### **Location and Schedule of Regular Committee Meetings**

155. The first meeting of a standing committee must be held at the date, time and location specified by the Mayor, after its creation. All regular meetings of a standing committee after its first meeting are to be held at the date, time and location resolved by council.
156. All regular meetings of select committees are to be held at the date, time and location determined by the Manager of Corporate Services in consultation with the Chair of the respective committees.

### **Notice of Regular Committee Meetings**

157. The Manager of Corporate Services will make available to the public a schedule of the date, time and location of regular committee meetings by posting an update to the Village website.
158. Where revisions are necessary to the schedule referred to in clauses 156 and 157 the Manager of Corporate Services will, as soon as possible, revise and repost the schedule, reflecting:
- (a) any revisions to the date, time and location of a committee meeting; and
  - (b) the cancellation of any committee meetings.

### **Special Meetings of Committee**

159. A Committee may hold a special committee meeting when:
- (a) its Chair so directs;
  - (b) the Mayor so directs; or
  - (c) directed to meet by a resolution of Council.
160. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

### **Quorum**

161. Unless otherwise stated in the terms of reference of the committee, a quorum of a committee is a majority of all of its appointed members.
162. The Mayor, when present, shall be counted toward quorum.
163. Where a quorum is not present fifteen minutes after the start time established for a committee meeting, the person responsible for taking meeting notes or minutes shall record the names of those members present, and such meeting is deemed to have been cancelled.
164. Should a committee meeting be cancelled for lack of quorum, where there are matters of business declared urgent by the Chair or Chief Administrative Officer, these matters may be placed on the next council meeting agenda by the Manager of Corporate Services without a recommendation by the Committee. Otherwise, the items of business will be considered at the next meeting of the committee.

### **Attendance at Committee Meetings**

165. Council members may attend select committee meetings of which they are not a member and may participate in discussion.
166. Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.
167. Unless a Meeting or part of a Meeting of a Committee is authorized to be closed by the Manager of Corporate Services, in accordance with *Community Charter section 90*, all committee meetings shall be open to the public.



### **Agendas for Committee Meetings**

168. Prior to each committee meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
169. The deadline for submission of agenda items must be received by the Manager of Corporate Services five days prior to the meeting. Where no agenda items have been received, the Manager of Corporate Services will cancel the meeting and issue notification to members that the meeting was cancelled.
170. The Manager of Corporate Services must make the agenda available to committee members and the public 72 hours prior to the meeting.
171. Committee members must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.
172. The Agenda for all Standing Committees and Selects Committees is as follows:
  - (a) Call to Order
  - (b) Approval of the Agenda
  - (c) Minutes
  - (d) Business arising from the Minutes
  - (e) Unfinished Business
  - (f) New Business
  - (g) Adjournment

### **Minutes of Committee Meetings**

173. Minutes of the proceedings of a committee meeting must be legibly recorded and, once approved by the committee, certified as correct by the Manager of Corporate Services.
174. Subject to clause 173, the Minutes of the proceedings of a Committee must be open for public inspection at the Village Hall during regular office hours.
175. Clause 176 does not apply to minutes of a committee meeting, or part of a committee meeting from which persons were excluded pursuant to *Community Charter section 90*.

### **Delegations to Committees**

176. Delegations to Committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

### **Rules of Conduct and Debate for Committees**

177. Subject to the specific rules for Committees set out in this Part, the rules governing the procedure of Council shall be observed in all Committee so far as they are applicable, except that:
- (a) The Chair should be addressed as Chair (followed by their surname);
  - (b) the Chair of a committee may put forward and second motions; and
  - (c) the number of times a committee member may speak on any matter is not limited.

### **PART 11 – COMMISSIONS**

#### **Schedule of Commission Meetings**

178. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
179. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

#### **Notice of Commission Meetings**

180. Subject to clause 181, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the commission.
181. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
182. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 179 to be given to all members of the Commission at least 24 hours before the time of the meeting.

#### **Minutes of Commission Meetings to be Maintained and Available to the Public**

183. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
  - (b) certified by the Manager of Corporate Services;

- (c) signed by the Chair or a member presiding at the meeting and open for public inspection in accordance with *Community Charter section 97(1)(c)*.

#### **Quorum**

184. The quorum of a commission is a majority of all of its members.

#### **Conduct and Debate**

185. The rules of the council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

#### **PART 12 – ELECTRONIC MEETING ATTENDANCE**

186. A council or committee meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.
187. A member of council or a council committee who is unable to attend a council meeting or a committee meeting may participate in the meeting if in compliance with the statutory requirements for that meeting.
188. No more than two members of council at one time may participate at a council meeting, a special council meeting, or a council committee meeting.
189. The member presiding at the council or committee meeting must not participate electronically.

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2016

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2016

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2016

**RECONSIDERED, FINALLY PASSED AND ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 2016

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MAYOR

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MANAGER OF CORPORATE SERVICES



RECEIVED

DEC 24 2015

Village of Anmore

December 18, 2015

Ref: 224653

His Worship Mayor John McEwen and Council  
Village of Anmore  
2697 Sunnyside Rd  
Anmore BC V3H 5G9

Dear Mayor McEwen and Council:

The Provincial Office for the Early Years (EYO) participated at the 2015 Union of BC Municipalities convention by hosting a table during the "Tools, Resources and Funding" session. The EYO table focused on sharing resources developed over the past year designed to support local governments to increase their capacity to undertake local planning, projects and development related to child care.

The Provincial Government of British Columbia strives to increase quality, affordability, and accessibility of child care through a variety of initiatives.

Over the past year, the EYO has worked with local governments to explore local government "policy tools" that can help ensure availability of quality child care spaces across British Columbia. This has culminated in a number of resources that can assist local governments in understanding their role and opportunities to exercise their unique levers to support local child care expansion.

One of the resources shared at the convention was the brochure "*Municipalities: Top 13 Actions to Support Local Child Care Needs*". This document was developed in collaboration with local government representatives and the local government division of the Ministry of Community, Sport, and Cultural Development. It provides a concise description of 13 actions that local governments can take to support child care in their community including streamlining. I have enclosed the pamphlet for your perusal. It can also be accessed on-line at: <http://goo.gl/9312iY> along with a number of other resources for local government.

Should you be interested in further information regarding the resources available to municipalities to support the expansion of child care programs in your community, please contact the EYO at 250 387-5942 or send your e-mail to: [EarlyYearsOffice@gov.bc.ca](mailto:EarlyYearsOffice@gov.bc.ca).

Sincerely,

  
Stephanie Cadieux  
Minister

Attachments



RECEIVED

JAN 04 2016

Village of Anmore

Reference: 293776

December 21, 2015

His Worship Mayor John McEwen  
and Councillors  
Village of Anmore  
2697 Sunnyside Rd  
Anmore BC V3H 5G9

Dear Mayor John McEwen:

On June 15, 2015, the Honourable Mary Polak, Minister of Environment, announced that British Columbia will be creating a world class spill response regime to address a wide range of potential land and marine-based spills. We intend to build that new regime collaboratively with First Nations, communities, local governments, industry and other regulators.

I am sending this letter to provide you with an update on the regime progress and notice of our upcoming engagement efforts. We will be engaging a broad range of First Nations, industry organizations, communities, stakeholders and regulators on a new report which will set out the details of our proposed new spill response regime.

I encourage your organization to provide detailed comments on the new report through our online information portal on the ministry's Land Based Spill Preparedness and Response in British Columbia website at [www.gov.bc.ca/spillresponse](http://www.gov.bc.ca/spillresponse). From this webpage, you can subscribe to receive updates which will notify you when new content is posted, including the new report. As noted, we anticipate the new report being available mid-January 2016 and we will provide you with another notice just prior the commencement of our formal engagement.

In the meantime, we invite you to review the previously published intentions papers and the results of a past Spill Response Symposium posted on the portal.

If you have any questions about the new proposal or the engagement process, I encourage you to contact Ms. Sara Bacic, Logistics Coordinator for the Spill Response Regime. She can be contacted at [Sara.Bacic@gov.bc.ca](mailto:Sara.Bacic@gov.bc.ca).

Sincerely,

Anthony Danks  
Executive Director  
Spills Response Regime Project  
Environmental Protection Division



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

JAN 04 2016

Mayor John McEwen  
Village of Anmore  
2697 Sunnyside Road  
Anmore, BC V3H 5G9  
VIA EMAIL: [john.mcewen@anmore.com](mailto:john.mcewen@anmore.com)

File: CR-12-01  
Ref: RD 2015 Nov 27

**RECEIVED**

JAN 05 2016

*Village of Anmore*

Dear Mayor McEwen:

**Re: For Review and Comment: Draft Regional Food System Action Plan**

At its November 27, 2015 meeting, the GVRD Board of Directors adopted the following resolution:

*That the GVRD Board:*

- a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and*
- b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.*

The draft Regional Food System Action Plan (Action Plan) identifies concrete actions that local governments plan to take over the next three to five years to advance achievement of a sustainable and resilient regional food system. It also identifies a number of new initiatives that provide an opportunity to advance local government collaboration and to expand innovative practices across the region.

Staff were directed to prepare an Action Plan as a means of implementing the *Regional Food System Strategy* that was adopted by the GVRD Board in 2011. Consistent with this direction, a Task Force was struck by the Regional Planning Advisory Committee to develop the attached Action Plan (Attachment 1). The Task Force consists of representatives from eleven municipalities, the Tsawwassen First Nation and the BC Ministry of Agriculture. Those municipalities that were not represented on the Task Force were consulted and provided opportunity to contribute to the Action Plan.

At this time, Metro Vancouver is seeking comments related to the Action Plan. The period for comment is intended to ensure there is opportunity to consult with community groups, Agricultural Advisory Committees and other stakeholders as part of the review. After the consultation period, the Action Plan will be finalized, taking into account any feedback received. The Action Plan will then be considered for adoption by the GVRD Board, and conveyed to municipalities for consideration. The adoption process is detailed further in the attached report (Attachment 2).

Please provide any comments to Metro Vancouver by Friday, January 22, 2016. Comments can be sent to Jaspal Marwah, Regional Planner, at [jaspal.marwah@metrovancover.org](mailto:jaspal.marwah@metrovancover.org).

Thank you for your ongoing efforts to advance the Metro Vancouver region towards a healthy and sustainable food system.

Yours truly,

A handwritten signature in black ink, appearing to be 'GM', with a stylized flourish extending to the right.

Greg Moore  
Chair, Metro Vancouver Board

GM/AN/jm

cc: Regional Planning Advisory Committee Members and Associate Members  
Regional Food System Action Plan Task Force

Attachments:

1. Draft Regional Food System Action Plan.
2. Staff report to Regional Planning Committee, dated October 15, 2015.





To: Regional Planning Committee

From: Jaspal Marwah, Regional Planner  
Planning, Policy and Environment Department

Date: October 15, 2015

Meeting Date: November 6, 2015

Subject: **Draft Regional Food System Action Plan**

---

#### **RECOMMENDATION**

That the GVRD Board:

- a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and
  - b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.
- 

#### **PURPOSE**

The purpose of this report is to provide the GVRD Board with the draft Regional Food System Action Plan, and request that it be conveyed to member municipalities for review and comment.

#### **BACKGROUND**

When the Regional Food System Strategy (RFSS) was adopted by the GVRD Board in February 2011, staff were directed to prepare a RFSS Action Plan to implement the strategy. Metro Vancouver's main contributions to achieving the goals of the RFSS continue to be focused on actions to implement *Metro Vancouver 2040: Shaping Our Future*, the regional growth strategy (i.e., protection of farmland) and the Integrated Solid Waste and Resource Management Plan (i.e., diversion of organics). However, the scope of the RFSS extends beyond these regional plans and relies on efforts by municipalities, the Province, non-governmental organizations, post-secondary institutions and other stakeholders. The Regional Food System Action Plan is focused on the role of local government in achieving a sustainable and resilient food system.

Metro Vancouver staff have been working with a Task Force consisting of municipal staff to develop the draft Regional Food System Action Plan (Action Plan). The Action Plan highlights actions that local governments are planning to pursue in the near term that can advance implementation of the Regional Food System Strategy (RFSS) in tangible ways. It also proposes a small number of 'new' initiatives for local governments to collaboratively undertake to address aspects of the RFSS in need of greater attention. The draft Action Plan will continue to evolve with feedback from Regional Planning Committee, member governments and other stakeholders. A copy of the Action Plan is attached to this report (Attachment 1) for review and comment.

#### **DRAFT REGIONAL FOOD SYSTEM ACTION PLAN**

To develop the draft Action Plan, Metro Vancouver convened four meetings over the course of 2015 with the Task Force and one meeting with Metro Vancouver department representatives.



Staff from Metro Vancouver and the Task Force identified actions within their respective local governments; discussed the role of local government; identified challenges in responding to the RFSS; and reviewed the preferred adoption process for the Action Plan. The draft Action Plan includes feedback from Task Force, the Agricultural Advisory Committee and the Regional Planning Advisory Committee. Other member municipalities that are not part of the Task Force also participated by submitting content individually.

### **Action Plan Highlights**

The Action Plan specifically focuses on the role of local governments and actions that are planned for the next five years, as well as new initiatives that are proposed in response to gaps where more local government action is desirable. The intent of the plan is to recognize local government efforts on agri-food issues and to strengthen collaboration as local governments continue to strive to build a resilient regional food system.

The Action Plan is structured according to the RFSS goals and strategies. Each goal describes the local government role, examples of completed activities, summarizes planned actions, identifies gaps and proposes new initiatives. A summary of new initiatives is included in Attachment 2. In addition, three emerging issues not addressed in the RFSS are identified; these have become more pertinent to local governments since 2011.

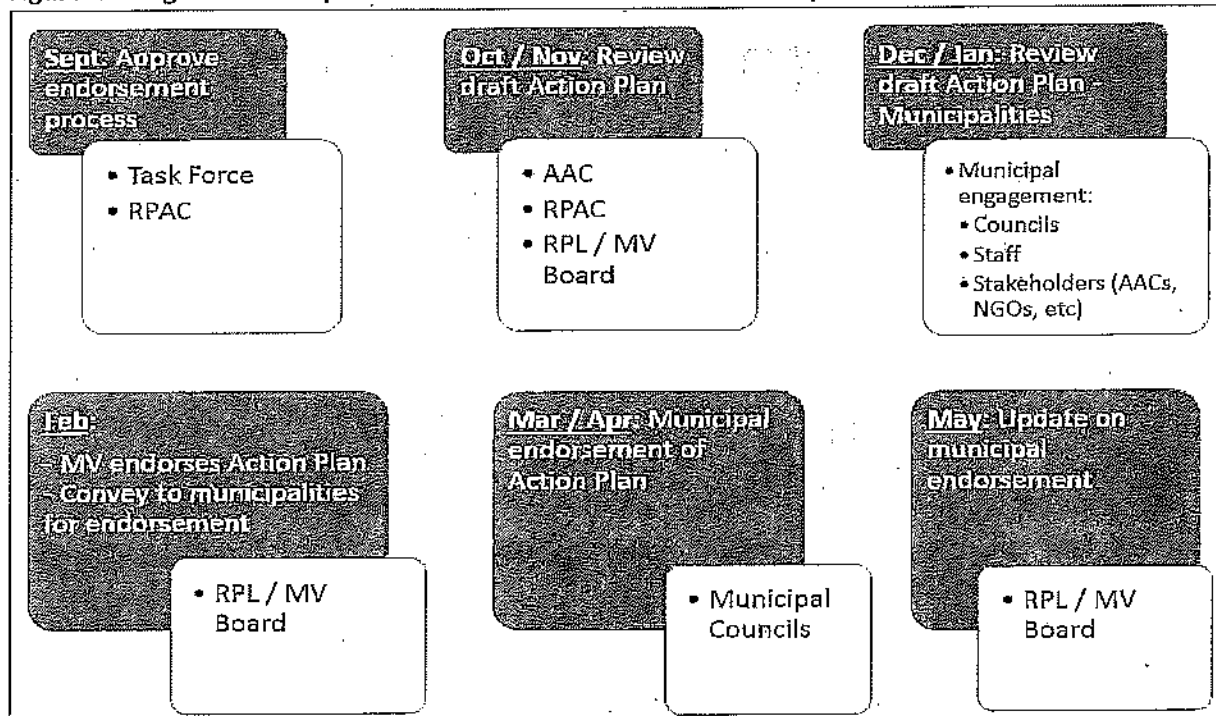
Local governments identified 175 actions planned to advance RFSS implementation. The top areas of activity are: protecting agricultural land, supporting direct marketing, aligning policies to food system goals, enabling food access for vulnerable groups, and encouraging urban agriculture. The gaps in RFSS implementation that require further local government efforts include: enabling farmland for food production, supporting new farmers, facilitating local food processing capacity, increasing awareness of local food, promoting food recovery, and preparing for impacts of climate change.

A key finding is that the regional federation of local governments working in collaboration is the most effective way to build a resilient and sustainable regional food system. The Action Plan's success is reliant on the complementary relationships that allow each community to build on its own strengths and unique circumstances to address food issues, but also to work together on cross-cutting actions. Collective actions are more effective at resolving regional issues than if each municipality pursues actions in isolation. This Action Plan provides the opportunity to learn from the experiences of others, expand innovative approaches across the region and embark on new innovative initiatives to address the persistent challenges and emerging regional food system issues.

### **Adoption and Approval Process**

At its September 18 meeting, the Regional Planning Advisory Committee endorsed the Action Plan approvals process, as shown in Figure 1 below.

**Figure 1 – Regional Food System Action Plan Endorsement and Adoption Process**



The approvals process reflects Task Force and RPAC interest in an extended period for municipal review and consultation on the Action Plan, prior to endorsement. Metro Vancouver staff will also circulate the draft Action Plan to external stakeholders for review during this consultation period.

The draft Action Plan includes both planned actions, which have already been considered by decision makers, as well as a small number of new initiatives that have not been considered by Councils or the GVRD Board. As a result, the Task Force and staff are proposing a phased adoption process where local governments endorse the Action Plan, but adopt only the actions that pertain to their own jurisdiction. To facilitate this approach, staff propose that after the municipal review period, the Action Plan first be endorsed by the GVRD Board, and then conveyed to municipal Councils for: endorsement of the plan as a whole, confirmation of the planned actions they've submitted, consideration of applicable new actions, and ongoing assignment of staff resources to implement the plan. This approach follows an adoption process that is similar to past projects in which Metro Vancouver and member municipalities have jointly adopted a plan with commitments for specific actions to be undertaken by various local governments.

#### **Input and Feedback to Date**

Members of the Task Force provided further comments on the draft Action Plan on September 9, 2015. Comments centred primarily on minor clarifications, amendments or additions to the actions for individual local governments, and in some cases, support for increased resourcing to address agri-food issues at the local level.

The Agricultural Advisory Committee (AAC) received the draft Action Plan for information, and also endorsed it with comments at its regular meeting on October 16, 2015. The AAC provided

comments on: the need for ensuring food safety among urban commercial and community food producers and providers; increasing food processing capacity in ALR and non-ALR jurisdictions; engaging large buyers to support local food; and advocating for senior government support for irrigation/drainage infrastructure investments.

The Regional Planning Advisory Committee (RPAC) received the draft Action Plan for information at its regular meeting on October 23, 2015. The RPAC provided comments indicating support for: the general intent of the draft Action Plan; the inclusive process in which local government staff played an integral role and the extended period for municipal review; and the flexible framework proposed for adoption that allows local government to choose the actions most appropriate to their jurisdictions. There was some comment on the challenges of increasing processing capacity on ALR land without impacting the viability of ongoing farming. There was also broad support for the regional and collaborative approach that underpins the Action Plan's implementation.

#### **ALTERNATIVES**

1. That the GVRD Board:
  - a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and
  - b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.
2. That the GVRD Board provide alternate direction to staff.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

#### **SUMMARY / CONCLUSION**

The draft Regional Food System Action Plan presents the local government actions planned for the next five years to advance the implementation of the 2011 Regional Food System Strategy as well as new initiatives that can strengthen collaboration within the regional federation. The draft Action Plan reflects feedback from the Task Force, AAC and RPAC. The Task Force and RPAC have endorsed an approval process that facilitates a common approach to local governments jointly adopting the Regional Food System Action Plan. Staff recommends Alternative 1, that the GVRD Board receive the draft Regional Food System Action Plan for information and convey it to member municipalities for review and comment.

#### **Attachments (Doc. #12192776):**

1. Draft Regional Food System Action Plan dated October 6, 2015.
2. Summary of New Initiatives for Local Governments (excerpt from the draft Action Plan).

12090203

October 30, 2015

# Regional Food System Action Plan - Draft





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## Overview

The *Regional Food System Strategy* (RFSS) was adopted by Metro Vancouver in 2011, with a vision to create, *"a sustainable, resilient and healthy food system that will contribute to the well-being of all residents and the economic prosperity of the region while conserving our ecological legacy."* This food system approach illustrates the multiple ways food reaches our plates and the linkages among agencies, the private sector and communities working on food issues. The RFSS contains five goals and twenty-one strategies (Table 1) that highlights opportunities for all levels of government, the private sector and civil society to advance actions that support the vision and public benefits derived from the regional food system.

The Action Plan recognizes what municipal governments and the regional district are doing to advance the RFSS goals and strategies and through new initiatives strengthen collaboration on actions to address agri-food issues. The plan takes stock of the great work undertaken to date by local governments in Metro Vancouver, and charts a course for where the region is headed over the next five years. Local governments have identified the actions in this plan and the new initiatives being proposed respond to gaps and emerging directions.

### The Action Plan:

- Demonstrates the local government role through current and planned actions;
- Identifies areas of the RFSS where more local government efforts are desirable;
- Recommends opportunities for collaborative action;
- Highlights actions that could be expanded across the region; and
- Provides a resource to learn from each other as well signals where new partnerships can be pursued to address food system issues.

The Action Plan was developed by Metro Vancouver and its members through a Task Force under the direction of the Regional Planning Advisory Committee, with participation from eleven municipalities, the Tsawwassen First Nation and the BC Ministry of Agriculture. Input was also provided by other municipalities, the Metro Vancouver Agricultural Advisory Committee a series of three Roundtable events hosted by Metro Vancouver in 2013 and 2014.

The results of the consultation with municipalities have produced an Action Plan that highlights:

- Over 175 planned actions planned by local governments to advance RFSS implementation;
- Where local governments are most active in the food system: protecting agricultural land, supporting direct marketing, aligning policies to food system goals, enabling food access for vulnerable groups, and encouraging urban agriculture;
- Reveals gaps and activities that are not widely pursued such as: using farmland for food production, supporting new farmers, facilitating local food processing capacity, increasing awareness of local food, promoting food recovery, and preparing for impacts of climate change; and
- Emerging issues that have become more pertinent since the RFSS was completed in 2011 and requires local government attention: food emergency planning; linking poverty, food & health issues; and establishing a forum for municipal staff to share information and collaborate on new initiatives.

Table 1: The Regional Food System Strategy Framework

GOALS	STRATEGIES
<b>Goal 1: Increased Capacity to Produce Food Close to Home</b>	1.1 Protect agricultural land for food production
	1.2 Restore fish habitat and protect sustainable sources of seafood
	1.3 Enable expansion of agricultural production
	1.4 Invest in a new generation of food producers
	1.5 Expand commercial food production in urban areas
<b>Goal 2: Improve the Financial Viability of the Food Sector</b>	2.1 Increase capacity to process, warehouse and distribute local foods
	2.2 Include local foods in the purchasing policies of large public institution
	2.3 Increase direct marketing opportunities for local foods
	2.4 Further develop value chains within the food sector
	2.5 Review government policies and programs to ensure they enable the expansion of the local food sector
<b>Goal 3: People Make Healthy and Sustainable Food Choices</b>	3.1 Enable residents to make healthy food choices
	3.2 Communicate how food choices support sustainability
	3.3 Enhance food literacy and skills in school
	3.4 Celebrate the taste of local foods and the diversity of cuisines
<b>Goal 4: Everyone has Access to Healthy, Culturally Diverse and Affordable Food</b>	4.1 Improve access to nutritious food among vulnerable groups
	4.2 Encourage urban agriculture
	4.3 Enable non-profit organizations to recover nutritious food
<b>Goal 5: A Food System Consistent with Ecological Health</b>	5.1 Protect and enhance ecosystem goods and services
	5.2 Reduce waste in the food system
	5.3 Facilitate adoption of environmentally sustainable practices
	5.4 Prepare for the impacts of climate change

## Role of Local Governments in the Regional Food System

Food system policy spans government, private sector and community organizations, yet necessitates government leadership at all levels. The federal government has authority over national and international issues related to trade, agriculture, fisheries, health, and food safety. The Province of British Columbia shares the government mandate for agriculture and health, while having authority over economic growth, job creation, social welfare, transportation and the environment.

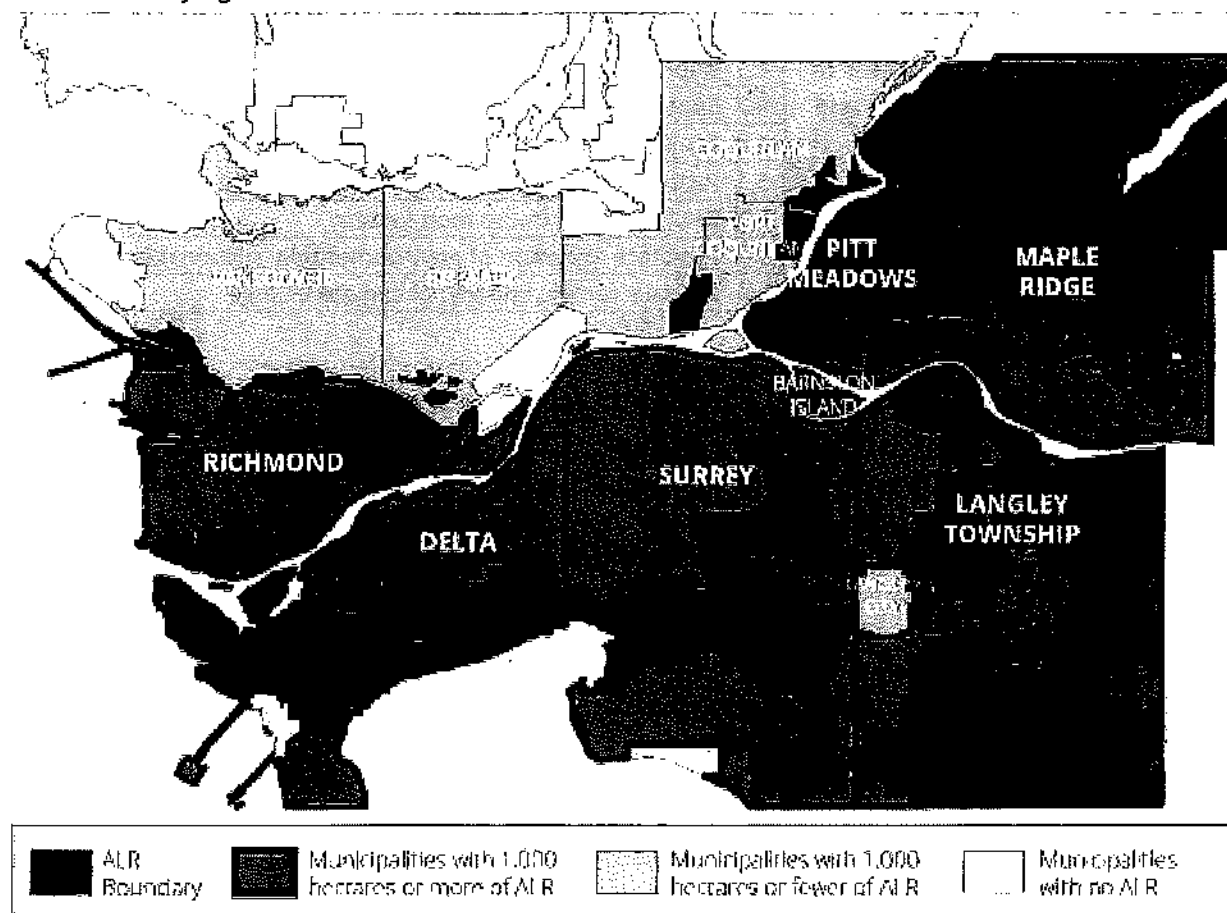
Local governments are more directly connected to communities and therefore are well-positioned to address food system issues related to land use, utilities and community services. Municipalities capitalize on their strengths to manage growth and development, diversify the economy, educate residents, support vulnerable communities and adapt to a changing environment. Metro Vancouver provides regional utility services for water, wastewater and solid waste and undertakes regional planning with an aim to directing growth to the right places, support the development of complete communities, protect important lands and support the provision efficient infrastructure, including transportation.



In Metro Vancouver, the combined efforts of the regional district, the 21 member municipalities and Tsawwassen First Nation creates a collective approach that can effectively address a wide range of food system issues. There remains a strong reliance on the provincial government to enable the policy, regulatory and fiscal framework. Partnerships with business, community organizations and educational institutions are also essential to advancing innovative solutions to address the challenges in the regional food system.

The Action Plan acknowledges a distinctive role for local governments in Metro Vancouver, but recognizes that each local government has unique characteristics and circumstances and therefore addresses food issues in its own way. For example, local governments with significant agricultural land play a crucial role in protecting farmland and promoting the viability of agriculture. The map below illustrates that six municipal governments retain 95% of the region's agricultural land (Delta, Langley Township, Maple Ridge, Pitt Meadows, Richmond, and Surrey). For the purposes of the Action Plan, these municipalities are referred to as the "Agricultural" municipalities. Although other municipalities are also stewards of the Agricultural Land Reserve, most of the remaining lands are located within the Urban Containment Boundary, as defined by *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy.

***Distribution of Agricultural Land Reserve in Metro Vancouver***



## Challenges

The challenges identified in the RFSS remain pertinent today - supporting healthier diets, reducing the carbon footprint of food, preparing for uncertain global food supplies, and creating opportunities for local food businesses. The ability of government agencies to work across multiple jurisdictions to capture synergies also remains a challenge as governments wrestle with new and emerging impacts on the food system.

Through the development of the Action Plan, municipalities expressed a strong desire to ensure that: healthy food is available to everyone, local agri-food businesses thrive, agricultural land is protected, and associated ecological goods and services are maintained over the long term. Additional challenges faced by local governments in responding to local food issues identified during the development of the Action Plan include the following:

- local governments having many competing priorities and obligations;
- there is a lack of adequate resources committed to food and agricultural issues;
- there is a lack of consistency in terms of where and how agri-food issues are addressed municipally, which makes it more difficult to coordinate among departments and across the region; and
- the range and diversity of levels of political commitment to a food system approach results in actions being completed only when staff time and funding become available, rather than being a strategic priority.

## Key Findings

A number of notable themes emerged through the development of the Action Plan. First, it has been noted that the regional federation of local governments working collaboratively is an effective mechanism for building a resilient, sustainable regional food system. The Action Plan's success is reliant on the complementary relationships that allow each community to build on its own strengths and unique circumstances to address food issues, but also to work together on cross-cutting actions. Collective actions are more effective at resolving regional issues than if each municipality pursues actions in isolation. This Action Plan provides the opportunity to learn from the experiences of others, expand innovative approaches across the region and embark on new innovative initiatives to address the persistent challenges and emerging regional food system issues.

Next, the importance of the interdependent relationship between the 'feeder' communities who are producing local food, and the 'eater' communities who are primarily the consumers, cannot be overstated. For example, Agricultural municipalities are focused on protecting agricultural land and expanding commercial food production, while the remaining municipalities are engaged more in the social and educational benefits of urban agriculture. Together, local governments complement one another and allow the region to effectively, and jointly, advance local food production.

This approach still supports consistent actions across the region. For example, more effort could be made by all local governments to promote local food, which in turn supports the viability of agriculture. The best way to protect agricultural land is to farm it. Concurrently, Agricultural municipalities need to consider food insecurity issues that tend to be felt most in more urban communities that are struggling to enable an affordable, healthy food supply for vulnerable

populations. Strong connections among all communities can increase understanding of the issues that will confront the region in the future especially as climate change and emergency management take a higher priority on all government agendas.

Lastly, there is a wide range and diversity policies, plans and programs being implemented by local governments that directly engage with food and agriculture, yet these initiatives are often not labelled as such. In addition to the agriculture plans, food strategies and food charters prepared by municipalities, actions in support of a food system approach have emerged from a broad range of other policy tools such as Official Community Plans, zoning bylaws and development permit area guidelines. There are also supportive actions embedded in Local Area Plans, Park Plans, Climate Action Plans, Environmental and Social Sustainability Strategies, and Healthy Built Environment initiatives. Municipalities are responding to the growing interest in local food issues by using whatever tools and resources are available. While this less structured approach is quite nimble and flexible, it does hinder the ability to have a more strategic, integrated long-term approach that includes dedicated staff, funding, and partnerships.

### **A Special Mention – Community Groups, Non-governmental Organizations & Health Agencies**

In addition to local governments, key players in the regional food system include non-governmental organizations, community groups, educational institutes, and the private sector. These groups are leading actions in support of the Regional Food System Strategy, and are crucial partners for local governments. Health Authorities also deserve special mention for their role in putting food on the public agenda and enabling communities to tackle food issues.

Most local governments rely on community organizations to be on the front lines for food insecurity issues. With senior governments continuing to reduce support for research and extension, agricultural producers are increasingly reliant on the educational institutions for job training and skills development. The University of British Columbia has been active in supporting changes in institutional procurement practices to include local foods. The connections between the private sector and local government are traditionally regulatory in nature, but are becoming more collaborative as businesses recognize social obligations and opportunities to be agents of change and as food issues become more complex. In addition, charitable organizations and foundations are providing critical community services and conducting public engagement and education activities.

## What's In the Action Plan

The Action Plan uses the RFSS goals and strategies to present local government actions. Each of the five RFSS goals has a chapter that includes:

- **Local Government Role** – describes the current state of RFSS implementation in 2015 and the types of actions that have been completed since the adoption of the RFSS in 2011.
- **Planned Actions** – identifies specific actions local governments are planning to undertake within the next five years. These actions are occurring on an ongoing basis, in the short term (1-3 years) or in the medium term (3-5 years). The planned actions were identified by local government staff for their own jurisdictions. *These planned actions have been previously approved by local government decision-makers.*
- **New Initiatives for Local Governments** – identifies actions to address the current gaps in RFSS implementation, many which can be achieved collaboratively. *These recommended actions have not yet been endorsed by local government decision-makers.* There are two types of collaborative recommendations:
  - New actions. These actions harness the collaborative potential of local government to jointly address the identified gaps in the RFSS; and
  - Expansion of practices currently underway in one or more jurisdictions. These are initiatives that have the potential for broader application throughout the region.

## Emerging Issues in the Regional Food System

The last chapter addresses actions that were not included in the original scope of the RFSS, but since 2011 have become more pertinent to local governments throughout the region.

## What's not in the Action Plan

While the Action Plan focuses on what lies ahead, it is important to acknowledge that local governments have already adopted, funded and implemented a wealth of programs, upgrades and initiatives that support the regional food system. Such past actions have contributed to the strength of the regional food system today, and set the stage for the future actions identified in this plan. The past actions that were implemented prior to 2015 are not included in the scope of this plan.

# Goal 1 *Increase Capacity to Produce Food Close to Home*

Goal 1 aims to expand the amount of food that can be commercially produced in the region. The five strategies under this goal address: agricultural land, fish habitat, avenues to invest in future farmers and the expansion of commercial food production in rural and urban areas. Protecting the agricultural land base is critical, but is only the first step – equally important is enabling farmers to operate a viable business and the use of agricultural lands for food production.

## Local Government Role

Local governments are strongly engaged in responding to Goal 1 through policy and regulations for managing land use issues within their jurisdictions. Agricultural municipalities and Metro Vancouver are leading the way by protecting the region's agricultural land base, in support of the provincial Agricultural Land Reserve (ALR) and the *Metro 2040* Agricultural land use designation. There are also ongoing efforts to expand the region's food production capacity both in rural and urban areas.

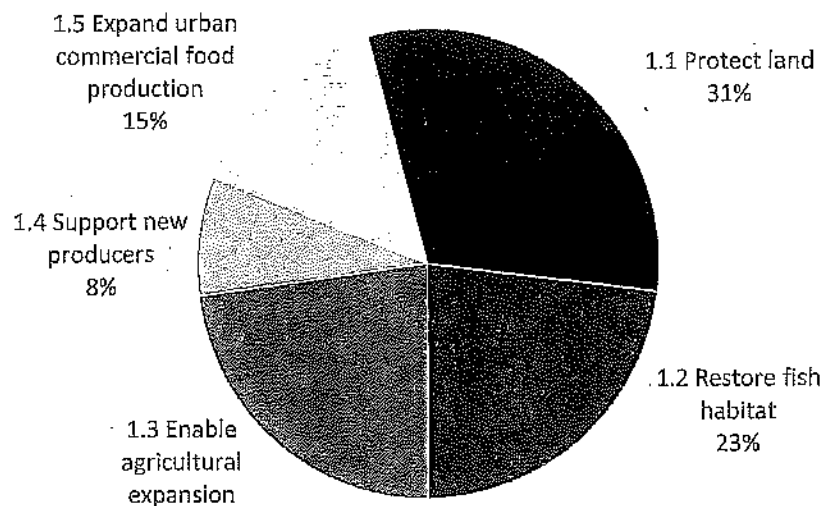
Since the adoption of the RFSS, local governments have undertaken actions such as:

- protecting agricultural land through the implementation of *Metro 2040*, including the policy limiting sewer connections on *Metro 2040* Agricultural and Rural designated lands, yet much of their efforts are spent addressing the everyday threats of non-farm use of agricultural lands;
- adopting guidelines to restore and enhance fish habitat;
- investigating options to increase actively farmed land or discourage non-farm uses in the Agricultural Land Reserve (ALR);
- continuing to address the deposition of illegal fill on farmland through municipal bylaws and enforcement activities;
- investing in irrigation and drainage infrastructure, at a cost of hundreds of thousands of dollars, to enable farmers to maintain expand food production in the ALR; and
- continuing to seek ways to facilitate commercial food production in urban areas.

## Planned Actions

Local governments have identified 36 actions that are planned for the next five years to advance implementation of Goal 1. These planned actions include a mix of short-term, long-term and ongoing initiatives. The chart below illustrates the distribution of the actions planned in response to Goal 1 by local governments. Due to the combined efforts of the regional district, Agricultural and other municipalities, most of the activity is evenly distributed among the five strategies except for actions to support new producers.

## Goal 1 - Planned Actions (2015-2020)



### 1.1 Protect agricultural land for food production

Local governments with agricultural lands continue to protect the region's farmland.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Respond to ongoing threats to agricultural land as a result of transportation and other infrastructure developments (e.g. South Fraser Perimeter Road)	Delta, Richmond	
Ensure the zoning and farm bylaws are consistent with the provincial "Guide for Bylaw Development in Farming Areas"	Langley Township, Port Coquitlam, Richmond	
Address truck parking on agricultural land by investigating the feasibility of designated parking areas		Surrey
Conduct research and implement Farm Home Plate regulations		Surrey
Advocate for the preservation and enhancement of the ALR for food production and economic development	Burnaby, Surrey Vancouver, Richmond	
Lead a pilot project to seek preventative solutions Illegal fill deposition on farmland in partnership with all municipalities	Metro Vancouver	
Partner with the Ministry of Agriculture to update the Regional Agricultural Land Use Inventory with participation from member municipalities	Metro Vancouver	
Represent regional interests in regulatory and policy changes to provincial legislation and federal development proposals impacting agriculture.	Metro Vancouver	

### 1.2 *Restore fish habitat and protect sustainable sources of seafood*

Protecting, restoring and enhancing fish habitat is essential to sustaining commercial fisheries as well as protecting salmon for community and ceremonial use by First Nations. These actions represent only a small component of the broader aim to support sustainable sources of fish and seafood. Most local government with fish-bearing streams recognize the multiple values associated with protecting fish habitat and are actively involved in streamside enhancement projects.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Restore and enhance riparian and fish habitat, including partnering with community organizations	Burnaby, Langley Township, Maple Ridge, New Westminister, North Vancouver District, Port Moody, Richmond, Surrey, White Rock, Metro Vancouver	
Host, fund and in-kind support for celebratory and educational public events drawing attention to importance of fish habitat	Burnaby, Maple Ridge, New Westminister, North Vancouver District, Port Coquitlam, Port Moody, Surrey	
Implement Environmentally Sensitive Areas (ESA) guidelines and watercourse protection regulations to protect fish bearing streams	Burnaby, Maple Ridge, New Westminister, Port Moody	
Develop new Riparian Area Development permit Guidelines to protect fish bearing streams		New Westminister, Surrey
Maintain fish programs for Capilano smolt trap and truck program to transport salmonid populations around Cleveland Dam)	Metro Vancouver	
Establish a fish migration & capture facilities (e.g. at Metro Vancouver new proposed hydroelectric facility at Cleveland Dam; sites in Maple Ridge)		Maple Ridge, Metro Vancouver
Establish, support or maintain fish hatcheries	Maple Ridge, Port Moody	

### 1.3 *Enable expansion of agricultural production*

There is much interest by all local governments in expanding commercial food production. Agricultural municipalities are continuing to invest in irrigation, drainage and other infrastructure projects and advance their agricultural plans, while many urban municipalities are supporting research to expand local food production on small lots.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Kwantlen Polytechnic University's Southwest BC Bio-Region Food System Design Project that will explore the economic, environmental stewardship and food self-reliance of a bio-regional food system	Burnaby, Delta, Langley City, Langley Township, Maple Ridge, New Westminister, North Vancouver City, North Vancouver District, Pitt Meadows, Port Coquitlam, Port Moody, Tsawwassen First Nation, White Rock	Metro Vancouver
Continue to improve water infrastructure upgrades including activities such as dyke and pump upgrades and maintaining ditch conveyance	Pitt Meadows, Richmond, Delta	Surrey
Implement Farm Protection Development Permit guidelines and develop road design criteria for farmland		Surrey
Complete and implement Integrated Stormwater Management Plans for the entire City to prevent flooding of farmland		New Westminister, Surrey.
Advance the Garden City Lands Legacy Landscape Plan phase one that focuses on detailed design and on-site water management to enable farming activity		Richmond
Investigate farm property tax policies to identify options to encourage actively farmed land or discourage non-farm use of the ALR		Metro Vancouver

#### 1.4 Invest in a new generation of food producers

The major barrier for new producers to starting a farm business is access to agricultural land and capital. Few local governments have identified taking a direct role in encouraging new farmers, except for three Agricultural municipalities that have put resources into establishing incubator farms and supporting business and skills training.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Langley Sustainable Agriculture Foundation to host workshops to assist new farmers		Langley Township
Advance the Gardens Agricultural Park Plan for Incubator farms and community gardens		Richmond
Advance the Garden City Lands Legacy Landscape Plan through the development of the Agricultural Management Strategy using a "one farm, multiple farmers" approach		Richmond



Create a Virtual Incubator Farm Project Online system to connect potential farmers with agri-related resources		Surrey
Establish Agri-business Financial Literacy Program to provide accredited ag-business financial training for the John Volken Academy BioPod students		Surrey
Implement the Colebrook Park Master Plan that aims to create a leasing program for incubator farms on the agricultural land		Surrey
Host the Kwantlen Polytechnic University's Farm School initiative		Tsawwassen First Nation

### 1.5 *Expand urban commercial food production in urban areas*

Most municipalities are supporting increased commercial food production in urban areas.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Zoning and regulatory updates to further encourage agricultural production and allow urban farming		Burnaby, New Westminster, Vancouver
Secure tenure for the existing Loutet Farm in the Loutet Park and support the establishment of a new farm in the Sutherland Schoolyard	North Vancouver City	
Establish the Bio-Pod Initiative which is an Agricultural Training and Research Demonstration Greenhouse		Surrey
Support an Ag-Research Program to develop agri-technology and crop science R&D for the commercial greenhouse industry		Surrey
Support research and development into new food production methods / models		Surrey, Vancouver
Establish a Research and demonstration training facility		Surrey
Create policy to enable commercial food production in the City including a farming business license		Vancouver
Increase the number of urban farms in Vancouver from 17 to 35 by the year 2020 (backyard farms to mid-scale operations)		Vancouver
Facilitate development of Klee Wyck commercial food production facility through business licensing and other in-kind support		West Vancouver

## New Initiatives for Local Governments

Local government responses to Goal 1 suggest that although there is significant activity across the region to protect agricultural land and expand commercial agricultural production, some gaps exist that can be addressed by increased collaboration among municipalities and Metro Vancouver, including:

- funding to support irrigation and drainage infrastructure necessary to maintain and expand food production in the Agricultural Land Reserve, especially in the face of climate change;
- few designated point of contact within municipalities to coordinate planning, programs and responses to local agricultural and food issues; and
- the ability of new farmers to access land and start a farm business.

The recommended actions to collaboratively address the gaps identified by local governments are:

New Actions	Agency	Timeline
1. Collectively advocate to senior governments for funding programs to expand investments in irrigation and drainage infrastructure necessary to adapt to climate change.	Metro Vancouver and Agricultural municipalities	1-3 years
Investigate feasibility of regional land trust to enable new farmers to access agricultural land.	Metro Vancouver and Agricultural municipalities	1-3 years
2. Expand municipal involvement in programs that enable new farmers to start a business such as Surrey's Virtual Incubator Farm Project Online system	All local governments	1-3 years

## Goal 2 *Improve the Financial Viability of the Food Sector*

The aim of Goal 2 is to strengthen economic prosperity for farmers and the food industry by creating opportunities to distribute and sell primary and value-added products to residents and institutions. The five strategies under this goal address facilities for processing and distribution, institutional food procurement policies, direct marketing, a collaborative approach to marketing as well as a review of government policies and programs.

### Local Government Role

Actions to support the financial viability of the agri-food sector often fall beyond the sphere of local government, yet there is a role to enable the expansion of the local food businesses. This is achieved by considering ways to increase private investment and procurement by public institutions, while also ensuring that existing policies, programs and regulations help foster local food activities. Metro Vancouver also has less of a direct role in Goal 2, but can promote the agri-food sector's contribution to regional economy.

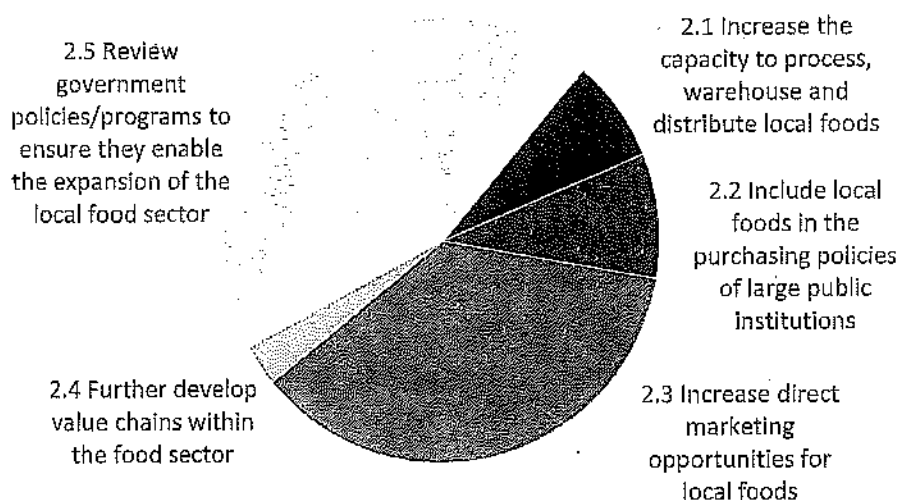
Since the adoption of the RFSS, local governments have undertaken actions such as:

- reviewing their procurement policies and investigating ways to include local food in purchasing agreements where appropriate;
- expanding efforts to support direct marketing of local foods by enabling farmers markets through leases on city owned lands, providing access to utilities and municipal services, and improving signage and promotion of farm tours and events; and
- developing plans to address food related issues and reviewing regulations, bylaws and policies to remove obstacles and to create a more enabling business environment for local food enterprises.

### Planned Actions

Local governments have identified 33 actions that will be undertaken over the next five years to advance implementation of Goal 2. The greatest activity planned is to increase direct marketing opportunities and to review and align government policies and programs. Few actions are planned for increasing capacity to process and distribute local food and leveraging purchasing policies of public institutions. Creating value chains of collaborative networks among industry stakeholders is not addressed as it is largely outside the scope of local government jurisdiction. The distribution of these planned actions by RFSS strategy is illustrated in the following chart.

## Goal 2 - Planned Actions (2015-2020)



### 2.1 Increase the capacity to process, warehouse and distribute local foods

Only a few municipalities have identified actions to address the lack of facilities for processing and distributing locally produced food.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Conduct or fund a food hub feasibility study		Langley Township, Richmond, Vancouver
Examine the feasibility of creating farming co-ops and Surrey-based wholesaling		Surrey
Identify opportunities for multi-purpose structures and other infrastructure to be used for farmers markets and other community events		Vancouver

### 2.2 Include local foods in the purchasing policies of large public institutions

A number of municipalities have adopted a 'buy local' policy to facilitate increased purchasing of local foods by public institutions. However, their experience to date suggests there may be challenges to overcome, including defining 'local food', and an increase in scope to address health, sustainability and other considerations as part of the process.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Review purchasing agreements and integrate local food options where appropriate	Burnaby, Pitt Meadows	

Explore opportunities for mobile food business, schools & City facilities to increase local food purchases	Vancouver	
Measure the percentage of local food procured by the City and make recommendations for an appropriate target		Vancouver

### 2.3 Increase direct marketing opportunities for local foods

Most municipalities are supporting direct marketing of local foods through farmers' markets, farm tours, tourism, and other education activities within their communities.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Investigate and clarify regulations for retail sale of agricultural products directly from farms and investigate the feasibility of small scale pocket markets		Burnaby
Ensure local zoning / regulations align with liquor sale permits at farmers markets		Burnaby, New Westminster, Port Coquitlam
Provide in-kind support or direct incentives for farmers' markets (e.g. space, infrastructure, advertising, discounted leases)	Burnaby, Coquitlam, Delta, Maple Ridge, New Westminster, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver, White Rock	
Develop and promote local farm tours and agri-tourism opportunities	Langley Township, Richmond	Burnaby, Surrey
Enable farm signage on municipal boulevards to help direct the public to local farm stands	Delta	
Explore local street vending opportunities through an existing pilot program, or by adopting pilot program policy.		New Westminster, Richmond
Support alternative food / retail distribution models including Community Supported Agriculture programs and fresh food deliveries to recreation and civic facilities	New Westminster, Surrey	Vancouver
Explore farm gate sales for urban farms		Vancouver
Support day trips to agri-food tourism destinations that encourage the purchase of local food products	White Rock	

## 2.4 Further develop value chains within the food sector

There is a limited role for local governments in developing connections between food businesses.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
No actions related to local government		

## 2.5 Review government policies and programs to ensure they enable the expansion of the local food sector

There's a clear trend of municipalities across the region making a concerted effort to review and align policies to be deliberately supportive of businesses producing and distributing local food. Equally important, many municipalities are also developing new environmental, economic and community plans and strategies that incorporate agriculture and food issues, an approach commonly referred to as adding a "food lens".

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
<b>Bylaws and regulatory updates:</b>		
• Review zoning bylaws to expand support for local food		Anmore, New Westminster, Surrey
• Explore regulatory revisions to allow urban agriculture / 'market food gardening' in residential areas		Burnaby, New Westminster
• Update regulations to support local craft brewing and distilling		Coquitlam, New Westminster, Port Coquitlam, Port Moody
• Amend / promote bylaw changes that support bee keeping in some residential and other zones.		Burnaby, Maple Ridge, North Vancouver District
• Prepare draft Development Permit Application Sustainability Checklist that includes a food sustainability category		New Westminster, North Vancouver City
• Review current policies for protecting agricultural lands		North Vancouver District
• Amend the Procedure Bylaw to permit staff authority to issue Flood Hazard Lands Development Permits in ALR		Surrey
• Host staff education activities to ensure consistent implementation of agricultural legislation	Surrey	
<b>Develop or incorporate food policy into plans</b>		
• Explore developing a community based food strategy		Burnaby, New Westminster
• Develop or revise Sustainability Strategy to include a food systems theme		Burnaby

<ul style="list-style-type: none"> <li>• Conduct an Economic Sustainability Strategy that will include promoting Delta's rural character and farmland</li> </ul>		Delta
<ul style="list-style-type: none"> <li>• Set short term goals for local food activity in the Urban Agriculture &amp; Food Security Action Plan and revise policies/regulations as needed</li> </ul>		North Vancouver City
<ul style="list-style-type: none"> <li>• Provide funds to support development of a business case for integrating local food into municipal plans and policies and develop a food policy</li> </ul>		North Vancouver District
<ul style="list-style-type: none"> <li>• Adopt / implement a Food Charter and fund organizations to assist staff to integrate a food lens into municipal policies and processes</li> </ul>	North Vancouver City	New Westminster, North Vancouver District
<ul style="list-style-type: none"> <li>• Include policies for new development that encourages on-site green space, community gardens and urban agriculture in the draft Parks and Recreation Master Plan</li> </ul>		Port Moody
<ul style="list-style-type: none"> <li>• Update the Sustainability Charter to guide development and corporate decisions related to agricultural production and access to food</li> </ul>		Surrey
<ul style="list-style-type: none"> <li>• Prepare the West Clayton and Grandview Neighbourhood Concept Plans to support the protection of agricultural land</li> </ul>		Surrey
<ul style="list-style-type: none"> <li>• Update Official Community Plan to include or revise food security and related policies</li> </ul>		New Westminster, West Vancouver
<ul style="list-style-type: none"> <li>• Apply a 'food systems lens' to planning processes by creating a food system checklist to assist in reviewing development applications, rezoning and/or community plans and a toolkit to help development applicants incorporate food system elements in new developments</li> </ul>		Vancouver

## New Initiatives for Local Governments

Local government responses to Goal 2 partly reflect a minor role in directly supporting value-added processing of primary agricultural products, with the exception of some engagement with provincial regulatory requirements. Other gaps in implementing this goal include:

- avenues to increase capacity for local food processing/ storage both within the Agricultural Land Reserve and in Urban Centres;
- the lack of success in developing robust local food purchasing policies indicates that more effort is required to share information and lessons learned from current practices and investigations;
- support the local food economy by putting more emphasis on agriculture and food in economic development strategies and by explicitly considering impacts on the regional food system when embarking on other local government planning processes (referred to as a *food lens*); and

- ability to take a proactive role in supporting local food availability by advocating to the private sector about the importance of agriculture viability through local food consumption when dealing with businesses on other issues.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Develop policies to expand processing, storage and distribution of local food (e.g. revitalization tax exemptions).	All local governments	1-3 years
2. Share information on the potential opportunities to increase local food purchasing strategies at municipal forums to support farms in the region	Vancouver and UBC to lead the first event	1-3 years
3. Profile and incorporate agri-food business ventures into regional and municipal economic development plans	Metro Vancouver and Agricultural municipalities	3-5 years
4. Work with bulk food purchasers to increase local food purchasing to expand amount and diversity of local food available to consumers.	Metro Vancouver to facilitate with participation from all local governments	1-3 years



## Goal 3 *People Make Healthy and Sustainable Food Choices*

The aim of Goal 3 is to help citizens build knowledge and skills around local food, healthy eating and the connection to sustainability. Four strategies from the RFSS address healthy food choices, promoting local food, education and celebrating our international cuisines. A key dimension lies in increasing awareness of the opportunities to promote the local food.

### Local Government Role

Local government has a role in raising awareness about local, healthy food and why it is important to communities. This role is often delivered through public education and partnerships with civil society groups. Municipalities are connecting residents to fresh, locally grown products through, outreach, tourism, and other community events. They also facilitate skills development opportunities for residents and for vulnerable groups through social service providers. Metro Vancouver has developed avenues to engage students and youth through curriculum development, fostering experiential learning, and teacher training.

Since the adoption of the RFSS, local governments have undertaken actions such as:

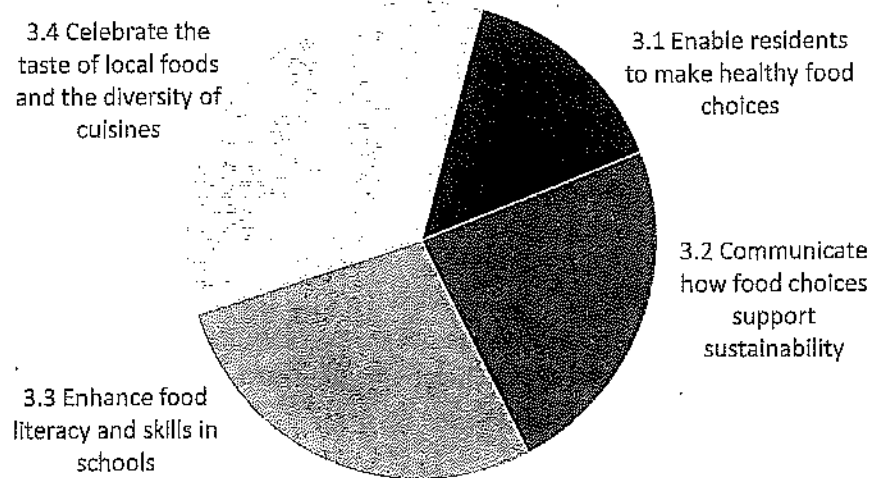
- ongoing outreach and educational activities within their communities including hosting annual events;
- initiating a program to increase student capacity to manage and expand teaching gardens, and supporting agricultural-related content and programming at the local museum; and
- developing new curriculum resources to support k-12 teachers and students on integrating 'food systems' thinking into the classroom.

Of all five RFSS goals, Goal 3 seems to be the one with the least amount of local government activity associated with it. This reflects the supportive role local governments often play in funding non-governmental organizations, community groups, and educational institutions to increase knowledge, build capacity and make the community connections.

### Planned Actions

Local governments have identified 40 actions that will be undertaken over the next five years to advance implementation of Goal 3. The majority of these planned actions are ongoing activities. The strategy receiving the most attention for local governments is the celebration of local food, followed by planned actions related to education. The distribution among the four RFSS strategies is illustrated in the chart below.

## Goal 3 - Planned Actions (2015-2020)



### 3.1 Enable residents to make healthy food choices

Some local governments are educating the public about healthy eating, but for the most part, other social service providers have taken on this role.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Golden Ears Feast that provides cooking education programs for parents of low income families and host an Educational Speakers Series.	Maple Ridge	
Continue involvement in Table Matters that provides education, public engagement and community development	North Vancouver City, North Vancouver District	
Support the Tasty Connections Program and cooking classes that helps individuals prepare a diversity of healthy nutritious meals at the Kent Street Centre	White Rock	
Develop partnerships with community groups to deliver outreach and workshops on healthy eating and growing food.	Burnaby, New Westminister, North Vancouver District, Port Moody, Richmond, Surrey, Vancouver	
Provide workshops teaching people to grow their own food, reduce their waste and support their local wild edible ecology.	North Vancouver District	
Develop an implementation strategy that supports the Blue Dot movement, which includes the right to eat healthy food.		New Westminister

### 3.2 *Communicate how food choices support sustainability*

Providing information about locally produced food is the most common practice to increase awareness about food choices and sustainability.

Planned Actions	Agency Timeline	
	Ongoing	1-3 years
Implement a social media campaign that explains the connection between sustainability and nourishment, as part of Environmental Sustainability Strategy		Burnaby
Help fund signage on farmland that identifies the crops being produced in the fields	Delta	
Promote local agriculture on the municipal website with information on local food event and markets	Delta, Richmond, Vancouver	
Promote the 'True North Fraser' local food brand and agricultural experience	Maple Ridge, Pitt Meadows	
Promote local farm tourism through Circle Farms Tours, a self-guided tour of local farms and food producers	Pitt Meadows	
Prepare Surrey version of the Farm Fresh guide that highlights organic, u-pick and crop information on Surrey farms and support the Food for Thought Program that showcases farm and food producer information	Surrey	
Increase access to food resources and information through materials in multiple languages	Vancouver	

### 3.3 *Enhance food literacy and skills in schools*

There is a strong response to student and youth education from local governments.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
In kind-support to promote the Youth Connection School Learning Gardens Project to increase capacity of students to manage and expand school learning gardens at all 8 secondary schools	Burnaby	
Host the Barn Kids Program that includes children in gardening and cooking food produced at Hawthorne Grove/Harris Barn	Delta	
Support the Neighbourhood Champions program "More peas please" that teaches children how to grow food	Maple Ridge	
Develop the Green Ambassadors program for high school students to apply what they learn at City events	Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Host the Stewart Farm Day Camp where children can experience what it's like to be a farmer, "Farmhand Fever"	Surrey	
Encourage integration of community food markets into Vancouver School Board programming as part of healthy food options for youth and families	Vancouver	Metro Vancouver
Update and develop new curriculum resources to support K-12 teachers, and students to be "Food Systems Thinkers and Leaders and incorporate Food Systems Thinking (literacy) into ongoing Metro Vancouver School & Youth Leadership Programs	Metro Vancouver	
Collaborate with K-12 schools and partners to increase food literacy of students and/or parents	Metro Vancouver, New Westminster	
Contribute a Metro Vancouver component to the BC Agriculture in the Classroom Summer Institute for Teachers		Metro Vancouver

### 3.4 Celebrate the taste of local foods and the diversity of cuisines

Most municipalities are continuing to host food and agriculture related festivals and events and there are also planned actions to award funding to civil society groups to support awareness and community events.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Host or partner on food related events and educational activities that celebrates food:		
• Multiple Festivals (including funding)	Burnaby	
• Aldergrove Festival Days	Langley Township	
• Country Celebration In Campbell Valley Regional Park	Langley Township	
• Fort Langley Cranberry Festival	Langley Township	
• Country Fest and 4H clubs	Maple Ridge	
• Golden Harvest event	Maple Ridge	
• Front Yard Food Garden Contest	Maple Ridge	
• Heritage Apple Festival at Derby Reach Regional Park	Metro Vancouver	
• Garlic Festival	Richmond	
• Feast of the Fraser	New Westminster	
• StrEAT Festival	New Westminster	
• Queensborough Urban Fall Fair	New Westminster	
• Family Fusion Dinner	New Westminster	
• Fingerling Festival	Port Moody	
• Chefs to Field	Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
• Cloverdale Rodeo	Surrey	
• Flavours of Surrey	Surrey	
• Party for the Planet on Earth Day	Surrey	
• Olde Harvest Festival at Stewart Farm	Surrey	
• Surrey Salmon Run	Surrey	
• Harvest Fall Festival	Surrey	
• Taste White Rock	White Rock	
Award agricultural awareness grants to non-profit organizations across the region.	Metro Vancouver	

### New Initiatives for Local Governments

Local government responses to Goal 3 reveal the following gaps in actions to support the RFSS that can be addressed by local governments through collaboration:

- communicating the connection between food choices and sustainability; and
- coordinating consistent messaging and activities about the importance of local food to sustainability.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Develop a communication strategy with common messaging for local governments to educate residents about the connection between farmland, food insecurity, climate change and sustainability.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
2. Recommend to Health Authorities the types of initiatives desired by municipalities to expand food-related programs in urban communities.	All local governments	1-3 years
3. Work with Health Authorities and appropriate agencies to ensure appropriate food safety training for commercial and community food production in urban communities.	All local governments	1-3 years
4. Distribute multi-lingual information on local food to new immigrants through community organizations using resources developed by Surrey and Vancouver	Surrey and Vancouver to share resources with other local governments	1-3 years

## Goal 4 *Everyone Has Access to Healthy, Culturally Diverse & Affordable Food*

The aim of Goal 4 is to address food insecurity, ensuring both physical and economic access to healthy food for all residents. This goal also encompasses some of the broader dimensions of an equitable food system including the indirect social benefits (e.g. health, place-making, education, community-building) that accompany the more direct economic and nutrition dividends of urban agriculture. The three strategies from the RFSS target vulnerable groups, urban agriculture and the necessity to recover nutritious food.

### Local Government Role

Local governments are taking a strong leadership role in ensuring equitable access to healthy food by delivering programs, financing assets and supporting outreach to vulnerable or low income groups. Much has been achieved by working closely with community organizations, funding initiatives and by helping these groups navigate regulatory processes. Of all the RFSS goals, Goal 4 has the strongest response in terms of the range and number of local government actions.

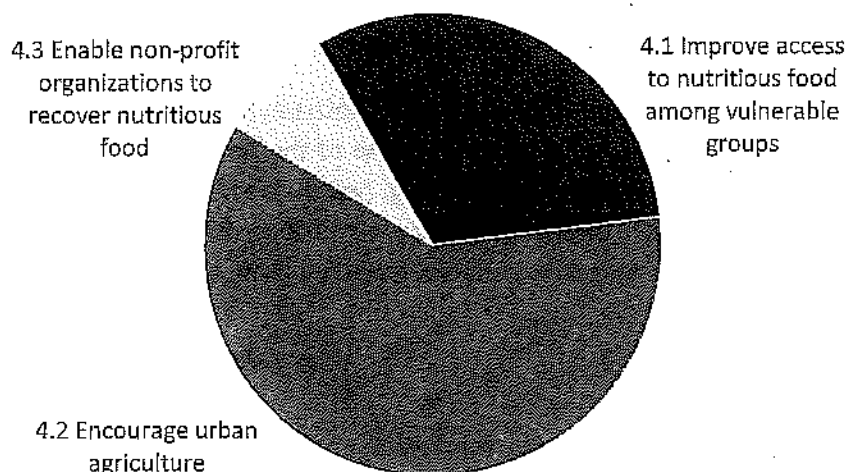
Examples of actions completed since the adoption of the RFSS include the following:

- initiating pilot projects to allow residential bee keeping (apiculture) and urban chickens in selected areas and under specific circumstances;
- completing research on how to improve food security in social housing sites; supporting programs to facilitate food access for vulnerable groups; and
- creating community gardens for residents, with plans for continuing to add new gardens.

### Planned Actions

Local governments have identified 25 actions that will be undertaken over the next five years to advance implementation of Goal 4. Although the majority of these planned actions focus on urban agriculture, more than a third of activities under Goal 4 target food insecurity in the region. The chart below illustrates the types of actions committed to by municipalities across the region.

## Goal 4 - Planned Actions (2015-2020)



### 4.1 Improve access to nutritious food among vulnerable groups

Many municipalities have programs or partnerships with community associations to provide food access to vulnerable groups.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support hosting of the bi-annual Empty Bowls Fundraising Gala to raise money for food programs	Burnaby	
Support education, skill building and cooking activities for vulnerable and low income residents	Burnaby, Langley Township, New Westminster, Richmond	Surrey
Offer discounted nutritious meals for seniors, immigrant or refugee families	Burnaby, Langley City, Langley Township, New Westminster, Richmond, Surrey, White Rock	
Provide grants to social service groups to ensure vulnerable residents have healthy meals	Burnaby, Langley Township, Maple Ridge, New Westminster, North Vancouver District, Port Coquitlam, Richmond, Surrey	
Investigate options for increasing access to healthy food through mobile produce stands or food hubs with the Greater Vancouver Food Bank Society		Burnaby, New Westminster

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support trips to local farms for refugee families to enable direct access to fresh, local food and compile information on low cost sources of food	Surrey	
Improve access to information on participating in community gardens for under-represented ethno-cultural groups	Vancouver	
Analyze current opportunities and challenges facing community kitchens and compile an inventory of under-utilized kitchens		Vancouver
Increase the number of community food markets in Vancouver from 4 to 15 by 2020		Vancouver
Offer grocery shopping support programs for seniors and persons with disabilities	Burnaby, New Westminster	

#### 4.2 Encourage urban agriculture

One noticeable trend is that urban agriculture is being pursued across the region, by both Agricultural and other municipalities. While a substantial amount of municipal effort goes toward improving the availability of community gardens for residents, or adding new gardens, there is a wide array of other activities being planned to encourage urban agriculture and connect residents with the social benefits of local food.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Encourage, via in-kind support, backyard sharing programs that match homeowners with residents looking for gardening space	Burnaby	New Westminster
Continue outreach and launch pilot projects to test the feasibility of permitting new types of urban agriculture (e.g. bee keeping, backyard chickens, container gardening, fruit bearing trees on public land)	Port Moody, Vancouver	Pitt Meadows, Surrey
Review development applications for opportunities to incorporate urban agriculture activities	Burnaby, New Westminster, North Vancouver City, North Vancouver District, Port Moody	Vancouver
Host annual programs celebrating gardening and urban agriculture	Delta, Maple Ridge	
Establish a new Langley Urban Agriculture Demonstration Project		Langley City
Support the Maple Ridge Garden Club	Maple Ridge	
Update Community Poverty Reduction Strategy to include policies related to poverty reduction and food security.		New Westminster



<p><b>Community gardens:</b></p> <ul style="list-style-type: none"> <li>• Review and improve the approval process for community gardens</li> <li>• Fund, support or maintain residents' access to community gardens</li> <li>• Establish new community gardens, and in some circumstances with an intent to improve access for vulnerable groups (e.g. wheelchair accessible)</li> </ul>	<p>Burnaby, Coquitlam, Delta, Langley City, Langley Township, Maple Ridge, Metro Vancouver, New Westminster, North Vancouver City, North Vancouver District, Port Coquitlam, Port Moody, Richmond, Tsawwassen First Nation, Vancouver, White Rock</p>	<p>Burnaby, New Westminster, Surrey</p> <p>Pitt Meadows, Surrey</p> <p>New Westminster, North Vancouver District, Richmond, Surrey, Vancouver, West Vancouver</p>
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#### 4.3 Enable non-profit organizations to recover nutritious food

Food recovery efforts are being led by urban municipalities and Metro Vancouver, although much of the future work requires better coordination among all levels of government, health agencies and civil society groups.

Planned Actions	Agency Timeline	
	Ongoing	1-3 years
Continue to support the "Food Runners" pilot project at two selected sites, and investigate opportunities for pilot project expansion	Burnaby	
Fund the "Scaling Up Food Rescue Project" that encourages partnerships between potential donors and recipients (social agencies)		North Vancouver City, North Vancouver District
Explore pilot food recovery programs and initiatives to channel surplus edible food to people.		Vancouver
Participate in development & promotion of food recovery guidelines with the Centre of Disease Control		Metro Vancouver
Advocate for tax incentives to support food recovery		Metro Vancouver
Educate the public on how to reduce unnecessary discards of edible food		Metro Vancouver

## New Initiatives for Local Governments

While there is some activity underway across the region, specific aspects of food insecurity require further attention from local governments. Gaps in implementing this goal include:

- a lack of coordination among all levels of government, the private sector and civil society groups to respond to poverty and increasing numbers of residents that are reliant on food banks and social services for nutritious food; and
- actions in response to opportunities for the recovery of nutritious and edible food.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Promote the Food Donation Guidelines (developed by BC Centre for Disease Control and other partners) to food distribution and food service sectors through municipal and regional business correspondence and events.	All local governments	1-3 years
2. Draw from Surrey's experience to create and share information on culturally relevant local food availability for refugee and new immigrants	All local governments	1-3 years
3. Learn from Vancouver's study on community kitchens to identify opportunities and challenges for expanding food preparation and processing in under-utilized kitchens	All local governments to undertake analysis; Metro Vancouver to provide regional database	1-3 years

## Goal 5 *A Food System Consistent with Ecological Health*

Goal 5 focuses on actions that contribute to sustaining our natural systems and resources and encouraging better land stewardship. The four strategies from the RFSS address ecosystem goods and services, food and packaging waste, best management practices and adaptation to climate change. A systems approach ensures environmental impacts are minimized across all functions of the regional food system: from production, to distribution, consumption and waste.

### Local Government Role

Local governments are responding to this goal through programs and projects aimed at protecting and enhancing wildlife habitat, pollination, and soil quality, while concurrently reducing impacts from waste, pesticides, water and air contaminants. Unlike other goals, most actions are being undertaken directly by local government with less involvement of community organizations and other groups. Municipalities are vigilant in protecting ecological assets and the Agricultural municipalities shown leadership by promoting best management practices on agricultural land. Metro Vancouver has a leadership role in addressing food waste across the region.

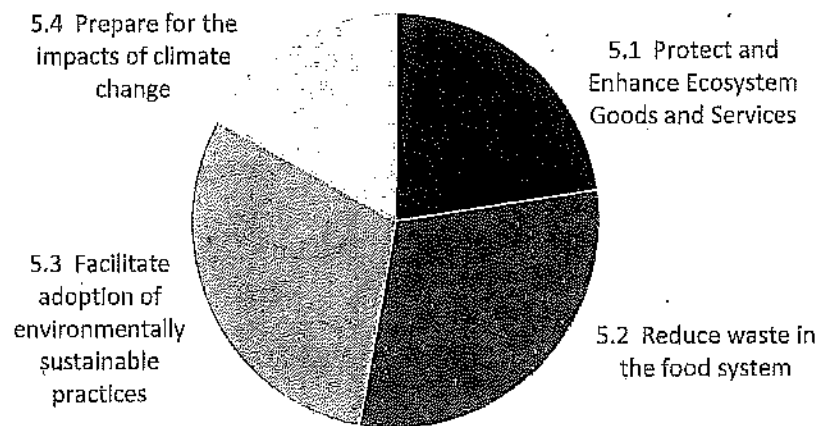
Since the adoption of the RFSS, local governments have undertaken actions such as:

- supporting pollinator species by encouraging habitat enhancement projects;
- conducting Integrated Stormwater Management Plans to manage water flowing from urban areas and the impact on aquatic and terrestrial species, vegetation manage, and groundwater recharge;
- educating residents and businesses about the disposal ban on food wastes through media campaigns and advising on ways reduce organics and food waste as part of the regional Organic Waste Ban;
- launching initiatives in support of Best Management Practices for stream crossings, and land management for horse and small-lot owners; and
- developing climate change adaptation strategies that considers impacts on local food production.

### Planned Actions

Local governments have identified 32 actions that will be undertaken over the next five years to advance implementation of Goal 5. Approximately a third of these planned actions are focused on food waste and another third on minimizing environmental impacts of development and business activities. These planned actions were categorized based on the RFSS strategies and the distribution is illustrated in the chart below.

## Goal 5 - Planned Actions (2015-2020)



### 5.1 Protect and Enhance Ecosystem Goods and Services

Local governments are continuing to maintain and enhance wildlife habitat, flood protection, pollination and other services provided by nature.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Continue significant dyke upgrades by maintaining flood protection through pump stations, flood boxes, river and shoreline dykes	Burnaby, New Westminster	
Investigate avenues for connecting existing high value habitat areas with habitat corridors		Burnaby, New Westminster
Support the Day at the Farm event hosted by the Delta Farmland and Wildlife Trust, an organization that promotes the protection of migratory bird habitat through soil conservation and farm practices	Delta	
Implement a pilot Ecological Services Initiative for three years		Langley Township
Create and enhance pollinator habitat through research, new policies and on-the ground projects		Metro Vancouver, North Vancouver District, Richmond, Surrey
Implement the Winter Crop Cover Program as part of the snow geese management program	Richmond	
Engage agriculture representatives in the Biodiversity Farm Trust regarding dykes and waterways		Surrey
Adopt an Urban Forest Management Strategy with a focus on food systems		New Westminster

## 5.2 Reduce waste in the food system

As waste management is part of Metro Vancouver's mandate, the regional district has a leading role in directing research, education and awareness on food waste as well as developing initiatives to support municipal efforts in reducing organic waste and food packaging in their communities.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Complete a technical review of options for businesses and multi-family residential buildings to manage organic wastes on-site (storage, dewatering, composting, anaerobic digestion) and share results.		Metro Vancouver
Develop a position statement on residential & commercial garburators including commercial digesters and macerators		Metro Vancouver
Develop a new bylaw for fermentation operations (grains/fruits, breweries, wineries and distilleries) discharging to the sewer system		Metro Vancouver
Promote the use of LeanPath, to enable restaurants to measure, and then reduce food waste by improving food purchasing, storage and preparation methods		Metro Vancouver
Develop outreach programs for residential and commercial operations to keep grease out of the sewer		Metro Vancouver
Participate in the National Zero Waste Council's food working group in revising food labelling (best before/use buy/sell by dates)		Metro Vancouver
Initiate the "Love Food Hate Waste" to help residents reduce food waste through menu planning, buying local and seasonal foods		Metro Vancouver
Provide equipment and/or programming support for residents and schools to support organics collection and composting	New Westminster, North Vancouver District	
Support community composting education programs	New Westminster	

## 5.3 Facilitate adoption of environmentally sustainable practices

Local governments are integrating best management practices into their plans/policies and are educating the public on ways to reduce water consumption, air and other contaminants in the environment.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Minimize environmental impacts from pesticides through Integrated Pest Management educational programs	Burnaby, Richmond	Surrey, Metro Vancouver
Provide workshops for residents on natural pest control and composting	Delta, Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Develop a Stream Crossing Guide and promote a Land Management Guide for agricultural landowners demonstrating best management practices		Langley Township
Promote Environmental Farm Plan Workshops organized by community associations to increase awareness of the Environmental Farm Plan program	Langley Township	
Identify opportunities through community energy planning to address transportation emissions from imported food		North Vancouver District
Explore parks programming around native plant foraging for edible and medicinal plants		North Vancouver District
Identify opportunities for recycling greywater and reducing water use for parks, gardens and farms	North Vancouver District	Pitt Meadows
Promote the Council resolution to ban genetically modified crops	Richmond	
Promote the Seed Sale and Exchange to increase plantings of heritage vegetable, flower and herb seeds, fruit trees and nursery plants	Surrey	
Create healthy soil guidelines for urban farms		Vancouver
Determine whether to exempt pest management and weed control from the proposed outdoor burning regulation		Metro Vancouver
Conduct outreach to the agricultural sector regarding visual air quality issues through the BC Visibility Coordinating Committee		Metro Vancouver
Conduct outreach to food processors on reducing energy use through the Small and Medium Size Enterprise Greenhouse Gas Emissions Program		Metro Vancouver

#### 5.4 Prepare for the impacts of climate change

Agriculture is on the forefront of experiencing impacts from climate change and therefore are taking direct action to understand and mitigate the risks to the region's food producing lands.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Develop climate change adaptation strategies for the agricultural community, share results of an agro-economic flood study, support a flood preparedness toolkit and research into drainage and salinity implications for soil-based farms		Delta
Complete an agricultural communication strategy that will raise awareness of the changing climate and local food production		Delta
Include urban agriculture considerations as part of the Climate Change Adaptation Strategy		New Westminster, North Vancouver District

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Refurbish old pump stations to increase capacity, improve the electrical system, and adding new pump stations		Pitt Meadows
Plan to accommodate up to 1metre of sea level rise by 2100	Richmond	
Work on dyke upgrades, pump upgrades and ditch conveyancing as part of the Nicomekl and Serpentine Rivers Dyke Strategy	Surrey	

### New Initiatives for Local Governments

Local government responses to Goal 5 reveal that in many instances, the region is just starting to recognize the ecological assets available from agricultural land, in addition to the ecological benefits derived from the natural environment. Gaps identified in responding to Goal 5 include:

- recognition of the range of benefits provided by ecological goods and services (such as water, purification, climate regulation and nutrient cycling);
- awareness and actions to prepare for the impacts of climate change on local food production and ecosystem services in urban environments.

The recommended actions to collaboratively address the gaps identified by local government are:

New Actions	Agency	Timeline
1. Prepare a climate adaptation strategy for agriculture and coordinate implementation of the priority actions with senior governments	Metro Vancouver and Agricultural municipalities	3-5 years
2. Expand pollinator habitat through new policies and field projects based on results from Metro Vancouver, North Vancouver District and Richmond	All local governments	1-3 years

# Emerging issues in the regional food system

The actions identified by local governments in the preceding sections demonstrate how each of the RFSS goals are being addressed and where further action is warranted by local governments. Through the development of the Action Plan, three new strategies emerged that were not addressed in the RFSS, but will become more pertinent to local governments in the future.

## 1. *Food access and safety in emergency planning*

Local government is responding to legislative requirements to engage in emergency management planning. These efforts help address and mitigate some of the risks associated with natural disasters or the impacts of climate change. In many cases emergency plans lack process and protocols to address food related issues such as availability of food in an emergency and food safety risks. This disconnect is more pronounced in Non-Agricultural municipalities, although Agricultural municipalities also have an opportunity to broaden the focus of emergency planning to more broadly consider food insecurity implications (e.g. access to food, transportation and supply chain disruptions, etc.) in emergency plans and procedures.

New Action	Agency	Timeline
1. Identify how food security and emergency food issues are being addressed in each local government's emergency management plans and processes	All local governments	1-3 years

## 2. *Recognizing the linkages among poverty, health and food*

The RFSS addresses some aspects of food insecurity by focusing on improving food access among vulnerable groups, and by facilitating community groups to recover nutritious food. This approach provides an initial direction for local government action, however, it does not sufficiently advance the region towards actions to address the root of food insecurity, poverty and the impacts on physical and mental health. There is a need to strengthen the capacity to engage with the interconnection of social planning and food system planning throughout the region

New Action	Agency	Timeline
2. Recommend policies and programs to address health outcomes of poverty and food insecurity to senior governments	All local governments	1-3 years

## 3. *Strengthen local government collaboration to address agri-food issues*

One of the greatest barriers to tackling the challenges in the regional food system is the lack of coordination among local government on agri-food issues. While there is some effective collaboration with non-profit organizations and health agencies, more effort to create linkages among municipalities and with the regional district can help advance actions in a more effective and efficient way.

New Action	Agency	Timeline
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3. Assign a staff member to be the local government contact person for agriculture and food related actions and to participate in meetings on the Regional Food System Action Plan twice a year. Working groups may be struck to advance collaborative actions.	All local governments	1-3 years
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# Monitoring Progress

The Regional Food System Action Plan is a snapshot of planned and proposed local government actions toward advancing Regional Food System Strategy implementation over the next 3-5 years. It is presented as a living resource to be updated on an ongoing basis, as local government actions are executed on the ground.

The indicators below are proposed to measure the Action Plan's progress. These indicators were selected based on their relevance to tracking progress in addressing the gaps in RFSS implementation identified in this plan and the potential availability of data from existing local government sources. Metro Vancouver staff will establish a process with designated local government staff across the region to share information and data to update the indicators on an annual basis.

<b>Goal 1</b>
<ul style="list-style-type: none"> <li>• The amount of dollars invested region-wide on irrigation and drainage infrastructure that will be necessary for the agricultural industry to adapt to a changing climate</li> <li>• The number of new farmers that have received access to public land for commercial food production</li> </ul>
<b>Goal 2</b>
<ul style="list-style-type: none"> <li>• The number of new facilities established to process, warehouse or distribute food for a group of local farmers</li> <li>• The number of new institutional purchasing policies that focus on local food</li> </ul>
<b>Goal 3</b>
<ul style="list-style-type: none"> <li>• Number of local food communication initiatives that are being promoted by two or more local governments</li> </ul>
<b>Goal 4</b>
<ul style="list-style-type: none"> <li>• The amount of edible food recovered and distributed to low income for vulnerable populations</li> </ul>
<b>Goal 5</b>
<ul style="list-style-type: none"> <li>• The number of actions identified and implemented by local government to support food producers adaptation to climate change</li> </ul>
<b>Emerging Issues</b>
<ul style="list-style-type: none"> <li>• The number of emergency plans that address food access or food safety issues in the region</li> <li>• The number of advocacy actions completed to address the linkage between poverty, health and food</li> </ul>

## OCT 23 - New Initiatives for Local Governments (excerpt from the draft Action Plan)

New Actions	Agency	Timeline
<b>Goal 1</b>		
1. Collectively advocate to senior governments for funding programs to expand investments in irrigation and drainage infrastructure necessary to adapt to climate change.	Metro Vancouver and Agricultural municipalities	1-3 years
2. Investigate feasibility of regional land trust to enable new farmers to access agricultural land.	Metro Vancouver and Agricultural municipalities	1-3 years
3. Expand municipal involvement in programs that enable new farmers to start a business such as Surrey's Virtual Incubator Farm Project Online system.	All local governments	1-3 years
<b>Goal 2</b>		
1. Develop policies to expand processing, storage and distribution of local food (e.g. revitalization tax exemptions).	All local governments	1-3 years
2. Share information on the potential opportunities to increase local food purchasing strategies at municipal forums to support farms in the region.	Vancouver and UBC to lead the first event	1-3 years
3. Profile and incorporate agri-food business ventures into regional and municipal economic development plans.	Metro Vancouver and Agricultural municipalities	3-5 years
4. Work with bulk food purchasers to increase local food purchasing to expand amount and diversity of local food available to consumers.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
<b>Goal 3</b>		
1. Develop a communication strategy with common messaging for local governments to educate residents about the connection between farmland, food insecurity, climate change and sustainability.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
2. Recommend to Health Authorities the types of initiatives desired by municipalities to expand food-related programs in urban communities.	All local governments	1-3 years
3. Work with Health Authorities and appropriate agencies to ensure appropriate food safety training for commercial and community food production in urban communities.	All local governments	1-4
4. Distribute multi-lingual information on local food to new immigrants through community organizations using resources developed by Surrey and Vancouver	Surrey and Vancouver to share resources with other local governments and Metro Vancouver	1-3 years

<b>Goal 4</b> 1. Promote the Food Donation Guidelines (developed by BC Centre for Disease Control and other partners) to food distribution and food service sectors through municipal and regional business correspondence and events.	All local governments	1-3 years
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New Actions	Agency	Timeline
2. Draw from Surrey's experience to create and share information on culturally relevant local food availability for refugee and new immigrants	All local governments	1-3 years
3. Learn from Vancouver's study on community kitchens to identify opportunities and challenges for expanding food preparation and processing in under-utilized kitchens	All local governments to undertake analysis; Metro Vancouver to provide regional database	1-3 years
<b>Goal 5</b> 1. Prepare a climate adaptation strategy for agriculture and coordinate implementation of the priority actions with senior governments	Metro Vancouver and Agricultural municipalities	3-5 years
2. Expand pollinator habitat through new policies and field projects based on results from Metro Vancouver, North Vancouver District and Richmond	All local governments	1-3 years
<b>Emerging Issues</b> 1. Identify how food security and emergency food issues are being addressed in each local government's emergency management plans and processes.	All local governments	1-3 years
2. Recommend policies and programs to address health outcomes of poverty and food insecurity to senior governments	All local governments	1-3 years
3. Assign a staff member to be the local government contact person for agriculture and food related actions and to participate in meetings on the Regional Food System Action Plan twice a year. Working groups may be struck to advance collaborative actions.	All local governments	1-3 years

12216055

January 8, 2016

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

RECEIVED

JAN 12 2016

Village of Anmore

Dear Mayor McEwen and Council:

On behalf of Creative BC, I would like to thank you, members of your Council, and your administration for your continued support of British Columbia's motion picture industry.

Creative BC is an independent non-profit agency created, and supported, by the Province of British Columbia to help grow its creative sector which includes the motion picture (film and television), digital and interactive media, music, magazine and book publishing industries.

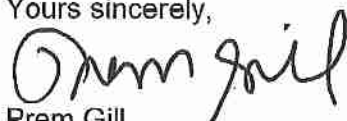
As you know, BC's motion picture industry is a major contributor to our provincial economy, creating thousands of jobs and benefitting local communities. BC is also one of the top three full-service production centres in North America and a destination of choice among major US studios such as Disney, Warner Bros., Paramount and Columbia Pictures, to name a few. We also have a dynamic domestic industry that produces a wide range of screen-based entertainment that is seen by audiences around the world.

The fact that BC has gained an international reputation as a leading motion picture production centre is due in part to the strong support it receives from local governments such as yours. In particular, I would like to acknowledge the work of your administration in meeting the needs of producers from BC and around the world over the past year.

I would like to take this opportunity to introduce you to Marnie Orr, Creative BC's Community Engagement Manager. Marnie is responsible for helping resolve Industry production issues with all levels of government and stakeholders, proactively advising on the development of standardized guidelines and procedures to facilitate production and building strong community relationships.

We look forward to working with you to ensure BC remains a film-friendly destination that benefits both local communities and the production community in the coming year.

Yours sincerely,



Prem Gill  
CEO

creativeBC

TEL 604 736 7997  
INFO@CREATIVEBC.COM  
WWW.CREATIVEBC.COM

2225 WEST BROADWAY  
VANCOUVER, BC  
CANADA V6K 2E4

BRITISH COLUMBIA'S  
CREATIVE INDUSTRY  
CATALYST



January 11, 2016

Reference: 252888

Dear Union of B.C. Municipalities and Local Governments:

**Re: Discussion of the Emergency Program Act**

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*.

This document is intended to support an online consultation and engagement with British Columbians through a dialogue about the current *Emergency Program Act* (the Act), which sets out the key responsibilities and authorities to guide and enable experts at the local and provincial levels in preparing for, responding to and recovering from emergencies and disasters.

It is our intention to review the Act to ensure that it provides a solid legal foundation to meet whatever challenges that may come our way here in this province, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

The Act was first introduced in 1993 and has undergone few changes since. While legislation may not be top of mind when we think about being prepared for an emergency or disaster, it is the key source of responsibilities and authorities required to empower elected officials and emergency management personnel to take the right actions at the right time.

*Prepared and Resilient* describes challenges in the current legislation as well as proposals for possible changes. The challenges and proposals reflect recent changes some Canadian jurisdictions have made to modernize their emergency management laws, as well as the findings and recommendations of two recent reports here in B.C.—the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria.

The input we receive from you and other stakeholders through this consultation will be a key component to informing our government's review of the Act and, ultimately, any decision to move forward with the introduction of possible legislative changes.

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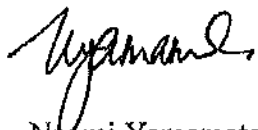
- 2 -

The consultation period begins on January 11, 2016, with the release of the paper, and will continue until February 19, 2016, at 4:00 p.m. Please submit your formal responses to [citizenengagement@gov.bc.ca](mailto:citizenengagement@gov.bc.ca) before the end of the consultation period.

In order to promote that transparency of this review, any submission from your organization, or other stakeholders who have been invited to participate, may be posted on <http://engage.gov.bc.ca/emergencyprogramact/>. The web site contains a list of all stakeholders who have received invitations to participate. Please include the name of your organization in your submission. To protect your privacy or the privacy of any other members of your organization, please do not include your personal phone number or e-mail address in your submission.

Emergency management is fundamentally about partnerships. We must all continue to work together to ensure a prepared and resilient B.C. I am therefore looking forward to hearing the feedback and thoughts you and the members of your organization may have for possible improvements to the legislative framework for emergency management in B.C.

Sincerely,



Naomi Yamamoto  
Minister of State





**CITY OF BURNABY**  
**OFFICE OF THE MAYOR**  
**DEREK R. CORRIGAN**  
**MAYOR**

January 11, 2016

The Right Honourable Justin Trudeau  
Prime Minister  
Office of the Prime Minister  
80 Wellington Street,  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

On November 10, 2015, I wrote to you regarding the City of Burnaby's appreciation for your recognition of the need for an overhaul of the National Energy Board process for review of pipeline projects in Canada. We are pleased that you made clear your understanding of the need for a new process to replace the politicized abdication of process introduced by the previous government. Your statement in May of last year made it clear that you would not allow for the current NEB process to proceed unchallenged:

"It's obvious the Harper government's politicization of the National Energy Board, the process around approval for projects like this, is not working, and if there's any hope for projects like this and others to go forward there needs to be a restoration of public trust. That's why we've announced we're going to engage in a new open process *for all pipelines*."

Further, your statement:

"We will also ensure that environmental assessments include an analysis of upstream impacts and greenhouse gas emissions resulting from projects under review"

stressed that a decision will not be reached on the Trans Mountain proposal without first ensuring such environmental assessments take place.

In my November letter, I noted that we look forward to working with you to overhaul the flawed review process. On behalf of Burnaby City Council, I also requested that the overhaul begin with suspension of the current Trans Mountain NEB review process.

As you know, your government has since committed to proceed with the current NEB review process, with Minister Jim Carr saying on November 18, "There will be a transition as we amend the ways in which the National Energy Board goes about the process of evaluating these projects, and we will announce those changes as soon as we can, but the process continues."

Because there has been no announcement since that time on how the evaluation process will be amended and given that the NEB hearings begin on January 18, I am now writing to request that the amendments be expedited to avoid perpetuation of the current, deeply flawed NEB process that the public and your government have already acknowledged is inadequate.



As you know, the current review process has seen withdrawal of many approved intervenors, as one-by-one they have recognized its systemic unfairness. The more time that passes before amendments and mitigation measures to address the flaws inherent to the current process are determined and corrected, the greater the concern that it will not be possible to ensure a review of the Trans Mountain proposal that ensures that all stakeholders, First Nations and potential environmental impacts are duly represented and considered.

As noted in my November 10 letter, the process for the testing of Trans Mountain's evidence has been a failure. Burnaby has diligently filed information requests to Trans Mountain in each round provided by the NEB. However, Trans Mountain has refused to answer most requests or provided responses that dodge the heart of the request – leaving Burnaby without answers to important matters that may impact the safety and well-being of its residents. The NEB has condoned these "non-answers" by failing to compel full and adequate responses by Trans Mountain in response to notices of motion brought by Burnaby.

It is evident that the NEB process is broken, and there is little value in a fact-finding process that has no reasonable prospect for testing evidence.

Along with the Union of British Columbia Municipalities, the Federation of Canadian Municipalities and, specifically the mayors of eight Metro Vancouver municipalities, we look forward to the development of a rigorous, balanced process that will fulfill the NEB's mandate "to promote safety and security, environmental protection and efficient energy infrastructure and markets in the Canadian public interest within the mandate set by Parliament in the regulation of pipelines, energy development and trade." This can only happen if appropriate environmental reviews are reinstated for this process and if the currently skewed definition of 'public interest' is reviewed. We ask for a Panel that reflects environmental and local community views and values.

Your Mandate Letter to your minister correctly recognized that the current NEB process needs to be 'modernized' and that its composition must be changed to include "regional views" and a broader expertise in "community development" as well as environmental and aboriginal matters. We completely agree, and welcome your prioritizing this change. It is essential that these changes be applied to the major pipeline proposed through our community.

We therefore urgently request that you put the current NEB Panel review on hold until the new process and a broadened Panel have been implemented. We ask that you immediately suspend the current hearings.

Assuming that your government intends to keep its promises, the changes need to be made before the current panel completes its deliberations and delivers a Report based on a flawed process and without the necessary modernized expertise. It would obviously be quite prejudicial to the credibility of any subsequent process if the current Panel is allowed to complete and make findings on the critical questions of public interest, based upon a too narrow view and composition. Any additional process subsequent to findings from the NEB would be irreparably tainted by the prior findings. It would also be highly unfair to the citizens of Burnaby and other Lower Mainland municipalities, who have been asking for a better process from the beginning.

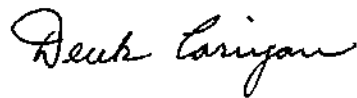
We also note that if your government intends to implement additions to the process, or new steps, that asking Intervenor to make Final Argument at this stage is unfair and pointless. It is therefore advisable to suspend the current process before Final Arguments, which are scheduled to commence January 19, 2016.

We recognize that the timelines being imposed on this review are arbitrary, resulting only from the previous federal government's desire to expedite this process for the benefit of the proponent. Given the fact that properly determining public interest clearly requires more time than currently allowed – postponement of the proceedings in favour of appropriate process is essential. Further, there is no 'rule of law' entitlement to a decision now – to avoid creating legal rights, the government must get the process right at this stage.

We also would like to see and participate in development of a national energy strategy that would duly consider the role that all Canadian energy resources can best play in our country – one that focuses on benefits to Canadians, not on benefits to corporations at the expense of Canadians. It is our hope that this strategy would consider the potential benefits of building new oil refineries in Canada, versus exporting raw bitumen to Asia for refining, simultaneously bypassing Canadian job-creation opportunities and increasing environmental risks and climate-change impacts. Such a strategy would set the stage and provide a framework for review of all energy infrastructure proposals.

Thank you very much for what we trust will be your prompt consideration of this critical matter – action that we know will help pave the way for a robust energy future in Canada.

Sincerely,



Mayor Derek Corrigan on behalf of  
Burnaby City Council

cc. The Honourable Catherine McKenna, Minister of Environment and Climate Change  
MP, Terry Beech  
MP, Peter Julian  
MP, Kennedy Stewart  
MLA, Raj Chouhan  
MLA, Kathy Corrigan  
MLA, Richard Lee  
MLA, Jane Shin  
Mayor Wayne Baldwin, City of White Rock  
Mayor John Becker, City of Pitt Meadows  
Mayor Henry Braun, City of Abbotsford  
Mayor Malcolm Brodie, City of Richmond  
Mayor Karl Buhr, Village of Lions Bay  
Mayor Mike Clay, City of Port Moody  
Mayor Jonathan Côté, City of New Westminster  
Mayor Ralph Drew, Village of Belcarra  
Mayor Jack Froese, Township of Langley  
Mayor Linda Hepner, City of Surrey  
Mayor Lisa Helps, City of Victoria  
Mayor Lois Jackson, Corporation of Delta  
Mayor John McEwen, Village of Anmore  
Mayor Greg Moore, City of Port Coquitlam  
Mayor Darrell Mussatto, City of North Vancouver  
Mayor Nicole Read, City of Maple Ridge  
Mayor Gregor Robertson, City of Vancouver  
Mayor Ted Schaffer, City of Langley  
Mayor Murray Skeels, Bowen Island Municipality  
Mayor Michael Smith, District of West Vancouver  
Mayor Richard Stewart, City of Coquitlam  
Mayor Richard Walton, District of North Vancouver

# C O U N C I L   R E P O R T

**TO:** Juli Kolby, Chief Administrative Officer

**FROM:** Kate Lambert and Brent Elliott, Planning Consultants

**DATE:** January 14, 2016

**RE:** Request for Comments on Metro Vancouver's Draft Regional Affordable Housing Strategy

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## INTRODUCTION

The intent of this report is to provide Council with an overview of Metro Vancouver's draft *Regional Affordable Housing Strategy*, towards providing a response to Metro Vancouver by January 29th, 2016. Additionally, this report discusses Anmore's current housing supply and policy in the context of the draft strategy, and identifies potential directions for future consideration.

## RECOMMENDATION

It is recommended to Council:

1. *THAT Council receive the report for information; AND*
2. *THAT Council direct Staff to respond to the request for comments on Metro Vancouver's Draft Regional Affordable Housing Strategy, indicating Anmore's support for the draft Strategy.*

## BACKGROUND

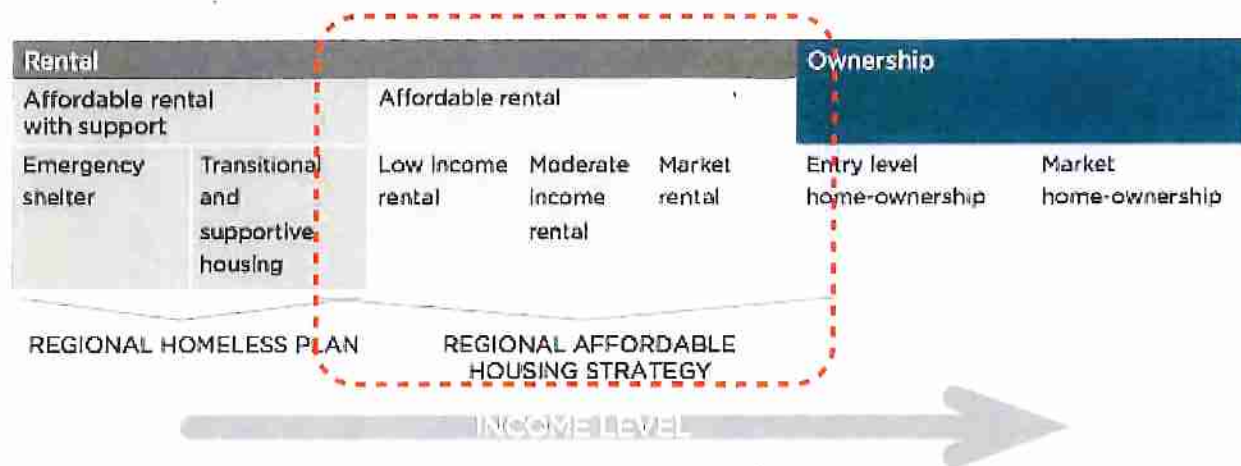
Metro Vancouver's draft *Regional Affordable Housing Strategy (RAHS)* is an update of the strategy initially adopted in 2007. The updated strategy identifies the need for an affordable and diverse housing supply to achieve the complete community goals of the regional growth strategy (*Metro 2040*) adopted in 2011. Options for home ownership and rental housing in a variety of forms, sizes, and price points are important to support economic growth and the development of complete communities region-wide.

The RAHS provides a vision, goals, strategies and actions to address affordable housing challenges in the region, identifying ways that Metro, member municipalities, the private market, and other levels of government can contribute to addressing these challenges.

The five goals of the Strategy are:

1. Expand the supply and diversity of housing to meet a variety of needs
2. Preserve and expand the rental housing supply
3. Meet housing demand estimates for low and moderate income earners
4. Increase the rental housing supply along the Frequent Transit Network
5. End homelessness in the region

The RAHS focuses on affordable housing for lower - moderate incomes (those earning less than \$50,000 per year) but recognizes that many residents face challenges finding affordable rents and entering the housing market. The diagram below highlights the portion of the housing continuum that is the focus of this strategy.



The RAHS also notes the important relationship between affordability and transit access. Ideally, affordable housing should be located in close proximity to transit, to help lower the financial burden of transportation (e.g. owning and maintaining a car) for those who are also dealing with a significant amount of their income being spent on housing.

While affordability is not a direct responsibility of municipalities or regional government, each municipality plays a role in ensuring an adequate supply of land to meet local housing demands. The amount of land, but also the type of housing permitted on these lands is the responsibility of the municipality. Additionally, each municipality is required to assist Metro Vancouver in implementing regional goals, as stated in Regional Context Statements. The strategy identifies member municipalities where demand for housing (both ownership and rental) is expected to be highest over the next ten years. Vancouver, Surrey, Burnaby and Coquitlam are at the top of this list. Communities such as these have the capacity and appropriate infrastructure to advance the affordable housing goals of the RAHS. However, all municipalities have an

opportunity to enhance affordability through policy, incentives to the private market, and advocacy efforts.

Metro has requested all member municipalities review and comment on the draft strategy, towards adopting the *Regional Affordable Housing Strategy* in 2016. The following discussion reflects on the key elements and intent of the RAHS in the Anmore context.

## **DISCUSSION**

Review of the draft RAHS indicates that it does not have any immediate implications for Anmore; however, it provides an opportunity to consider how Anmore might support Metro in addressing affordable housing region-wide and also to reflect on how policy and regulation could improve housing choice and affordability in the local context.

Regional growth trends indicate that Metro Vancouver is growing rapidly and pressures on the housing supply are increasing. While Anmore is required to accommodate a share of regional growth, given its rural designation outside the Urban Containment Boundary it is not anticipated that Anmore will absorb a significant proportion of regional growth. New housing in Anmore is expected to continue to be primarily market home-ownership. In terms of helping the region address the need for affordable housing, the Village's secluded geographic location, rural land use designation and character, limited transit service, and lack of community infrastructure restricts the capacity of the Village to support rental or affordable housing projects.

The goals and strategies of the RAHS are supplemented with actions for municipalities to implement through Official Community Plans, Regional Context Statements, and Housing Action Plans, as well as other plans, policies and programs. The key goal Anmore could address in the local context is Goal 1: Expand the supply and diversity of housing to meet a variety of needs.

### **Housing Affordability in the Anmore Context**

The Anmore housing market reflects its somewhat isolated location and land use context, resulting in a majority of large homes on large lots with higher than average home prices relative to the rest of Metro Vancouver. Within the Village there are some homes being rented, along with accessory suites, but most homes are privately owned single detached dwellings and no purpose-built rental housing exists. The Village does have a range of lot sizes and housing types including smaller homes on smaller lots, manufactured homes and some duplexes; however, the current regulatory context does not provide support for new duplexes or manufactured homes, or multi-unit dwellings such as townhouses and apartments, that would typically be considered as affordable rental or home ownership options.

The Official Community Plan includes policy that promotes housing choice and innovation. “Choice” is not explicitly defined, but reflects the community conversation during the update process to enhance options for older adults who want to age in place, young adults who wish to live in the community where they grew up, and young families looking to make Anmore home, among others. The policy also identifies accommodating those with special needs.

The concept of housing choice is intended to provide a wider variety of lot sizes and corresponding home sizes, with the rationale that smaller homes on smaller lots would be less expensive. Additionally, a wider range of housing types would allow people the flexibility to move around the Village as their housing needs change - resulting in more flexibility within the local market. “Affordable housing” has been viewed as a relative term - affordable in Anmore might not correspond with the definition of affordable housing in the regional context.

Anmore Policies that support housing choice include:

- RLU-8 Facilitate housing choices and a range of lot sizes
- S-6 Prepare a Housing Action Plan to assess housing needs and identify priorities.
- S-7 Provide the land use and housing options to help older adults age in place.

Although Anmore is not expected to play a direct role in addressing the regional housing affordability challenge, there is an opportunity to support and facilitate housing that could be “more affordable” while appropriate to the Anmore context. Specifically, housing that falls towards the ownership side of the housing continuum identified in the RAHS including market rental, entry level home ownership, and market ownership.

- Market homeownership: The Village of Anmore is primarily comprised of single-detached, market ownership dwelling units. Village policy supports creating housing choice, particularly for seniors, young adults, young families, and persons with special needs.
- Entry level homeownership: The entry level home-ownership category is achievable in Anmore through diversifying the housing supply to make ownership more affordable to those such as seniors, young adults, and young families. This is supported by the Village's policy to consider smaller lot sizes with correspondingly smaller homes, and encouraging innovative proposals to enhance housing options. Permitting accessory suites also provides the option of a mortgage helper to homeowners to make mortgages more affordable.
- Market rental: Permitting accessory suites provides an opportunity for the Village to encourage housing for renters, especially seniors and young adults.

## **Implications and Future Policy Considerations**

Through implementation of current policy and ongoing conversation with the community, the Village can continue to encourage new development to provide a range of housing choices and meet the evolving housing needs of residents, including seniors, young adults, young families and those with special needs. Recognizing the role of rental options in the Anmore context is another component of housing diversity and affordability to consider. As reflected in Anmore's Regional Context Statement, the Village may consider undertaking a Housing Action Plan to assess housing needs in the Village, identify priorities, and create strategies to meet local housing demands in the future. Such an action could be discussed by Council in its next Strategic Planning session.

While the Village may not take an active role in implementing the strategies and actions in the RAHS, there is an opportunity for the Village to support regional housing initiatives, particularly housing and transportation strategies and strategies addressing homelessness. Positive progress in other member municipalities benefits the region as a whole and can alleviate potential pressures on smaller communities such as Anmore.

## **CONCLUSION**

Before Council is a summary report outlining the key elements of Metro Vancouver's draft *Regional Affordable Housing Strategy* and implications for the Village. While much of the RAHS does not apply directly to Anmore today, some directions in the draft strategy reflect challenges that are beginning to be acknowledged in the local context. Continuing to pursue implementation of the OCP policies related to housing choice and innovation, and monitoring local housing needs will help the Village address local challenges and contribute to the region's goals in the future.

Recognizing the importance of addressing the housing affordability challenges facing the region, staff recommends that the Village support Metro Vancouver in moving forward to adopt the *Regional Affordable Housing Strategy*. Should Council be in agreement with the recommendation, Staff will prepare a response to Metro Vancouver for submission before January 29, 2016.

### *Attachments:*

#### *A. Metro Vancouver Draft Regional Affordable Housing Strategy*







## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: January 12, 2016  
Submitted by: Chief Administrative Officer  
Subject: Contaminated Sites Identification Process

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#### Purpose / Introduction

To advise Council of the process undertaken by staff to identify any libelous contaminated sites and obtain approval for the properties listed as being in use for the purposes of the PS3260, Liability for Contaminated Sites standard.

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#### Recommended Resolutions

**THAT Council approve the properties identified as being in use for the purposes of the Public Sector Accounting Board standard PS3260, Liability for Contaminated Sites, as recommended in the report dated January 12, 2016 from the Chief Administrative Officer regarding Contaminated Site Identification Process.**

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#### Background

In 2010, the Public Sector Accounting Board (PSAB) issued PS3260, Liability for Contaminated Sites. The standard was effective for years beginning after April 1, 2014. The Village of Anmore will be adopting the standard for its fiscal year beginning January 1, 2015.

#### Discussion

In order to ensure compliance with the PS3260 standard, the Village has compiled an inventory list of all Village owned properties. The listing includes properties such as: land, land under roads, parks, land that could potentially transfer ownership to the Village (i.e. tax sale), leased land and land where the Village could be liable following sale of the land to another owner. The inventory was derived from the Village's tangible capital asset listing, which is maintained annually as part of the financial statement preparation.

The second step in the process included identifying whether or not the property was in use or not in use. A property is deemed to be in use if it actively used (i.e. the Village Hall land or land under roads) or if is available for public use (i.e. parkland or land not fenced off restricting access). If a property is not in use, further investigation needs to occur to determine if there is environmental damage and what the cost to

## **Report/Recommendation to Council**

### **Contaminated Sites Identification Process**

January 12, 2016

remediate such damage would be. The dollar value associated with remediation becomes a liability that the Village would have to record on the financial statements.

Following advice from the Village's auditors, BDO, finance staff utilized the historic knowledge of public works staff as well as the Manager of Corporate Services, Karen-Ann Cobb, to determine the appropriate usage category for each property on the inventory list. Following a thorough review, all properties were deemed to be in use. Therefore, no further action to determine environmental damage.

### **Other Options**

1. THAT Council request further information of staff.

### **Financial Implications**

None.

### **Communications / Civic Engagement**

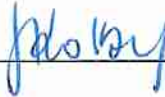
A statement will be included in the Village's 2015 financial statements to address the PS3260 Contaminated Sites standard.

### **Council Strategic Plan Objectives**

Reporting on Contaminated Sites ensures the Village is meeting financial statement preparation best practices by adhering to PSAB standards.

### **Attachments**

1. Contaminated Sites – Village of Anmore Inventory as at December 31, 2015



<b>Prepared by:</b>
 _____
Juli Kolby Chief Administrative Officer

**Contaminated Sites  
Village of Anmore Inventory  
For the year ending December 31, 2015**

Item #	Description (Name, PID, Legal)	Location (Address/Description)	In Use	Not In Use
1	Alpine Drive 1 LUR	Sunnyside Rd to 265 Alpine Dr	✓	
2	Anmore Creek Way 1 LUR	Phase 1 - 3025 & 3059 Anmore Creek Way	✓	
3	Anmore Creek Way 2 LUR	Phase 2 - 3053 & 3055 Anmore Creek Way	✓	
4	Anmore Creek Way 3 LUR	Phase 3 - 3051 Anmore Creek Way	✓	
5	Anmore Elementary Park, PID 025-067-583, Lot A Sect 20 LMP50246	south of Anmore Elementary School	✓	
6	Bedwell Bay Road 1965 LUR	all of Bedwell Bay Road within Anmore boundaries	✓	
7	Birchwinde / Alder LUR	1 - 10 Alder Way / 7 - 46 Birch Wynde / Maple Court	✓	
8	Charlotte Crescent LUR	East Rd to 1412 Charlotte Cresc	✓	
9	Chestnut Crescent LUR	Alpine Dr to 3135 Chestnut Cresc	✓	
10	Crystal Creek 1 LUR Klumper	Phase 1 - Bedwell Bay Rd to 1501 Crystal Creek	✓	
11	Crystal Creek 2 LUR	Phase 2 - 1497 to 1402 Crystal Creek	✓	
12	Crystal Creek ROW GT, PID 027-251-641, Lot 19 Sect 19, BCP32700	Gasline & Transmission ROW	✓	
13	Eagle Crest LUR	Sunnyside Rd to 2984 Eagle Crest	✓	
14	East Elementary LUR	Sunnyside Rd to 105 Elementary	✓	
15	East Hemlock 1978 LUR	First 500m of Leggett Drive off Sunnyside (to 2495 Leggett)	✓	
16	East Road 1967 LUR	Blackberry to Sunnyside (all of East Road)	✓	
17	Elementary Road LUR	Sunnyside Rd to Park by 30 Elementary Road	✓	
18	Fern Drive 1 LUR	230 to 131 Fern	✓	
19	Fern Drive 2 LUR	2871 to 2890 Fern	✓	
20	Fern Drive 3 LUR	2890 to 2926 Fern	✓	
21	Fern Drive 4 LUR	2923 subdivision (north end of Fern)	✓	
22	Fir Court LUR	Hemlock Dr to culdesac (123 Fir Court)	✓	
23	Forestview LUR	Bedwell Bay Rd to 316 Forestview	✓	
24	Hemlock Drive LUR	Sunnyside Rd to Fern Dr	✓	
25	Hummingbird LUR	East Rd to Robin Way	✓	
26	Hummingbird Dogwood LUR	Robin Way to end of Dogwood	✓	

Item #	Description (Name, PID, Legal)	Location (Address/Description)	In Use	Not In Use
27	Kinsey Drive LUR	East Rd to 209 Kinsey Dr (Pinnacle Ridge Phase 1)	✓	
28	Lamb / Wolny Court LUR	East Rd to culdesac (183 Wolny Crt)	✓	
29	Lancaster LUR	Strong Rd to culdesac (1770 Lancaster)	✓	
30	Lanson Crescent LUR	East Rd to culdesac (100 Lanson Cresc)	✓	
31	Leggett Drive 2 LUP	pathway from 2415 & 2420 to park (lot 11) includes culdesac	✓	
32	Leggett Drive 1 LUR	2495 to northside of 2420 Leggett	✓	
33	Ludlow Lane LUR	Sunnyside Rd to 2194 Ludlow Lane	✓	
34	Ma Murray LUR	Ravenswood Dr to culdesac (1026 Ma Murray)	✓	
35	Mountain Ayre LUR	Thomson to 1150 Mountain Ayre	✓	
36	North Charlotte Road LUR	Ridge Mountain Dr to 1920 North Charlotte	✓	
37	Oak Court LUR	Fern Dr to culdesac (139 Oak Court)	✓	
38	Park Bedwell Bay 2 ROW, PID 026-652-129, Lot 15 Sect 19 BCP22988	Bedwell Bay Road	✓	
39	Park Bedwell Bay Road 1 Klumper, PID 026-651-980, Lot 1 Sect 19 BCP22988	Bedwell Bay Road	✓	
40	Park Behind Hall 41762, PID 024-481-912, Lot B Sect 20 Plan LMP 41762	Spirit Park - Behind 2697 Sunnyside Rd	✓	
41	Park Birch Wynde 1 Cooper, PID 026-303-434, Lot 10 Sect 20 BCP 17779	31 Birch Wynde	✓	
42	Park Birch Wynde 2 Cooper, PID 026-303-442, Lot 11 Sect 20 BCP 17779	East of 42 Birch Wynde	✓	
43	Park Crystal Creek 1, PID 026-652-030, Lot 6 Sect 19 BCP22988	Crystal Creek Drive	✓	
44	Park Crystal Creek 2, PID 026-652-072, Lot 10 Sect 19 BCP22988	Crystal Creek Drive	✓	
45	Park Crystal Creek 3, PID 026-652-137, Lot 16 Sect 19 BCP 22988	Crystal Creek Drive	✓	
46	Park Crystal Creek ROW Klumper, PID 026-652-137, Lot 16 Sect 19 BCP22988	Crystal Creek Drive	✓	
47	Park Dogwood 1 Haywood, PID 025-638-688, Lot 4 Sect 16 BCP5107	Michael Rosen Park - Dogwood Drive	✓	
48	Park Fern 1 Chen, PID 025-941-887, Lot 8 Sect 20 BCP 10904	Northwest of Hemlock & Fern	✓	
49	Park Fern 2 Harris, Lot 9 Plan 21606	Northwest of Hemlock & Fern	✓	
50	Park Fern 3 ROW Lot 32 Smurthwaite, PID 026-029-618, Lot 32 Sect 20 BCP12754	South/West of 2676 Fern Dr.	✓	
51	Park Fern Drive, PID 026-029-308, Lot 1 Sect 20 BCP12754	Between 2676 & 2668 Fern Drive	✓	
52	Park Hummingbird 1 Haywood, PID 025-638-670, Lot 3 Sect 16 BCP5107	129 Hummingbird Drive (chlorination station)	✓	
53	Park Leggett Drive 2, PID 029-057-132, Lot 11 Sect 20 EPP 24984	East of 2410 Leggett Drive	✓	
54	Park Ravenswood 1 ROW Smurthwaite, PID 026-029-600, Lot 31 Sect 20 BCP12754	Ravenswood Drive	✓	
55	Park Ravenswood 1 Smurthwaite, PID 026-029-448, Lot 15 Sect 20 BCP 12754	1009 Ravenswood Dr	✓	
56	Park Summerwood Lane 1 Kina, PID 027-775-542, Lot 9 Sect 17 BCP 38872	East of 2182 Summerwood Lane	✓	
57	Park Sunnyside 2 Smurthwaite, PID 026-029-456, Lot 16 Sect 20 BCP 12754	1004 Ravenswood Dr	✓	
58	Park Uplands 1 Hallat, PID 027-830-918, Lot 20 Sect 20 BCP39932	At the corner of Heron & Uplands Drive	✓	
59	Park Uplands 2 Isaak, PID 026-091-411, Lot 8 Sect 20 BCP 14185	West of 1048 Uplands Drive	✓	

Item #	Description (Name, PID, Legal)	Location (Address/Description)	Not In	
			In Use	Use
60	Park Village Hall Smurthwaite, PID 011-175-320, Lot 1 Sect 20 BP 77877 except plan R/W 78057	Village Hall - 2697 Sunnyside Rd	✓	
61	Public Works Yard, PID 027-773-060, Lot Block 1 Sect 29 ECP 241	100 Buntzen Creek Road	✓	
62	Ravenswood LUR	Sunnyside to 1068 Ravenswood	✓	
63	Ravenswood, Magnolia, Fern LUR	Park/2976 Fern Dr to 1034 Magnolia	✓	
64	Ridge Mountain Drive LUR	Kinsey to 1950 Ridge Mountain	✓	
65	Robin Way LUR	South property line of 1025 Robin Way to Hummingbird	✓	
66	Seymour View 1 LUR	Phase 1 - 100 to 120 Seymour View	✓	
67	Seymour View 2 LUR	Phase 2 - 130 to 150 Seymour View	✓	
68	Sparks Way LUR	East Rd to culdesac (187 Sparks Way)	✓	
69	Spence Way 1 LUR	885 to 815 Spence (north side of Spence)	✓	
70	Spence Way 2 LUR	735 to culdesac (708 Spence)	✓	
71	Spence Way 3 LUR	Sunnyside to 818 (south side of Spence)	✓	
72	Strong Road LUR	East Rd to culdesac (261 Strong Rd)	✓	
73	Sugar Mountain Way 1 1980 LUR	Sunnyside to west side of 1029 Sugar Mountain Way	✓	
74	Sugar Mountain Way 2 LUR	1040 to 1098 Sugar Mountain Way	✓	
75	Sugar Mountain Way 3 LUR	Chert	✓	
76	Summerwood Lane LUR	Sunnyside Rd to culdesac (2196 Summerwood Lane)	✓	
77	Sunnyside Road 1969 LUR	1st Ave to Buntzen lake entrance	✓	
78	Thomson Road LUR	East Road to culdesac at 1120 Thomson	✓	
79	Uplands LUR	to north property line of 1076 Uplands	✓	
80	Uplands 2 LUR	Remainder of Uplands to Black Bear Way & Heron & Black Bear	✓	
81	Works Yard Road LUR	Buntzen Creek Road (Alpine Drive to works yard)	✓	
82	Wyndham Crescent LUR	East Rd to culdesac (208 Wyndham Cresc)	✓	

Kevin Dicken, Manager of Public Works  
  
 Karen-Ann Cobb, Manager of Corporate Services  
  
 (22 years Village of Anmore employee)



# 2015 Invasive Plant Management on Village of Anmore Municipal Property by the Invasive Species Council of Metro Vancouver

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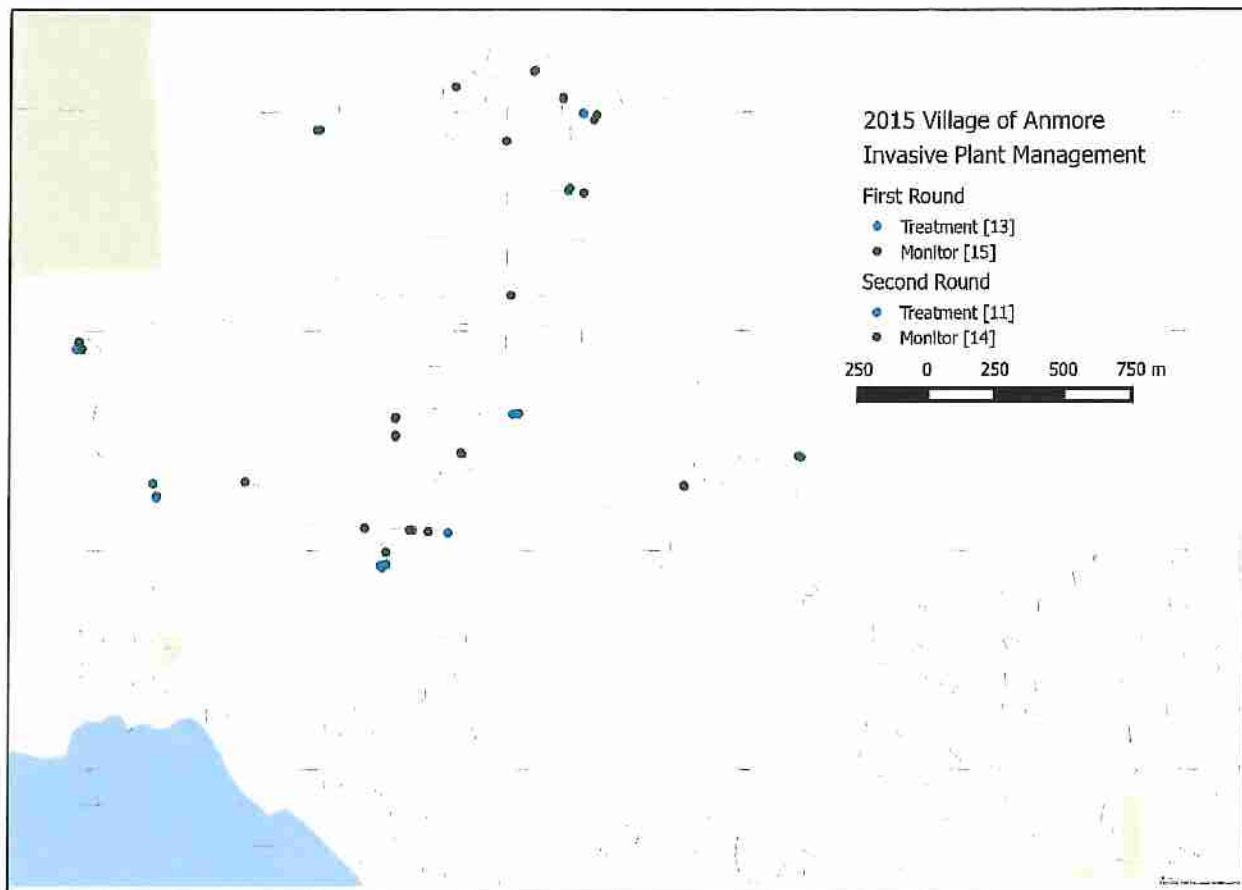
Submitted to: Kevin Dicken, Village of Anmore  
604 469 9877 | [kevin.dicken@anmore.com](mailto:kevin.dicken@anmore.com)

Submitted by: Graham Watson, Invasive Species Council of Metro Vancouver  
604 715 4985 | [gwatson@iscmv.ca](mailto:gwatson@iscmv.ca)



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**Figure 1: Locations of 2015 Invasive plant treatment and monitoring sites on Village of Anmore municipal property.**

## 1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Anmore on municipal property during the 2015 field season, following up from treatments carried out in 2014 (Figure 1).

Each site was treated and/or monitored at least twice. Treatments were conducted during the months of April and June (see accompanying master data files for specific treatment dates). Treatments were conducted under the ISCMV Pesticide Use License #18943. The ISCMV will submit the required pesticide use information for work conducted on Anmore lands in our annual report to BC Ministry of Environment. The ISCMV targeted priority species outlined in the *Pest Management Plan for Invasive Alien Plant and Noxious Weed Control on Provincial Crown Lands within the South Coastal Mainland of British Columbia (PMP)*. This document guides invasive plant management on crown land within the South Coast Mainland region and provides a species priority list for each regional district.

## 2.0 Methods

### 2.1 Chemical Control Methods

Control of knotweed species and hogweed was done using chemical control via the following application methods:

- Backpack sprayer
- Hand spritzer

#### Herbicides

The herbicides used for control work included:

- **Vantage XRT** – active ingredient: glyphosate @ 480 active ingredient/L. Vantage XRT is a non-selective herbicide and was used for stem injection and for sites using direct application methods (backpack spray and hand spritzer). It is also often a better choice for plants in a later stage of growth. For additional information, herbicide labels can be found online or from the ISCMV upon request.
- **Milestone**; active ingredient aminopyralid @ 240 active ingredient/L. Milestone is a selective herbicide, used to prevent pre-emergent growth. For additional information, herbicide labels can be found online or from the ISCMV upon request.

Knotweed, giant hogweed, and orange hawkweed sites were treated using Vantage XRT or Milestone, or a combination of both. Decisions on treatment methods were based on a number of factors that included, but are not limited to:



- ecology of surrounding area
- invasive plant's stage of growth
- plant physiology
- weather
- proximity to water and the public
- public perception
- presence of native species
- age of infestation
- economic efficiency
- assessment of the seed bed
- time of year
- applicable regulations

## 2.2 Monitoring Methods

ISCMV monitored treatment sites throughout the 2015 field season. Data collection for control and monitoring work was conducted in accordance with guidelines set out by the Invasive Alien Plant Program (IAPP) Application administered by the BC Ministry of Forests, Lands and Natural Resource Operations. Data is stored in the ISCMV files and in IAPP. Data on herbicide treatment, herbicide use, weather conditions, area covered by invasive plant, treatment method, date/time, coordinates and IAPP site number were recorded using an iPad. Photos of the site were also taken both during treatment and site follow up.

## 3.0 Results

The ISCMV was tasked in 2015 with treatment of knotweed species, giant hogweed, and orange hawkweed on Village of Anmore municipal lands. Levels of infestation were low on sites that have been treated by ISCMV in previous years. Two noteworthy sites that had been identified in the field are (1) knotweed site on Forestview Lane, adjacent to a Fortis Right of Way (Figure 2), and (2) knotweed site at the end of Ludlow Lane on private property. The treatment of knotweed on the adjacent Fortis ROW was carried out by the

ISCMV in 2015; however the private property site was not.

The treatment area from both first and second round treatment is 239.65 m<sup>2</sup> (Table 1).



**Figure 2: Knotweed site at Forestview Lane and adjacent Fortis ROW (ISCMV 2015).**

Table 1: 2015 field season treatment summary			
	<i>First treatment</i>	<i>Second Treatment</i>	<i>Total</i>
# monitoring sites	15	14	<b>29</b>
# treatment sites	13	10	<b>23</b>
Treatment area (m <sup>2</sup> )	147.15	92.5	<b>239.65</b>

Raw data in csv, KML and shapefile formats can be supplied upon request.

## 4.0 Recommendations

Monitoring should be completed on all sites treated during the 2016 field season to ensure that if knotweed returns it is re-treated. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated as early as possible as the greatest degree of long-term efficacy will be experienced with swift follow-up treatments. The Village of Anmore should expect that for the sites ISCMV treated in 2015, no more than 2 10-hour days should be required for follow up treatments. It is recommended that there be one follow-up treatment in late spring and an additional follow-up treatment in late summer or early fall 2016.