



## REGULAR COUNCIL MEETING AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, February 2, 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**

6. **ADOPTION OF MINUTES**

page 1 (a) **Minutes of the Regular Council Meeting held on January 19, 2016**

Recommendation: That the Minutes of the Regular Council Meeting held on January 19, 2016 be adopted as circulated.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **BYLAWS**

page 8 (a) **Anmore Procedure Bylaw No. 541-2016**

Recommendation: That Anmore Procedure Bylaw No. 541-2016 be reconsidered, finally passed and adopted.

9. **CORRESPONDENCE**

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

page 32      **(a)      City of North Vancouver – BC Building Act Implementation**

Letter dated January 19, 2016 is attached for information.

**10.      COMMITTEE REPORTS AND RECOMMENDATIONS**

page 36      **(a)      Advisory Planning Commission – Meeting Minutes of November 9, 2015**

Minutes of the Advisory Planning Commission Meeting held on November 9, 2015 are attached for information.

page 39      **(b)      Environment Committee – Meeting Minutes of November 2, 2015**

Minutes of the Environment Committee Meeting held on November 2, 2015 are attached for information.

page 44      **(c)      Finance Committee – Meeting Minutes of December 21, 2015**

Minutes of the Finance Committee Meeting held on December 21, 2015 are attached for information.

page 48      **(d)      Parks and Recreation Committee – Meeting Minutes of November 19, 2015**

Minutes of the Parks and Recreation Committee Meeting held on November 19, 2015 are attached for information.

**11.      UNFINISHED BUSINESS**

**12.      NEW BUSINESS**

**(a)      Funding Request for Events Coordinator (contract position)**

Staff to request funding approval to hire a consultant to manage community events.

Recommendation:    To approve \$6,000 to be used to hire a contractor as an events coordinator, with funds carried forward from the unused portion of the 2015 contracted services budget allocated for an events coordinator.

page 51      **(b)      2016 Anmore Community Grant Requests**

Report dated January 28, 2016 from the Chief Administrative Officer is attached for consideration.

page 107      **(c)      Metro Vancouver – Draft Regional Food System Action Plan**

Report dated January 27, 2016 from the Planning Consultants is attached for consideration.

page 112      **(d)      Mayor's Task Force on Land Use**

Report dated January 29, 2016 from the Manager of Corporate Services is attached for consideration.

page 114      **(e)      Policy No. 43 – In-Camera Council Meeting Rules of Order**

Report dated January 28, 2016 from the Manager of Corporate Services is attached for consideration.

Recommendation:    THAT Council authorizes Village of Anmore Policy No. 43 *In-Camera Council Meeting Rules of Order* to be repealed, as it is no longer applicable to meeting procedures.

**13.      MAYOR'S REPORT**

**14.      COUNCILLORS' REPORTS**

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

**16.      PUBLIC QUESTION PERIOD**

**17.      ADJOURNMENT**

**REGULAR COUNCIL MEETING MINUTES**



Minutes of the Regular Council Meeting held on Tuesday,  
February 2, 2016 in the portable classroom at Anmore Elementary  
School, 30 Elementary Road, Anmore, BC

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**ELECTED OFFICIALS PRESENT**

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

**OTHERS PRESENT**

Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services  
Kevin Dicken, Director of Operations  
Brent Elliott, Planning Consultant  
Kate Lambert, Planning Consultant

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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**

R17/2016                    It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**3. APPROVAL OF THE AGENDA**

Council agreed to discuss item 5 after item 3.

R18/2016                    It was MOVED and SECONDED:

**"THAT THE AGENDA BE APPROVED, AS AMENDED."**

**CARRIED UNANIMOUSLY**

**5. PETITIONS AND DELEGATIONS****(a) Harriette Chang with students from Maple Creek Middle School**

Harriette Chang and students from Maple Creek Middle School presented information regarding Real Acts of Caring Week, February 14-20, 2016. Council was requested to allow information to be posted on the signboards, and that a proclamation be provided by the Mayor in support of Real Acts of Caring Week.

**4. PUBLIC INPUT**

Doug Salberg, 150 Hemlock Drive, Anmore, provided input regarding consideration of infill development (item 10(a)).

Andrew Robertson, 1085 Thompson Road, Anmore, provided input regarding consideration of infill development (item 10(a)).

**6. ADOPTION OF THE MINUTES****(a) Minutes of the Regular Council Meeting held on January 5, 2016**

R19/2016 It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON JANUARY 5, 2016 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**7. BUSINESS ARISING FROM THE MINUTES****(a) Christmas Lights Purchase Update**

Juli Kolby stated that she spoke to the sponsor. The sponsor made a partial payment and advised that no additional funds would be paid. The discrepancy will be funded by the Village's contingency fund.

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

Council directed staff to remove clauses 14 and 17 of the draft bylaw.

R20/2016 It was MOVED and SECONDED:

**"THAT ANMORE PROCEDURE BYLAW NO. 541-2016 BE READ A  
FIRST, SECOND AND THIRD TIME, AS AMENDED."**

**CARRIED UNANIMOUSLY**

**9. CORRESPONDENCE**

R21/2016 It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

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

R22/2016 It was MOVED and SECONDED:

**"TO RECEIVE."**

**CARRIED UNANIMOUSLY**

The foregoing resolution indicates Council agreement to receive for information the letter dated December 18, 2015 from Minister Stephanie Cadieux.

- (b) Ministry of Environment – Spill Response Regime**

R23/2016 IT WAS MOVED AND SECONDED:

**"THAT THE SPILL RESPONSE REPORT BE REFERRED TO THE  
ENVIRONMENT COMMITTEE FOR REVIEW AND COMMENT."**

**CARRIED UNANIMOUSLY**

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

R24/2016 It was MOVED and SECONDED:

**"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."**

**CARRIED UNANIMOUSLY**

**(d) Creative BC**

R25/2016 It was MOVED and SECONDED:

**"TO RECEIVE."**

**CARRIED UNANIMOUSLY**

The foregoing resolution indicates Council agreement to receive for information the letter dated January 8, 2016 from Prem Gill, CEO.

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

R26/2016 It was MOVED and SECONDED:

**"THAT THE DISCUSSION PAPER PREPARED AND RESILIENT BE REFERRED TO THE EMERGENCY PREPAREDNESS COMMITTEE FOR REVIEW AND COMMENT."**

**CARRIED UNANIMOUSLY**

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

R27/2016 It was MOVED and SECONDED:

**"TO RECEIVE."**

**CARRIED UNANIMOUSLY**

The foregoing resolution indicates Council agreement to receive for information the letter dated January 11, 2016 from Mayor Corrigan to Prime Minister Trudeau.

**10. COMMITTEE REPORTS AND RECOMMENDATIONS**

**(a) Advisory Planning Commission**

R28/2016 It was MOVED and SECONDED:

**"TO REFER TO STAFF THE ESTABLISHMENT OF A TASK FORCE OR SUBCOMMITTEE, AND THE LEGALITIES, AND CONFIRM ITS APPROPRIATENESS."**

**CARRIED UNANIMOUSLY**

- (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**

Nil

**12. NEW BUSINESS**

- (a) Metro Vancouver Draft Regional Affordable Housing Strategy

R29/2016 It was MOVED and SECONDED:

**“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.”**

**CARRIED UNANIMOUSLY**

- (b) Contaminated Sites

R30/2016 It was MOVED and SECONDED:

**“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.”**

**CARRIED UNANIMOUSLY**

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

R31/2016 It was MOVED and SECONDED:

**“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); AND TO FORWARD THIS TO THE ENVIRONMENT COMMITTEE FOR INFORMATION.”**

**CARRIED UNANIMOUSLY**

**13. MAYOR’S REPORT**

Nil

**14. COUNCILLORS’ REPORTS**

Councillor Thiele reported that:

- There is an Emergency Preparedness Committee meeting next Thursday. The consultant hired by the Village is going to present his findings of the review.

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

Juli Kolby reported that:

- Financial Disclosure Statements are required to be filed to the Corporate Officer by elected officials each year by January 15, and all statements were filed within the deadline. Newly collected this year are statements from staff designated as officers, which were also submitted by the deadline.
- The public works foreman job posting closed last week. 14 applications were received and interviews will be conducted end of January.

**16. PUBLIC QUESTION PERIOD**

Doug Salberg, 150 Hemlock Drive, Anmore, asked a question regarding the timeline to look into creation of the task force.

**17. ADJOURNMENT**

R32/2016 It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:37 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

### 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”.

##### Repealment

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.

### **Public Question Period**

14. 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.
15. Further to clause 14, 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.

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

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

16. 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.
17. Public notification of the regular council meeting schedule will be provided in accordance *Community Charter section 94*.

18. 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**

19. 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.
20. The notice referenced under clause 18 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**

21. 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.
22. 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.
23. Clause 22 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**

24. 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.
25. Each Councillor designated under clause 24 must fulfill the responsibilities of the Mayor in his or her absence.

26. If both the Mayor and the member designated under clause 24 are absent from a council meeting, the council members present must choose a Councillor to preside at that council meeting.
27. The member designated under clause 25 or chosen under clause 26 has the same powers and duties as the Mayor in relation to the applicable matter.

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

### **Inaugural Meeting**

28. Following a general local election, the first council meeting must be held on the first Tuesday in December in the year of the election.
29. 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 28, 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**

30. All meetings must take place within the boundaries of the Village, and only on dates and times for which public notification has been provided.
31. 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.
32. 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.
33. 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**

- 34. 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.
- 35. 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**

- 36. 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.
- 37. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
- 38. 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.
- 39. The Manager of Corporate Services must make the agenda available to council, staff and the public on the Friday afternoon prior to the meeting.
- 40. 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**

- 41. 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

42. 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**

43. 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**

44. 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.
45. 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**

46. A Councillor may speak to a question or motion at a council meeting only if that member first addresses the Mayor.
47. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
48. Council must address non-presiding members by the title Councillor.
49. No member must interrupt a member who is speaking except to raise a point of order.
50. 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.
51. 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*.
52. 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.
- 53.
  - (a) If a member does not adhere to clause 52, the Mayor may order the member to leave their seat in accordance with *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.
- 54. 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.
- 55. 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; and
  - (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**

- 56. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.
- 57. Members of the public will be offered to speak on matters during Public Input or Public Question Period.
- 58. 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 that directly or indirectly reflects upon the public conduct or private character of any person.
- 59. 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.

60. 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**

61. 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.
62. 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.
63. 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.
64. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses 60 and 61, a person, persons or organization may only address the meeting of council if approved by unanimous vote of the members present.
65. 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.
66. 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.
67. 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; and
  - (d) the name, address and telephone number of the designated speaker(s).
68. Council may defer their decision on a request from a petition or delegation until the next regular council meeting.

### **Notice of Motion**

69. A member may introduce a notice of motion by reading aloud the motion. The notice of motion is not debatable.
70. 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.
71. 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**

72. Council may debate and vote on a motion only if it is first moved by one member and then seconded by another.
73. The Mayor may not put forward or second a motion.
74. The Mayor may speak to any motion.
75. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all members present.
76. A motion may not be withdrawn after it has been voted by council.
77. 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.
78. The Mayor must immediately give reasons for any refusal made pursuant to clause 78.
79. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.

80. 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.
81. 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.
82. Any motion made under clause 80 (c) to (g) is not amendable or debatable.

#### **Motions to Refer**

83. 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.
84. 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.
85. 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.
86. 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**

87. 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).

88. A motion to defer is debatable, but only as to the merits of deferral.

### **Motions to Amend**

- 89. 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.
- 90. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.
- 91. 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.
- 92. 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**

- 93. A member may propose a sub-amendment to an amendment.
- 94. A member may not propose a sub-amendment to a sub-amendment.
- 95. 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**

- 96. The amendments permitted by clauses 88 to 94 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.

97. 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.
98. A ruling made pursuant to clause 98 may be appealed to council as if the ruling were a point of order.

#### **Division of Motions**

99. 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.
100. 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.
101. The provision of clause 98 is applied whether or not such motion has been the subject of amendments.

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

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

#### **Recording of Votes**

103. 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.
104. 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.
105. No member may leave a meeting once a vote on a matter has been called.

#### **Conflict of Interest**

106. 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*.
107. 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.

108. 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.
109. 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.
110. Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies.

### Reconsideration

111. Subject to clause 114, 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.
112. A member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.
113. Council must not discuss the main matter referred to in clause 110 unless a motion to reconsider that matter is adopted in the affirmative.
114. A vote to reconsider must not be reconsidered.
115. 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.
116. In accordance with clause 114 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**

117. 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**

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

### **Introducing Resolutions**

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

### **Adjournment**

120. A council may continue a council meeting past 10:00 p.m. only by unanimous consent of members in attendance.
121. 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.
122. If a motion to adjourn has been made and any member:
- (a) informs the Mayor of business requiring attention before adjournment; or
  - (b) makes an important announcement; or
  - (c) makes a motion to reconsider a previous vote; or
  - (d) presents a notice of motion to be made at the next meeting; or
  - (e) moves to set a time to adjourn the meeting, the member shall be allowed to do so.
123. Should council complete an action outlined in clause 121, council may then proceed directly to adjournment without making an additional motion to adjourn.

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

124. 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**

125. 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.
126. Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

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

127. Subject to this bylaw and any other legislation, council may give up to three readings of a bylaw at one meeting.
128. 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.
129. An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.
130. 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.
131. 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.
132. 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.
133. 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**

134. 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**

135. At any time during a council meeting, council may by resolution go into committee of the whole.
136. 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**

137. 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.
138. Clause 136 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**

139. 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**

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

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

142. 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**

143. 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**

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

### **Reports**

146. 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 145(a) shall not apply.
147. A motion for committee of the whole to rise and report to council must be decided without debate.
148. The committee of the whole's report to council shall be presented by the Manager of Corporate Services.

### **Rising Without Reporting**

149. 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.

150. 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**

151. 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.
152. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.
153. The Mayor is an ex-officio and voting member of all standing and select committees.

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

154. 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.
155. 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**

156. 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.
157. Where revisions are necessary to the schedule referred to in clauses 154 and 155 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**

158. 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.
159. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

### **Quorum**

160. 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.
161. The Mayor, when present, shall be counted toward quorum.
162. Where a quorum is not present 15 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.
163. 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**

164. Council members may attend select committee meetings of which they are not a member and may participate in discussion.
165. Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.
166. 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**

167. 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.
168. 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.
169. The Manager of Corporate Services must make the agenda available to committee members and the public 72 hours prior to the meeting.
170. 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.
171. 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**

172. 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.
173. 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.
174. Clause 172 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**

175. Delegations to committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

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

176. 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**

177. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
178. 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**

179. 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.
180. 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.
181. 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**

182. 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**

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

### **Conduct and Debate**

184. 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**

185. 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.
186. 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.
187. 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.
188. The member presiding at the council or committee meeting must not participate electronically.

**READ** a first time the        19th            day of            January            , 2016

**READ** a second time the    19th            day of            January            , 2016

**READ** a third time the      19th            day of            January            , 2016

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

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MAYOR

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MANAGER OF CORPORATE SERVICES



January 19, 2016

Honourable Rich Coleman, Deputy Premier  
Minister of Natural Gas Development  
Minister Responsible for Housing  
P.O. Box 9486, Stn. Prov. Govt.  
Victoria, BC V8W 9W6

Dear Minister Coleman:

**RE: B.C. Building Act Implementation**

Further to North Vancouver City Council's resolution on January 18, 2016 (attached), I am writing to provide feedback and recommendations regarding the Building Act under implementation. The City of North Vancouver appreciates and supports in principle the three pillars of the new Building Act: consistency, competency and innovation. We wish to offer feedback and recommendations to assist the Province in rolling out the Act in such a way that unintended consequences are avoided.

**1. Innovative technologies and innovative urban form**

The City of North Vancouver has built a strong reputation working cooperatively with the development and construction industry to ensure flexibility and efficient service, while meeting consistently high standards and sustainability targets. The City has repeatedly won the "Most Business Friendly" Award for Municipal Excellence from NAIOP (the Commercial Real Estate Development Association) and Business in Vancouver, including the most recent award years 2015 and 2014. Part of the City's success in this regard is the City's Inspections staff's willingness to use the Alternative Solutions pathway to meet the requirements of the BC Building Code while protecting the City's high Code compliance standards. The City's record in achieving good flexibility and customer service may be difficult to continue, as the capabilities of the Alternative Solutions pathway are at risk of being limited in future as a result of the new Building Act. It may therefore be more difficult for City staff and Council to respond to innovative technologies or innovative urban forms being promoted locally by the development community. We are hopeful that the Alternative Solutions pathway will not be unduly limited by ministerial regulations and that the alternate Provincial innovation review processes will be cost-effective and time-efficient.

**2. Incenting energy efficient buildings**

The City has been a leader in climate mitigation in Canada. Action is required to reduce building emissions if we are to achieve our Provincially-mandated greenhouse gas (GHG) emissions reduction targets and help minimize the effects of climate change. The City's Zoning Bylaw currently provides a density bonus in return for achieving a higher energy standard (i.e., lower GHG emissions). This practice has been recognized by NAIOP, the Union of BC Municipalities and the BC Community Energy Association. Under the BC Building Act, the City's current bylaws that provide for enhanced energy efficiency in buildings will become invalid. To date the Province has not been willing to confirm the City's ability to continue to use the density bonusing tool, as set out in s. 904 of the Local Government Act, for enhanced energy efficiency. The City respectfully requests further clarification with regard to these LGA provisions.

### **3. Policy impacts**

It appears that a number of City policies could significantly be affected by the Building Act, including but not limited to the City's Adaptable Design Policy, the Enhanced Building Security Bylaw, City urban design guidelines (e.g., our ability to accommodate grade changes related to flood prevention), Solid Waste/Recycling Guidelines, and Active Design Guidelines. As these requirements are "building-related" (which is not defined in the Act) and in bylaw form, they are at risk of being rendered invalid on December 15, 2017. Due to a shortfall of detail and communication from the Province, there is very little to assist local governments with the bylaw review that the Province is encouraging. Changing municipal bylaws, and particularly zoning bylaws, is a lengthy process with significant statutory consultation responsibilities including public hearings and media notifications. To have to potentially change bylaws twice because we do not have all the details yet would be extremely challenging. We request further detail on a clear communications path on "what happens when" with regard to implementation so that our City can chart a path forward.

### **4. Additional requests**

There are a number of other City initiatives that will potentially be impacted by the Act, but we and other BC municipalities currently lack specifics on how the provisions of the Act will be applied. Additional details are needed in order for municipalities to be able to conduct bylaw reviews. In particular:

- a) The Province is creating a guide for local governments on the Building Act. However, the sections of the guide that explain how local governments will be affected by the Act and how they can apply for a variation to the requirements of the Act is still in development. The guide is not anticipated to be available until spring 2016. We request that the guide be made available sooner, or that the two-year window to change all bylaws before they become invalid be extended.
- b) It is our understanding that opt-in Provincial regulations for enhanced energy performance and enhanced sprinklering are in development but have not yet been finalized. We request that the regulations and the municipal tools be finalized now, or that the two-year window to change all bylaws before they become invalid be extended.
- c) There is a need for a clear and transparent commitment by the Province to review and update certain elements of the Building Code on a continual learning basis, or at least on a three-year cycle (e.g., energy efficiency requirements). Emerging safety concerns, technological innovation and new opportunities should also trigger general Code reviews and consideration of variances, without the cost of these reviews falling on the shoulders of local governments.

Honourable Rich Coleman  
January 19, 2016

The City of North Vancouver looks forward to working with you in the best interests of the community and industry. Our objective is to have the best possible results for business, public and industry stakeholders, and we hope to be able to continue to show leadership in working cooperatively with the development community.

Yours sincerely,



Darrell Mussatto  
Mayor

Encl.

cc: Honourable Naomi Yamamoto, MLA, North Vancouver – Lonsdale  
Chair Al Richmond, President, Union of BC Municipalities  
Greg Moore, Chair, Metro Vancouver Board of Directors  
Anne McMullin, President & CEO, Urban Development Institute – Pacific Region  
Bob De Wit, CEO, Greater Vancouver Homebuilders Association

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>th</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, JANUARY 18, 2016.**

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**12. Effects of Bill 3, *Building Act*, on City Bylaws and Development Processes  
– File: 08-3010-01-0001/2016**

Report: Deputy Director, Community Development, January 12, 2016

Moved by Councillor Keating, seconded by Councillor Buchanan

**PURSUANT** to the report of the Deputy Director, Community Development, dated January 12, 2016, entitled "Effects of Bill 3, *Building Act*, on City Bylaws and Development Processes":

**THAT** a letter from the Mayor, substantially in the form presented as Attachment #2 of said report, be sent to the Minister of Natural Gas Development and Minister Responsible for Housing, with copies to local MLA, Naomi Yamamoto, Urban Development Institute, Greater Vancouver Homebuilders Association, member municipalities of UBCM and Metro Vancouver.

**CARRIED UNANIMOUSLY**



**VILLAGE OF ANMORE  
ADVISORY PLANNING COMMISSION  
MINUTES – NOVEMBER 9<sup>TH</sup>, 2015**

Minutes of the Advisory Planning Commission Meeting held on Monday, November 9<sup>th</sup>, 2015 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

**Members Present**

Mark Roberts (Vice-Chair)  
Bob Devlin  
Herb Mueckel  
Steven Siblock  
Darren Smurthwaite  
Councillor Ann-Marie Thiele (Council Liaison)

**Members Absent**

Mario Piamonte (Chair)  
Garnet Berg

**1. CALL TO ORDER**

Vice-Chair Roberts called the meeting to order at 7:04 p.m.

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

Nil

**3. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**4. DELEGATIONS**

Nil

**5. MINUTES**

**(a) Minutes of the Advisory Planning Commission Meeting held on  
October 8<sup>th</sup>, 2015**

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE ADVISORY PLANNING COMMISSION  
MEETING HELD ON OCTOBER 8<sup>TH</sup>, 2015 BE ADOPTED AS  
AMENDED."**

**CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM THE MINUTES**

Vice-Chair Roberts would like to ensure that all discussions, recommendations and concerns brought forward at the October 8<sup>th</sup>, 2015 Advisory Planning Commission meeting with relation to infill housing be fully expressed and included within the village planner's report which is to be brought forward to Council.

It was MOVED and SECONDED:

**"THAT THE VILLAGE PLANNERS REPORT COME BACK TO THE  
ADVISORY PLANNING COMMISSION FOR REVIEW AS IT RELATES TO  
THE INFILL HOUSING."**

**CARRIED UNANIMOUSLY**

**7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS**

Nil

**9. ADJOURNMENT**

It was MOVED and SECONDED:

**"THAT THE MEETING BE ADJOURNED."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:14 p.m.

Certified Correct:

Approved:

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Juli Kolby  
Chief Administrative Officer

---

Mark Roberts  
Vice-Chair



**VILLAGE OF ANMORE  
ENVIRONMENT COMMITTEE  
MINUTES – NOVEMBER 2, 2015**

Minutes of the Environment Committee Meeting held on Monday, November 2, 2015 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

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**MEMBERS PRESENT**

Councillor Ryan Froese (Chair)  
Mike Barnes  
Grace Bergman  
Paige Crawley  
Coleen Hackinen  
Elaine Willis

**1. CALL TO ORDER**

Chair Froese called the meeting to order at 7:07 p.m.

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

Nil

**3. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

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

**CARRIED**  
1 opposed

**4. DELEGATIONS**

Nil

**5. COMMITTEE MEETING MINUTES**

**(a) Minutes of the Meeting held on September 16<sup>th</sup>, 2015**

It was MOVED and SECONDED:

**"THAT MINUTES OF THE ENVIRONMENT COMMITTEE MEETING  
HELD ON SEPTEMBER 16<sup>TH</sup>, 2015 BE ADOPTED AS AMENDED."**

**CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM THE MINUTES**

Nil

**7. CORRESPONDENCE**

Nil

**8. UNFINISHED BUSINESS**

**(a) Tree Management Bylaw No. 430, 2007**

Committee discussed the Tree Management Bylaw No. 430, 2007. Highlights are as follows:

- A member discussed View Royals Tree Management Bylaw and noted that they are more urban and perhaps not a good comparison to Anmore.
- When trees are cut down illegally, allow the municipality to have the authority to replant and then charge the costs and a fine to the owner's property taxes.
- Difficult to enforce the bylaw.
- Root protection zone from machines are important.
- Is 20% tree coverage enough?
- Tree bylaw review to take place early in 2016.
- Municipal Ticketing Bylaw needs to be updated.
- Requirement for a tree map when a change of ownership takes place.
- Permit required for removal of all trees as defined in the bylaw, but no charge on first two trees cut per year.

## **8. UNFINISHED BUSINESS (CONTINUED)**

### **(a) Tree Management Bylaw No. 430, 2007 (Continued)**

- Upon removal of trees within a new development, there are concerns with not only the trees itself but, the whole system, natural vegetation, amphibians, soil, snail's slugs and preservation of an undisturbed soil column.
- A member noted that the bylaw needs "teeth."
- Tree removal on steep land needs to include section 11(1) of our tree management bylaw and should be amended to 20%.
- Identify specific trees to protect and name them; e.g. "heritage trees."
- Include any tree protected by covenant in the definition of "protected tree."
- Use Google Maps to show trees on each lot?
- Depending on the lot size, identify what is considered a "cluster?"
- Incorporate within the bylaw the requirement for a replanting plan and a tree map.
- Concerns over the possibility of developers dictating tree removals in Anmore.
- Investigate the security deposit of 150% from the developers, on the cost of replacing and maintaining trees; is this being enforced and maintained by the Village?
- Review security annually to ensure amount of security is still appropriate and replanting work actually gets completed – the plan should include a schedule for timely completion.
- Specify who does the estimate to cover the cost of the deposit.
- Be able to enforce replanting on steep slopes due to the risks of erosion or land slip.
- Require replanting of trees along top of bank and on slope where trees have fallen because of previous clearing along top of bank.

*Action item: Members to provide additional items to be addressed on the tree management bylaw to be brought forward to members by email.*

**9. NEW BUSINESS**

**(a) Items to Refer to Council**

Members reviewed the Action Item list and noting the following:

*Item # 5 – The Environment Committee recommends to Council to ask Staff the most efficient way to discharge water in an effort to minimize turbidity when flushing water mains and further; investigate the best times of the year to discharge guided by the fisheries window.*

A member spoke with Richard Franko from the City of Port Moody who explained that a dechlorinating trailer is used during flushing to remove chemicals and to control the high flow and volume of discharged water which minimizes erosion and the effects on natural watercourses.

It was discussed to possibly try and work out an agreement to rent the City of Port Moody's dechlorinating trailer.

*Action Item: Chair Froese to speak with Richard Franko about the costs associated with the possibility of renting the trailer.*

*Action Item: Prepare information regarding waste diversion to include on the Village's website.*

*Action Item: Prepare a "Welcome to Anmore" brochure for new residents.*

**10. ADJOURNMENT**

It was MOVED and SECONDED:

**"THAT THE MEETING BE ADJOURNED."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:58 p.m.

Certified Correct:

Approved:

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Juli Kolby  
Chief Administrative Officer

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Councillor Ryan Froese  
Chair



## **VILLAGE OF ANMORE FINANCE COMMITTEE MEETING MINUTES**

Minutes of the Finance Committee Meeting held on Monday, December 21, 2015 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

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### **Committee Members Present**

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

### **Committee Members Absent**

Mark Roberts

### **Staff Present**

Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services  
Kevin Dicken, Manager of Public Works and Approving Officer

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

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

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

Nil

### **3. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

**"That the agenda be approved."**

**Carried Unanimously**

### **4. DELEGATIONS**

Nil

**5. MINUTES**

**(a) Minutes of the Meeting held on November 16<sup>th</sup>, 2015**

It was Moved and Seconded:

**“That the Minutes of the Finance Committee Meeting held on November 16, 2015 be adopted as circulated.”**

**Carried Unanimously**

**6. BUSINESS ARISING FROM THE MINUTES**

Nil

**7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS**

**(a) 2015 Budget Recast – Report Back**

Juli Kolby presented the 2015 budget recast report, dated December 17, 2015.

It was Moved and Seconded:

**“That the report dated December 17, 2015 from the Chief Administrative Officer regarding the 2015 Recast Report Back be received for information.”**

**Carried Unanimously**

**(b) 2016-2020 Draft 5-Year Financial Plan Presentation**

Juli Kolby presented the 2016-2020 Draft 5-Year General Operating and Water Financial Plans. Highlighted points include:

- Zero-based budget approach was used, with focus on actual costs for services provided
- \$50,000 for Council Strategic Priorities Reserve is tied to the Corporate Strategic Plan
- \$10,000 was added to emergency preparedness; previous amount was \$5,000
- Salaries were reduced by \$6,000. This includes council remuneration.

**8. NEW BUSINESS (CONTINUED)**

**(c) Green Gym Grant Funding Shortfall**

Kevin Dicken presented a verbal update regarding this matter, advising that there is a financial shortfall of \$75,000 and requested direction on whether there is support to fund the additional amount for the project.

It was Moved and Seconded:

**"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."**

**Carried**

Mayor McEwen opposed

Councillor Thiele opposed

**(c) Building & Bylaw Department Support**

Juli Kolby presented a verbal update on this matter, advising that temporary support is required to allow the Inspector to focus more time on bylaw enforcement. The salary for this position falls within the proposed staff budget.

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**

**(d) Public Works Foreman Job Posting**

Juli Kolby presented a verbal update on this matter, advising that a full-time foreman is required to allow the Director of Operations to focus more time on administrative matters for the department. The salary for this position falls within the proposed staff budget.

**8. NEW BUSINESS (CONTINUED)**

**(d) Public Works Foreman Job Posting (Continued)**

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**

**9. ADJOURNMENT**

It was Moved and Seconded:

**"To adjourn."**

**Carried Unanimously**

The meeting adjourned at 9:37 p.m.

Certified Correct:

Approved:

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Christine Milloy  
Manager of Corporate Services

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Mayor John McEwen  
Finance Committee Chair



**VILLAGE OF ANMORE  
PARKS & RECREATION COMMITTEE  
MINUTES – NOVEMBER 19, 2015**

Minutes of the Parks and Recreation Committee Meeting held on Thursday, November 19, 2015  
in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

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**MEMBERS PRESENT**

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

**1. CALL TO ORDER**

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

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

Nil

**3. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**4. DELEGATIONS**

Nil

**5. MINUTES**

**(a) Minutes of the Parks and Recreation Committee held on  
October 15<sup>th</sup>, 2015**

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON OCTOBER 15<sup>TH</sup>, 2015 BE  
ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM THE MINUTES**

Nil

**7. UNFINISHED BUSINESS**

**(a) Replacement of Mossom Creek Bridge**

Members reviewed the report dated October 14, 2015 from ISL Engineering and Land Services.

Chair Weverink explained that he spoke with Kevin Dicken, Manager of Public Works who informed him that the report has been forwarded to Fortis BC prior to bringing back to Council. He further explained that the existing bridge is located on Councillor Trowbridge's property and would need to be moved over avoiding the gas line.

Highlighted discussions continued as follows:

- If there are any funds remaining after the bridge has been built, possibly apply it to the trails going up on either side
- There are concerns regarding machine access to the site.
- Once the design is completed for the bridge, it will be forwarded to BC Fisheries and also to the Environmental Consultant who will ensure there is a 'spotter' on site during construction.
- Environmental Assessment of the construction will be a component for the plan.
- The Village will commission a process for the plan.

**7. UNFINISHED BUSINESS (CONTINUED)**

**(b) Trail to Mossom Creek Hatchery**

An update on the trail to the Mossom Creek Hatchery Project will be provided at a later date.

**ADJOURNMENT**

It was MOVED and SECONDED:

**"THAT THE MEETING BE ADJOURNED."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:13 p.m.

Certified Correct:

Approved:

---

Karen-Ann Cobb  
Manager of Corporate Services

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Paul Weverink  
Chair



## VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 28, 2016  
Submitted by: Juli Kolby, Chief Administrative Officer  
Subject: 2016 Anmore Community Grant Requests

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### Purpose / Introduction

To seek direction from Council in regards to approving community grant applications received for the 2016 budget year.

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### Resolutions

1. That Council approve the community grants as outlined in the report dated January 28, 2016 from the Chief Administrative Officer regarding 2016 Anmore Community Grant Requests;  
or
  2. That Council approve select community grants as outlined in the report dated January 28, 2016 from the Chief Administrative Officer regarding 2016 Anmore Community Grant Requests;  
or
  3. That Council refer the report from the Chief Administrative Officer regarding 2016 Anmore Community Grant Requests back to staff for further information.
- 

### Background

Community Grants are intended to support non-profit and not-for-profit organizations serving Village of Anmore residents. The Village of Anmore provides these grants to assist groups with the delivery of services that will improve the quality of life for residents on a social, economic or physical level. Approval of grants is contingent upon provision being included in the Village's annual operating budget. The current budget for community grants is \$7,000 per year.

Applicants must be providing services to residents in the Village of Anmore; must demonstrate financial need and will be considered for funding once per calendar year.

**Report/Recommendation to Council**  
**2016 Anmore Community Grant Requests**  
**January 28, 2016**

**Discussion**

The following principles may be applied to determine funding allocations:

- a) Availability of funds budgeted for grants and donations;
- b) Community benefit;
- c) Scope in which the grant will promote the well-being and quality of life of Anmore residents;
- d) Evidence that, in addition to the Grant funding request, monies are also being sought from other funding source(s), or own funds are being contributed.
- e) Scope in which the funds are expended in Anmore;
- f) The needs of the applicant requesting funding;
- g) Evidence that barriers to services for persons with disabilities and demographic barriers (youth, seniors, ethnic citizens) have been addressed or considered.
- h) Evidence that consideration to environmental sensitivities (printing papers when necessary, borrowing or sharing materials, etc.) has been addressed or considered.
- i) Scope in which volunteers are involved and community spirit is fostered.

Eligible funding expenses are listed as follows:

- a) Special Projects and Events (e.g. Hosting a workshop or producing resource material)
- b) Operating Costs (e.g. Ongoing operating costs such as salaries, utilities, rent)
- c) New Projects (e.g. New program to serve a particular group)

The Village of Anmore has received five community grant applications for the 2016 budget year. The combined total of all applications requesting Council's consideration is \$2,564.99. The applicants are listed as follows.

<b>Applicant</b>	<b>Project, Event or Service</b>	<b>Amount Requested</b>	<b>2015 Grant Received</b>	<b>2014 Grant Received</b>	<b>2013 Grant Received</b>
1 <sup>st</sup> Anmore Scouts	Link Camp	\$ 500.00	\$ 2,000.00 Pacific Jamboree	\$1,000.00 Anniversary Dinner	\$1,000.00 Canadian Jamboree
Communities Embracing Restorative Action (CERA) Society	Community Youth Justice Program	\$ 437.00	\$ 437.00	\$ 437.00	\$ 437.00
Friendly Forest Preschool	Glenda Treffry-Goatley Bursary	\$ 250.00	\$ 250.00	\$ 250.00	n/a
Friendly Forest Preschool	Community Learning Garden Enhancement / Maintenance	\$ 877.99	n/a	\$ 1,300.00 Community Learning Garden	\$ 700.00 Outdoor Night Lighting
Heritage Woods Secondary School (After Grad Committee)	Dry Grad	\$ 500.00	n/a	n/a	n/a

**Report/Recommendation to Council**  
2016 Anmore Community Grant Requests  
January 28, 2016

**Financial Implications**

The financial implications are as listed in the table above. As noted, the annual budget is currently \$7,000 for community grants. Therefore, there is ample budget room to approve all grant, if so desired by Council. If Council were to approve all requests, the remaining funds for additional grant requests in 2016 would be \$4,435.01.

**Communications / Civic Engagement**

If approved, applicants will be informed of their grant via letter.

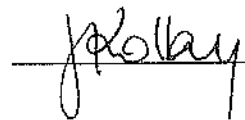
**Corporate Strategic Plan Objectives**

Community grants are considered by way of guidelines that were endorsed by Council. Community grants all meet the Corporate Strategic Plan objective of "continuing to provide support and funding for community events".

**Attachments:**

1. 1<sup>st</sup> Anmore Scouts community grant application.
2. Communities Embracing Restorative Action (CERA) Society community grant application.
3. Friendly Forest Preschool community grant application (Glenda Treffrey-Goatley Bursary)
4. Friendly Forest Preschool community grant application (Community Learning Garden)
5. Heritage Woods Secondary School (After Grad Committee) grant application.

**Prepared by:**



Juli Kolby  
Chief Administrative Officer



VILLAGE OF ANMORE

RECEIVED

JAN 04 2015

Village of Anmore

## COMMUNITY GRANT APPLICATION FORM

Date of Application December 17 / 2015  
 Name of Applicant 1<sup>ST</sup> ANMORE SCOUTS  
 Address 130 MEMLOCK DRIVE  
 Main Contact Person(s)

- Name JIM MATTHEWS Position Group Commissioner  
 Phone (Home) 604 461 6226 (Other) 604 219 5923
- Name Michelle Hunt Position Treasurer  
 Phone (Home) 604 461 5578 (Other) 604 315 5714

Previous year funding provided by the Village of Anmore to the same organization

Project/Event/Service Pacific Gumbo Amount Received \$2,000.00

How were monies spent? Attach a financial statement to this application.

Current year funding request

Project/Event/Service Link Camp Amount Requested \$500.00

How will projected monies be spent? Please complete the attached Budget Projections form.

A weekend camp for all Scouts sections

Describe your organization and how its efforts do/might benefit the community

1<sup>ST</sup> Anmore is a parent run organization teaching young people good values in a community

Describe how your organization intends to utilize the projected grant monies for its

Project/Event/Service

Youth

How many Anmore residents do you anticipate will participate?

30

How many non-Anmore residents do you anticipate will participate?

10

Anticipated total number of participants

40

How will the Village be recognized for its contribution?

Identify any long term objectives or goals that the organization is working toward.

\*Please provide additional information on separate paper.

October 2015

# BUDGET PROJECTIONS for CURRENT YEAR

## REVENUE

Other Grant Monies	\$ 5600 ✓	(Contributor: <u>CAMPA</u> )
Provincial/Federal Monies	\$	
Participant Fees	\$ 11,910 ✓	
Donations	\$	
Fund Raising	\$ 7,000	
Other:	\$	
	\$	
	\$	

Total

\$24,510

## EXPENSES

Venue Rental	\$
Advertising	\$
Speakers	\$
Meals	\$
Refreshments	\$
Equipment Rental	\$
Equipment Purchase	\$ 2,000 ✓
Other: <u>FEES</u>	\$ 6,800 ✓
<u>ACTIVITIES</u>	\$ 10,060 ✓
<u>EXPENSES</u>	\$ 7,100 ✓
<u>INSURANCE</u>	\$ 330 ✓
	\$
	\$

Total

26290 ~~747~~ ~~25,840~~

PROFIT/SHORTFALL

\$(1,780)

## FISCAL YEAR-END RESERVE BALANCE:

Description: <u>Unrestricted</u>	Amount: \$ <del>1,605</del> 1098.94
	Amount: \$
	Amount: \$

To the best of my knowledge, the above statements are true as of the date of this application.

Signature WHS  
Organization's Applicant

Signature [Signature]  
Organization's President or Chair

# BUDGET DETAILS for PREVIOUS YEAR.

## REVENUE

Other Grant Monies	\$ 8,400	(Contributor: GAMING)
Provincial/Federal Monies	\$	
Participant Fees	\$ 15,363	
Donations	\$ 112.50	
Fund Raising	\$ 8,203.37	
Other: P.J. FUNDRAISING	\$ 10,359.52	
P.J. FEES	\$ 2,645.67	
ANMORE GRANT	\$ 2,000	
INCOME	14.93	
<b>Total</b>		\$ 46,798.99

## EXPENSES

Venue Rental	ACTIVITIES	\$ 12,186.39
Advertising	FEES	\$ 8,325.00
Speakers	EXPENSES	\$ 7,186.12
Meals		\$
Refreshments		\$
Equipment Rental		\$
Equipment Purchase		\$ 2,140.67
Other: Insurance		\$ 330.00
P.J. 2015		\$ 15,005.19
		\$
		\$
		\$
		\$

**Total** \$ 45,173.37

## PROFIT/SHORTFALL

\$ 1,625.62

## FISCAL YEAR-END RESERVE BALANCE:

Description:	Amount:	\$
	Amount:	\$
	Amount:	\$

To the best of my knowledge, the above statements are true as of the date of this application.

Signature M.H.  
Organization's Applicant

Signature [Signature]  
Organization's President or Chair



It starts with Scouts.

## 1ST ANMORE SCOUTS TREASURER'S REPORT For the Year Ending August 31, 2015

### Summary of Results

#### Income

Income for the year came in over budget at \$46,799 compared to our budgeted amount of \$43,455. This is largely attributable to a significant increase in youth registration which directly increased Membership Fees and Dues, as well as the Gaming Grant from the Provincial Government. A total of 22 late youth enrolments were received in September 2014.

Bottle drive revenue was very strong at \$1,460 over budget. Section Fundraising was lower than budget as Scouts focused on fundraising for PJ.

Total income related to attendance of Scouts and Cubs at the Pacific Jamboree 2015 in Victoria equaled \$15,005, including participant fees, fundraising and a \$2000 Grant from the Village of Anmore. This was \$2,560 less than budgeted as total expenses for PJ were also less than budgeted. PJ Fundraising was strong and \$1,960 over budget, including Purdy sales, Cobbs Scone Sales, Frozen Food Sales, Smokie Sale, and Pub Night.

#### Expenses

As per the budget, expenses were greater than budget however a surplus of \$1,625 was still realized due to lower than budgeted costs for training and uniforms.

Notably Equipment and Supplies were \$640 over budget due to unanticipated trailer repairs and the purchase of two replacement pop-up tents.

Activity Fees and Scouts Canada Fees were higher than budget due to the additional late enrolment of 22 additional youth.

#### Surplus

A surplus of \$1,625 was realized and will be utilized in the following two years.

**1st Anmore Scouts**  
**Statement of Revenues and Expenses**  
**For the Year Ending August 31, 2015**

	<u>Budget</u>	<u>Actual</u>
<b>Revenues</b>		
Membership Fees and Dues	9,195.00	11,595.00
Community Gaming Grant	6,500.00	8,100.00
Bottle Drives	5,600.00	7,062.00
Participant Activity Fees	2,895.00	3,768.00
Donations	-	112.50
Fundraising (Net)	1,700.00	1,141.37
PJ 2015 Fundraising	8,400.00	10,359.52
PJ 2015 Participant Fees	9,165.00	2,645.67
Village of Anmore Grant for PJ 2015	-	2,000.00
Interest & Other Income	-	14.93
<b>Total Income</b>	<b>\$ 43,455.00</b>	<b>\$ 46,798.99</b>
<b>Expenses</b>		
Youth Activities	10,895.00	12,186.39
Scouts Canada Fees	6,575.00	8,325.00
Link Camp Expenses	5,000.00	5,382.79
Equipment & Supplies	1,500.00	2,140.67
PJ 2015	17,565.00	15,005.19
Training	800.00	432.99
Bottle Drive Expenses	650.00	621.51
Uniforms & Neckers	400.00	-
Group Committee Expenses	750.00	748.83
Insurance	300.00	330.00
<b>Total Expenses</b>	<b>\$ 44,435.00</b>	<b>\$ 45,173.37</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (980.00)</b>	<b>\$ 1,625.62</b>

**1st Anmore Scouts  
Balance Sheet  
As at August 31, 2015**

	General Fund	Gaming Fund	Total	Notes
<b><u>Assets</u></b>				
VanCity Operating Account	\$ 669.78	\$ -	\$ 669.78	
VanCity Gaming Account		\$ 2,537.44	\$ 2,537.44	
Prepaid Expenses	\$ 1,367.25	\$ -	\$ 1,367.25	1
Prepaid Registration to Scouts Canada	\$ 5,600.00	\$ -	\$ 5,600.00	2
<b>Total Assets</b>	<b>\$ 7,637.03</b>	<b>\$ 2,537.44</b>	<b>\$ 10,174.47</b>	
<b><u>Liabilities</u></b>				
Accounts Payable	\$ 533.09	\$ -	\$ 533.09	3
Early Registration Fees Collected	\$ 6,005.00	\$ -	\$ 6,005.00	4
<b>Total Liabilities</b>	<b>\$ 6,538.09</b>	<b>\$ -</b>	<b>\$ 6,538.09</b>	
<b><u>Fund Balances</u></b>				
Restricted Fund Balances	\$ -	\$ -	\$ -	
Unrestricted Fund Balances	\$ 1,098.94	\$ 2,537.44	\$ 3,636.38	
<b>Total Fund Balances</b>	<b>\$ 1,098.94</b>	<b>\$ 1,098.94</b>	<b>\$ 2,197.88</b>	
<b>Total Liabilities and Fund Balances</b>	<b>\$ 7,637.03</b>	<b>\$ 2,537.44</b>	<b>\$ 10,174.47</b>	

**Notes**

1. Prepaid Expenses includes unsold Purdy's fundraising chocolates that will be used for section fundraising in 2015-16.
2. Prepaid registration includes early registration for the 2015-15 Scouting Year paid to Scouts Canada.
3. Accounts Payable includes outstanding invoice for equipment and supplies.
4. Early Registration Fees includes those participant fees collected for the 2015-16 Scouting Year.

**1st Anmore Scouts  
Draft Budget  
Statement of Revenues and Expenses  
For Year Ending August 31, 2016**

<b>Revenues</b>	<b>Budget</b>
Membership Fees and Dues	9,010
Community Gaming Grant	5,600
Bottle Drives	6,000
Participant Activity Fees	2,900
Fundraising (Net)	1,000
Other	-
<b>Total Income</b>	<b>\$ 24,510</b>
<b>Expenses</b>	
Scouts Canada Fees	6,800
Youth Activities	10,060
Link Camp Expenses	5,000
Equipment & Supplies	2,000
Training	700
Bottle Drive Expenses	650
Group Committee Expenses	750
Insurance	330
<b>Total Expenses</b>	<b>\$ 26,290</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (1,780)</b>

**1st Anmore Scouts  
Budget by Section  
Statement of Revenues and Expenses  
For Year Ending August 31, 2016**

	<b>All Sections</b>	<b>Beavers</b>	<b>Cubs</b>	<b>Scouts</b>	<b>Venturers</b>	<b>Total</b>
<b>Registered Youth</b>		6	11	13	8	38
<b>Revenues</b>						
Membership Fees & Dues		1,440	2,650	2,990	1,930	9,010
Community Gaming Grant	5,600					5,600
Bottle Drives		947	1,737	2,053	1,263	6,000
Participant Activity Fees	1,000	300	550	650	400	2,900
Fundraising (Net)			500	500		1,000
Donations						-
<b>Total Income</b>	<b>\$ 6,600</b>	<b>\$ 2,687</b>	<b>\$ 5,437</b>	<b>\$ 6,193</b>	<b>\$ 3,593</b>	<b>\$ 24,510</b>
<b>Expenses</b>						
Scouts Canada Fees		1,050	1,970	2,290	1,490	6,800
Youth Activities		1,435	3,179	3,580	1,866	10,060
Bottle Drive Expenses		103	188	222	137	650
Link Camp Expenses	5,000					5,000
Equipment & Supplies	2,000					2,000
Training	700					700
Group Committee	750					750
Insurance	330					330
<b>Total Expenses</b>	<b>\$ 8,780</b>	<b>\$ 2,587</b>	<b>\$ 5,337</b>	<b>\$ 6,093</b>	<b>\$ 3,493</b>	<b>\$ 26,290</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (2,180)</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ (1,780)</b>

**1st Anmore Scouts  
Preliminary Budget  
Statement of Revenues and Expenses  
For Year Ending August 31, 2017**

**Revenues**

Membership Fees and Dues	9,000
Community Gaming Grant	5,500
Bottle Drives	6,000
Participant Activity Fees	2,500
Fundraising (Net)	1,000
Other	-
<b>Total Income</b>	<b>\$ 24,000</b>

**Expenses**

Scouts Canada Fees	7,000
Youth Activities	9,500
Link Camp Expenses	5,000
Equipment & Supplies	1,500
Training	750
Bottle Drive Expenses	650
Group Committee Expenses	750
Insurance	350
<b>Total Expenses</b>	<b>\$ 25,500</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (1,500)</b>



VILLAGE OF ANMORE

## COMMUNITY GRANT APPLICATION FORM

Date of Application December 30, 2015Name of Applicant Communities Embracing Restorative Action (CERA) SocietyAddress 644 POIRIER STREET, COQUITLAM, BC V3J 6B1

Main Contact Person(s)

1. Name Gurinder Mann Position Executive DirectorPhone (Home) 604-574-0032 (Other) 604-710-91062. Name Mary Hagen Johnstone Position Admin. AssistantPhone (Home) \_\_\_\_\_ (Other) 604-931-3165

Previous year funding provided by the Village of Anmore to the same organization

Project/Event/Service Community Youth Justice Program Amount Received \$ 437.00

How were monies spent? Attach a financial statement to this application.

Current year funding request

Project/Event/Service Community Youth Justice Program Amount Requested \$ 437.00How will projected monies be spent? Please complete the attached *Budget Projections* form.

Describe your organization and how its efforts do/might benefit the community

Please see Attachment

Describe how your organization intends to utilize the projected grant monies for its Project/Event/Service

Please see Attachment

How many Anmore residents do you anticipate will participate? \_\_\_\_\_

How many non-Anmore residents do you anticipate will participate? \_\_\_\_\_

Anticipated total number of participants \_\_\_\_\_

How will the Village be recognized for its contribution? \_\_\_\_\_

Anmore shall be recognized on all promotional material, including brochures and website

Identify any long term objectives or goals that the organization is working toward.

\*Please provide additional information on separate paper.

October 2015

**Grant Application to the  
Village of Anmore  
For Support of the Community Youth Justice Program  
2016 Fiscal Year**

**Name of Organization:** Communities Embracing Restorative Action (CERA) Society  
**Phone:** 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org  
**Mailing Address:** 644 Poirier Street, Coquitlam, BC V3J 6B1  
**Contact Person:** Gurinder Mann, Executive Director

**Organizational Goals, Objectives and Activities**

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

**The Program has the following aims :**

**To Provide an Effective Alternative to the Court System**

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

*CERA's vision for a community based approach:*

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

**Some Relevant Outcomes Reported in CERA's Program Evaluation**

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

**Services Provided to the Community**

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

### **Fee Requested**

The fee requested for the provision of the above services to the Village of Anmore in the 2016 fiscal year is **\$437.00**

### **Benefits to Community Resulting from the Services**

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
  - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
  - Simplified reporting for the referral of youth to the CYJP.
  - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
  - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System<sup>1</sup>.

---

<sup>1</sup> Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:
  - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
  - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.
4. Safer Communities through Restored Relationships:
  - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
  - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...
  - i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
  - ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
  - iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.
2. For the wider community ...
  - i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.

- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

### **Degree of Other Community Support and Sponsorship**

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

Program staff has maintained an ongoing liaison with police and Crown Counsel to expand awareness and understanding of the CYJP, build support for the program and refine referral procedures. There is also ongoing liaison with other community service agencies.

In addition to the financial support of municipalities, the *Community Youth Justice Program*, since its inception, has received funding from business and the provincial government.

### **CERA's Relationship with Anmore**

CERA Society has served the Village of Anmore for over a decade. We are proud of our relationship with Anmore and hope that they will continue to assist us financially in operating the Community Youth Justice Program. The program is open to receiving referrals involving youth offenders from the Village of Anmore who have been referred by the RCMP or Crown.

It is difficult to project exactly how many referrals we shall receive involving youth from Anmore, although we have not received a referral involving a youth from Anmore so far in 2015, we can comfortably say that we will surely receive them in the future. This option continues to be available to almost any youth offender in Anmore, for whom the RCMP and Crown feel would be a better alternative.

We continue to do presentations for the RCMP during their watch briefings, informing them of the work we do and the municipalities we serve. With the RCMP knowing that CERA serves Anmore, they have the information and ability to refer a case involving a youth from Anmore to CERA. This allows for youth being apprehended from Anmore the opportunity to be referred to an alternative to the Youth Criminal Court System. Furthermore, our service enables Anmore

residents the peace of mind to know that there is a community justice organization that promotes safety and peace in their Village.

We also hope to train more volunteer facilitators in 2016, and like before, we are interested in recruiting and training volunteers from all cities and municipalities we serve, including Anmore.

**Annual Operating Budget:** A draft operating budget for the 2016 fiscal year is enclosed.

# BUDGET PROJECTIONS for CURRENT YEAR

## REVENUE

*Please refer to attachment.*

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total \$ \_\_\_\_\_

## EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

PROFIT/SHORTFALL \$ \_\_\_\_\_

## FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature \_\_\_\_\_

Organization's Applicant

Signature \_\_\_\_\_

Organization's President or Chair

*(Treasurer)*

### Communities Embracing Restorative Action (CERA) Society

	Budget 2016
<b>Revenues</b>	<b>Total</b>
<b>Grants – Municipal &amp; Prov of BC:</b>	
Anmore	437.00
Belcarra	353.00
Coquitlam	33,856.00
Port Moody	6,960.00
New Westminster	17,500.00
CAP (Cmty Accountability Program)	2,500.00
<b>Private/Other Funding</b>	
Community Gaming Grant	60,000.00
Other Fundraising	5,000.00
Charitable Donations	500.00
Fees – Membership dues	500.00
Interest	1,500.00
<b>Total Revenues</b>	<b>129,106.00</b>
<b>Expenses</b>	<b>Total</b>
Advertising/Promotion	2,080.00
Bank Charges	500.00
Dues & Subscriptions	300.00
Rent	6,075.00
Telecommunications	3,300.00
Insurance	3,500.00
Office Expense	1,080.00
Computer Exp.	1,000.00
Program Expense	750.00
Accountant Audit Fees	3,500.00
Wages & Benefits	107,021.00
<b>Total Expenses</b>	<b>129,106.00</b>
<b>Difference (Income Less Expense)</b>	<b>.00</b>

**CERA Society**  
**Profit & Loss by Class**  
January through December 2015

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Municipal Grants</b>	
Anmore	437.00
Belcarra	353.00
Coquitlam	33,856.00
Port Moody	6,960.00
New Westminster	17,500.00
<b>Total Municipal Grants</b>	<u>59,106.00</u>
<b>Provincial Funding</b>	
CAP (Cmby Accountability Prog)	2,500.00
<b>Total Provincial Funding</b>	<u>2,500.00</u>
<b>Gaming/Direct Access</b>	
Gaming Grant 2015	60,000.00
<b>Total Gaming/Direct Access</b>	<u>60,000.00</u>
<b>Private/Corporate Sponsorship</b>	
Coquitlam Foundation	1,500.00
Port Coquitlam Foundation	2,000.00
<b>Total Private/Corporate Sponsorship</b>	<u>3,500.00</u>
<b>EMPOWERING YOUTH</b>	
R.R. Smith Memorial Fund BC	1,000.00
Deferred Contributions to 2015	15,000.00
<b>Total EMPOWERING YOUTH</b>	<u>16,000.00</u>
<b>Charitable Donations</b>	270.00
<b>Other Income</b>	
Bank Interest	20.82
Term Deposit Interest	947.75
VanCity Share Dividends	2.59
Membership dues	110.00
Fee for Service	1,800.00

12:21 PM  
29/12/15  
Accrual Basis

**CERA Society**  
**Profit & Loss by Class**  
January through December 2015

	<b>TOTAL</b>
Outside Training/Workshops	100.00
Total Other Income	<u>2,781.16</u>
<b>Total Income</b>	144,157.16
<b>Expense</b>	
Promotion	
Website	731.31
Media Announcements	294.17
Event Expenses	1,092.29
AGM	358.65
Promotion - Other	19.26
Total Promotion	<u>2,495.68</u>
Bank & Interest Charges	279.91
Dues & Subscriptions	25.00
Facilities Expense	
Rent	7,823.52
Telecommunications	
Cellphone	720.00
Telephone/Internet	3,383.89
Total Telecommunications	<u>4,103.89</u>
Total Facilities Expense	11,927.41
Insurance	3,315.75
Office Expense	
Computer & Software Expense	98.65
Copier	41.52
Printing	400.23
Postage & Delivery	119.53
Supplies	132.87
Miscellaneous	66.14
Total Office Expense	<u>858.84</u>

**CERA Society**  
**Profit & Loss by Class**  
January through December 2015

	<u>TOTAL</u>
Professional Fees	
Audit Fees	3,476.80
Total Professional Fees	<u>3,476.80</u>
EMPOWERING YOUTH Expenses	
Empowering Youth Contract Wages	900.00
Total EMPOWERING YOUTH Expenses	<u>900.00</u>
CYJP Expenses	
Volunteer Expense	829.90
CYJP Volunteer Training Expense	1,000.00
Miscellaneous Program Expense	25.25
Total CYJP Expenses	<u>1,855.15</u>
Salaries, Wages & Benefits	
Payroll Expenses	86,660.23
In Lieu of Benefits	1,638.00
Mileage	462.06
Vacation Pay Expense	6,006.25
Payroll Tax Expense	6,157.45
Certidan Payroll S/C	1,000.12
Total Salaries, Wages & Benefits	<u>102,124.11</u>
Total Expense	<u>127,258.65</u>
Net Ordinary Income	<u>16,898.51</u>
Net Income	<u>16,898.51</u>

**BUDGET DETAILS for PREVIOUS YEAR****REVENUE***Please refer to 2014 Audited Financials.*

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total \$ \_\_\_\_\_

**EXPENSES**

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

PROFIT/SHORTFALL \$ \_\_\_\_\_

**FISCAL YEAR-END RESERVE BALANCE:**

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature \_\_\_\_\_  
Organization's Applicant

Signature \_\_\_\_\_  
Organization's President or Chair

# **Communities Embracing Restorative Action (CERA) Society**

**Financial Statements**

**December 31, 2014**

# Communities Embracing Restorative Action (CERA) Society

December 31, 2014

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## CONTENTS

### Financial Statements

Auditors' Report

Statement of Financial Position

Statement of Changes in Net Assets

Statement of Operations

Statement of Cash Flows

Notes to Financial Statements

## Auditors' Report

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To the Members of Communities Embracing Restorative Action (CERA) Society :

We have audited the statement of financial position of Communities Embracing Restorative Action (CERA) Society as at December 31, 2014 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the society's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the society as at December 31, 2014 and the results of its operations, net assets and cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations. As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

*Carlyle Shepherd & Co.*

Vancouver, BC  
June 19, 2015

# Communities Embracing Restorative Action (CERA) Society

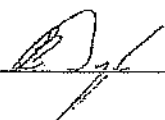
## Statement of Financial Position

December 31, 2014

	General (CYJP)	Empowering Youth	Total	Total
	2014	2014	2014	2013
	\$	\$	\$	\$
Assets				
Current				
Cash and term deposits	26,168	-	26,168	28,265
Externally restricted cash (note 3)	50,320	25,000	75,320	14,000
Accounts receivable	588	-	588	616
Prepaid expenses	1,752	-	1,752	1,742
	78,828	25,000	103,828	44,623

Approved on behalf of the board:

 Chairman

 Treasurer

# Communities Embracing Restorative Action (CERA) Society

## Statement of Financial Position

December 31, 2014

	General (CYJP)	Empowering Youth	Total	Total
	2014	2014	2014	2013
	\$	\$	\$	\$
<b>Liabilities and net assets</b>				
<b>Liabilities</b>				
<b>Current</b>				
Accounts payable and accruals	6,828	-	6,828	8,344
Deferred contribution (note 5)	50,320	25,000	75,320	14,000
	57,148	25,000	82,148	22,344
<b>Net assets</b>				
Net assets externally restricted (note 3)	75,320	-	75,320	14,000
Unrestricted net assets	(53,640)	-	(53,640)	8,279
	21,680	-	21,680	22,279
	78,828	25,000	103,828	44,623

# Communities Embracing Restorative Action (CERA) Society

## Statement of Changes in Net Assets

December 31, 2014

	General (CYJP)	Empowering Youth	Total	Total
	2014	2014	2014	2013
	\$	\$	\$	\$
<b>Net assets externally restricted</b>				
Opening balance	14,000	-	14,000	13,064
Amount received during the year	86,380	-	86,380	20,000
Amount recognized as revenue during the year	(25,060)	-	(25,060)	(19,064)
Closing balance	75,320	-	75,320	14,000
<b>Unrestricted net assets</b>				
Opening balance	8,279	-	8,279	9,700
Excess (deficiency) of receipts over expenditures	(599)	-	(599)	(485)
Cash externally restricted	(61,320)	-	(61,320)	(936)
Closing balance	(53,640)	-	(53,640)	8,279
	21,680	-	21,680	22,279

# Communities Embracing Restorative Action (CERA) Society

## Statement of Operations

Year Ended December 31, 2014

	General (CYJP)	Empowering Youth	Total	Total
	2014	2014	2014	2013
	\$	\$	\$	\$
<b>Receipts</b>				
Grants				
Anmore and Belcarra	790	-	790	790
Coquitlam	33,856	-	33,856	33,856
New Westminster	17,500	-	17,500	17,500
Port Moody	6,960	-	6,960	6,960
Province of B.C. (note 6)	52,500	10,000	62,500	62,500
Private sponsorship				
Coast Capital Savings	-	15,000	15,000	10,000
R. R. Smith Memorial Fund	-	1,000	1,000	-
Vancity	-	-	-	2,000
Other income (note 7)	3,049	60	3,109	1,357
Deferred contribution (note 5)	-	(1,000)	(1,000)	(936)
	114,655	25,060	139,715	134,027
<b>Expenditures</b>				
Advertising and promotion	1,282	70	1,352	991
Bank charges and interest	38	-	38	38
Burpee award	1,000	-	1,000	-
Capital assets purchase (note 8)	6,847	-	6,847	-
Dues and fees	105	-	105	105
Insurance	3,524	-	3,524	3,512
Office and sundry	364	928	1,292	3,139
Professional services	2,884	577	3,461	3,383
Rent	6,753	965	7,718	7,764
Telephone	3,647	433	4,080	3,885
Training and contract services	104	19	123	27
Volunteers	30	-	30	586
Wages and benefits	88,676	22,088	110,744	111,082
	115,254	25,080	140,314	134,512
<b>Excess (deficiency) of receipts over expenditures</b>	(599)	-	(599)	(485)

# Communities Embracing Restorative Action (CERA) Society

## Statement of Cash Flows

Year Ended December 31, 2014

	General (CYJP)	Empowering Youth	Total	Total
	2014 \$	2014 \$	2014 \$	2013 \$
<b>Operating activities</b>				
Excess (deficiency) of receipts over expenditures	(599)	-	(599)	(485)
<b>Changes in non-cash working capital:</b>				
Accounts receivable	28	-	28	784
Prepaid expenses	(10)	-	(10)	(2)
Accounts payable and accruals	(1,516)	-	(1,516)	2,716
Deferred contribution	-	1,000	1,000	936
	(2,097)	1,000	(1,097)	3,949
<b>Investing activities</b>				
Externally restricted cash	-	(1,000)	(1,000)	(936)
<b>Net increase (decrease) in cash and term deposits</b>	(2,097)	-	(2,097)	3,013
<b>Cash and term deposits at beginning of year</b>	28,265	-	28,265	25,252
<b>Cash and term deposits at end of year</b>	26,168	-	26,168	28,265

# Communities Embracing Restorative Action (CERA) Society

## Notes to financial statements

December 31, 2014

---

### 1. Purpose of the society

Communities Embracing Restorative Action (CERA) Society is incorporated under the Society Act of British Columbia as a not-for-profit society and is registered as a charity under the Income Tax Act. The society is exempt from income tax under paragraph 149(1)(l) of the Income Tax Act.

The purpose of the society is to promote the principle of restorative justice, focusing on the harms of wrongdoing, and restoring the rights of victims and their surrounding communities.

The society is funded by the provincial government, the municipalities and cities of Anmore, Belcarra, Coquitlam, Port Coquitlam, Port Moody and New Westminster and private sponsors.

### 2. Significant accounting policies

#### Fund accounting

The society uses fund accounting and follows the deferred method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Empowering Youth Fund is an externally restricted fund to be used for Empowering Youth Program activities. Empowering Youth Program is a preventative education program for elementary to high school students.

#### Revenue recognition

Contributions that are restricted by the contributor for use in a future period for general operations are deferred and recognized as revenue in the year in which the related expenditures are incurred.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assured.

Donation and memberships are recognized as revenue in the year received.

# Communities Embracing Restorative Action (CERA) Society

## Notes to financial statements

December 31, 2014

---

### 2. Significant accounting policies (continued)

#### Contributed services

The society uses volunteers in the delivery of programs and administration services. Because of the difficulty in determining their fair value, contributed services of volunteers are not recognized in the financial statements.

#### Capital assets

Capital assets are recorded at cost and reported as expenditures in the year acquired. This policy is consistent with Canadian accounting standards for not-for-profit organizations.

#### Use of estimates

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. In preparing these financial statements, management has made estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

### 3. Cash restriction

\$50,000 (2013 - \$Nil) cash and term deposits is externally restricted for the Gaming Program for year 2015. \$320 (2013 - \$Nil) cash and term deposits is externally restricted for the Burpee Award. \$25,000 (2013 - \$14,000) cash and term deposits is externally restricted for the Empowering Youth Program.

### 4. Financial instruments

On January 1, 2008, the society adopted *CICA Handbook* Section 3855, "Financial Instruments recognition and measurement". The society has no such financial assets or financial liabilities held for trading; no investments held-to maturity and no financial assets available-for-sale.

The society's financial instruments consist of cash and short-term deposits, accounts receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that, under normal circumstances, the society is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The fair values of these financial instruments approximate their carrying value due to their short-term maturity date.

## Communities Embracing Restorative Action (CERA) Society

### Notes to financial statements

December 31, 2014

#### 5. Deferred contributions

Deferred contributions represent any unspent resources externally restricted and restricted operating funding received in the current year that is related to the subsequent year. Changes in the deferred contributions balance are as follows:

	2014 \$	2013 \$
Provincial Gaming Grant beginning balance	-	-
Add: amount received (note 6)	100,000	50,000
Less: amount recognized as revenue in the year	(50,000)	(50,000)
Provincial Gaming Grant balance	<u>50,000</u>	<u>-</u>
Burpee Award beginning balance	-	-
Add: amount received – Private sponsorship	320	-
Less: amount recognized as revenue in the year	-	-
Burpee Award balance	<u>320</u>	<u>-</u>
Empowering Youth Grant beginning balance	14,000	13,064
Add: amount received – Private sponsorship	16,000	10,000
Add: amount received – Province of B.C. (note 6)	20,000	10,000
Add: amount received – term deposit interest	60	-
Less: amount recognized as revenue in the year	(25,060)	(19,064)
Empowering Youth Grant balance	<u>25,000</u>	<u>14,000</u>

#### 6. Provincial grants

A grant of \$60,000 (2013 - \$60,000) was provided by the Province of British Columbia under the direct access program grants. These funds are restricted under the terms of British Columbia's Gaming Control Act and Regulations for costs that are essential to the delivery of the approved programs. \$50,000 (2013 - \$50,000) of the funds is for Community Youth Justice Program to assist with ongoing operating costs such as wages, rent and office expenses. \$10,000 (2013 - \$10,000) of the funds is for Empowering Youth Program to assist with ongoing operating costs such as wages, rent and training resources. As at December 31, 2014, the Society received \$60,000 grants for the year 2015 program.

Additional funding of \$2,500 (2013 - \$2,500) was received from the Province of British Columbia under the Community Accountability Grants Program.

## Communities Embracing Restorative Action (CERA) Society

Notes to financial statements

December 31, 2014

### 7. Other income

	2014 \$	2013 \$
Interest income	398	989
Charitable donations	2,351	218
Workshops	200	-
Member dues	160	150
	<u>3,109</u>	<u>1,357</u>

### 8. Capital assets

In accordance with its accounting policy for capital assets, the society has expensed \$6,847 (2013 - \$Nil) of capital assets in the current year.

### 9. Lease commitments

The society has entered into a rental premises lease at \$659 per month expiring January 31, 2015. On February 28, 2015, the lease was extended for another year and will expire on January 31, 2016.

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JAN 04 2015

Village of Anmore



VILLAGE OF ANMORE

## COMMUNITY GRANT APPLICATION FORM

Date of Application Dec 28, 2015Name of Applicant Friendly Forest PreschoolAddress 2505 Sunnyside Road

Main Contact Person(s)

1. Name Shannon Zaitsoff Position VP Grants  
 Phone (Home) 604 944 6222 (Other) 778 928 6224
2. Name Jodie Sunley Position President  
 Phone (Home) 604 949 1969 (Other) \_\_\_\_\_

Previous year funding provided by the Village of Anmore to the same organization

Project/Event/Service Glenda Teffry Goatley Bursary Amount Received \$ 250.00

How were monies spent? Attach a financial statement to this application.

Current year funding request

Project/Event/Service Glenda Teffry Goatley Bursary Amount Requested \$ 250.00

How will projected monies be spent? Please complete the attached Budget Projections form.

To maintain a subsidy fund to provide assistance to families in need  
 Describe your organization and how its efforts do/might benefit the community at Friendly Forest Preschool  
See Schedule A

Describe how your organization intends to utilize the projected grant monies for its  
 Project/Event/Service

See Schedule BHow many Anmore residents do you anticipate will participate? 13How many non-Anmore residents do you anticipate will participate? 64Anticipated total number of participants 77

How will the Village be recognized for its contribution?

The village will be thanked publicly at our Annual General Meeting and acknowledged in our school newsletter & on our website

Identify any long term objectives or goals that the organization is working toward.

To continue to provide, and make accessible, high quality early childhood education to Anmore families and others in the broader community

\*Please provide additional information on separate paper.

October 2015

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## BUDGET PROJECTIONS for CURRENT YEAR

### REVENUE

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Please see attached budget for 2015/2016

Total \$ \_\_\_\_\_

### EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

PROFIT/SHORTFALL \$ \_\_\_\_\_

### FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____	
_____	Amount: \$ _____	
_____	Amount: \$ _____	

To the best of my knowledge, the above statements are true as of the date of this application.

Signature *A. Zartoff*  
Organization's Applicant

Signature *John D. Bunley*  
Organization's President or Chair

# **BUDGET DETAILS for PREVIOUS YEAR**

## **REVENUE**

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Please see attached  
budget for 2014-2015

**Total** \$ \_\_\_\_\_

## **EXPENSES**

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total** \$ \_\_\_\_\_

## **PROFIT/SHORTFALL**

\$ \_\_\_\_\_

## **FISCAL YEAR-END RESERVE BALANCE:**

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature *[Signature]*  
Organization's Applicant

Signature *[Signature]*  
Organization's President or Chair

## **SCHEDULE A**

### **Describe your organization and how its efforts do/might benefit the community?**

Friendly Forest Preschool has been an integral part of the Anmore community for 25 years. Not only do the children who come through its doors develop a life-long love for their special preschool but they also have a deep respect for Anmore and the surrounding community, environment, and parks. In addition, parents, extended family (many of whom visit regularly,) and members of the Anmore community are welcome to enjoy Friendly Forest's beautiful natural playground and facility.

A strong sense of community is fundamental in the success of Friendly Forest Preschool. As a parent cooperative, each family contributes their individual talents, and with the help of excellent teachers, the preschool is able to provide an award winning preschool program. In fact, the preschool has been operating at over 98% capacity since its doors opened in 1985. The children actively witness their parents working together as a community which provides examples of leadership and active citizenship for the youngest members of the Anmore community.

Friendly Forest is an inclusive preschool, with an "open door" policy, that welcomes children of all abilities and backgrounds, and enthusiastically invites volunteers and members of the community to share their expertise. Friendly Forest Preschool provides children with opportunities to learn about cultures from around the world, as well as, traditions within the Anmore community.

Friendly Forest Preschool strives to provide children with opportunities to explore their curiosity through play and develop into confident, globally aware and passionate citizens.

## **SCHEDULE B**

We are so grateful to the Village of Anmore for providing grant monies to support the Glenda Treffry-Goatley Bursary which is a fee subsidy program supporting families in financial need. Eligibility for the subsidy is determined on a case-by-case basis at the discretion of the Board of Friendly Forest Preschool. This will allow for children, who may not have been otherwise able to, the opportunity to experience the program at Friendly Forest Preschool. Many families have various circumstances that occur during the year which could benefit from some financial support, and in addition, this fund will provide support for a child and their family to maintain a position in the class with their peers in unusual situations such as hospitalizations, bereavement, separation, or an unexpected emergency.

## Friendly Forest Preschool Comparative Income Statement

	Actual 01/07/14 to 30/06/15	Budget 01/07/15 to 30/06/16
<b>REVENUE</b>		
<b>Revenues</b>		
Application Fees	1,450.00	1,400.00
Registration Fees	4,200.00	4,800.00
Student Fees	109,670.50	108,200.00
Fundraising (net)	5,610.10	0.00
Child Care Operating Funding	8,932.40	9,000.00
Childcare Subsidy	0.00	0.00
Field Trip Expenses	-12.05	0.00
Casino Funding	6,987.00	7,000.00
Community Grants	250.00	1,628.00
Fundraising Donations	1,000.00	0.00
Fundraising Opt Out Revenue	4,062.50	10,000.00
Cleaning Opt Out Revenue	1,300.00	1,300.00
Simon Fraser Child Service	15,137.82	15,150.00
T-Shirt Revenue	1,200.00	0.00
Sundry & Interest Income	503.60	500.00
Parent Duty Security	400.00	400.00
<b>Total Revenues</b>	<b>160,691.87</b>	<b>159,378.00</b>
<b>TOTAL REVENUE</b>	<b>160,691.87</b>	<b>159,378.00</b>
<b>EXPENSE</b>		
<b>Programming</b>		
Conference Fees/Courses	544.03	1,800.00
Party Expenses	1,478.53	850.00
Photography	51.27	100.00
Preschool Equipment & Supplies	5,749.74	5,000.00
Miscellaneous Programming	11.29	500.00
<b>Total Programming Expenses</b>	<b>7,834.86</b>	<b>8,250.00</b>
<b>Administrative Expenses</b>		
Accounting/Legal	3,171.01	3,800.00
Advertising	47.54	50.00
Bank Charges	35.24	50.00
Gifts	87.14	100.00
Insurance	2,202.00	2,318.00
Licensing	0.00	25.00
Meetings & Parent Education	498.33	500.00
Office Supplies & Photocopying	232.74	300.00
Preschool Lease	4,401.60	4,426.00
Telephone	853.16	850.00
Utilities	2,933.52	3,000.00
<b>Total Administrative Expenses</b>	<b>14,462.48</b>	<b>15,419.00</b>

**Maintenance Expenses**

Cleaning Services	3,550.00	3,500.00
Cleaning Supplies	127.13	400.00
Furnishings & Indoor Equipment	499.20	3,500.00
Landscaping & Outdoor Equipment	8,939.87	3,500.00
Maintenance & Repairs	1,054.35	1,500.00
<b>Total Maintenance Expenses</b>	<b>14,170.55</b>	<b>12,400.00</b>

**Wage Expenses**

Teachers Wages	122,318.73	123,800.00
Substitute Teachers	0.00	500.00
<b>Total Wage Expenses</b>	<b>122,318.73</b>	<b>124,300.00</b>

**TOTAL EXPENSE**

158,786.62	160,369.00
------------	------------

**NET INCOME**

1,905.25	-991.00
----------	---------

**Carry Over from previous year**

991.00

**Anticipated Surplus (Shortfall)**

0.00

x Dr Zaitchoff  
(applicant)

x John D. Bunley  
(president)

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JAN 04 2015

Village of Anmore



VILLAGE OF ANMORE

## COMMUNITY GRANT APPLICATION FORM

Date of Application Dec 28, 2015Name of Applicant Friendly Forest PreschoolAddress 2505 Sunnyside Road

Main Contact Person(s)

1. Name Shannon Zaitsoff Position VP GrantsPhone (Home) 604-944-6222 (Other) 778-928-62242. Name Jodie Sunley Position PresidentPhone (Home) 604-949-1969 (Other) 778-888-1081

Previous year funding provided by the Village of Anmore to the same organization

Project/Event/Service - Amount Received \$ -

How were monies spent? Attach a financial statement to this application.

Current year funding request

Project/Event/Service Community Learning Garden Enhancement/Maintenance Amount Requested \$ 877.99

How will projected monies be spent? Please complete the attached Budget Projections form.

See Table 1

Describe your organization and how its efforts do/might benefit the community

See Schedule A

Describe how your organization intends to utilize the projected grant monies for its

Project/Event/Service

See Schedule BHow many Anmore residents do you anticipate will participate? 13How many non-Anmore residents do you anticipate will participate? 64Anticipated total number of participants 77

How will the Village be recognized for its contribution?

The village will be thanked publicly at our Annual General Meeting and recognized in our school newsletter & website.

Identify any long term objectives or goals that the organization is working toward.

See schedule C

\*Please provide additional information on separate paper.

October 2015

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## BUDGET PROJECTIONS for CURRENT YEAR

### REVENUE

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Please see  
attached budget for  
2015/2016

Total \$ \_\_\_\_\_

### EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

### PROFIT/SHORTFALL

\$ \_\_\_\_\_

### FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____	
_____	Amount: \$ _____	
_____	Amount: \$ _____	

To the best of my knowledge, the above statements are true as of the date of this application.

Signature \_\_\_\_\_

Organization's Applicant

Signature \_\_\_\_\_

Organization's President or Chair

**BUDGET DETAILS for PREVIOUS YEAR**

**REVENUE**

Other Grant Monies	\$ _____	(Contributor: _____)
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Please see attached  
budget for 2014/2015

**Total** \$ \_\_\_\_\_

**EXPENSES**

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____


**Total** \$ \_\_\_\_\_

**PROFIT/SHORTFALL** \$ \_\_\_\_\_

**FISCAL YEAR-END RESERVE BALANCE:**

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature   
Organization's Applicant

Signature   
Organization's President or Chair

**TABLE 1 – ANMORE COMMUNITY GRANT**

<b>PROJECT</b>	<b>DETAILS</b>	<b>COST ESTIMATE</b>
Community learning garden	Materials to maintain and expand existing garden beds	\$400.00
Watering system	Additional rain barrels for watering plants  <a href="https://www.homedepot.ca/en/home/p.sandstone-look-rain-barrel---75-gallon.1000701368.html">https://www.homedepot.ca/en/home/p.sandstone-look-rain-barrel---75-gallon.1000701368.html</a>	\$338.00
Digital Camera	A small camera to facilitate sharing news of activities within the preschool (including the community garden) with the community  <a href="http://www.londondrugs.com/canon-powershot-elph-160-is---red---0143c001/L8664310.html?cgid=cameras-cameraspointandshoot&amp;start=11">http://www.londondrugs.com/canon-powershot-elph-160-is---red---0143c001/L8664310.html?cgid=cameras-cameraspointandshoot&amp;start=11</a>	\$139.99
		<b>\$877.99</b>

## **SCHEDULE A**

### **Describe your organization and how its efforts do/might benefit the community?**

Friendly Forest Preschool has been an integral part of the Anmore community for 25 years. Not only do the children who come through its doors develop a life-long love for their special preschool but they also have a deep respect for Anmore and the surrounding community, environment, and parks. In addition, parents, extended family (many of whom visit regularly,) and members of the Anmore community are welcome to enjoy Friendly Forest's beautiful natural playground and facility.

A strong sense of community is fundamental in the success of Friendly Forest Preschool. As a parent cooperative, each family contributes their individual talents, and with the help of excellent teachers, the preschool is able to provide an award winning preschool program. In fact, the preschool has been operating at over 98% capacity since its doors opened in 1985. The children actively witness their parents working together as a community which provides examples of leadership and active citizenship for the youngest members of the Anmore community.

Friendly Forest is an inclusive preschool, with an "open door" policy, that welcomes children of all abilities and backgrounds, and enthusiastically invites volunteers and members of the community to share their expertise. Friendly Forest Preschool provides children with opportunities to learn about cultures from around the world, as well as, traditions within the Anmore community.

Friendly Forest Preschool strives to provide children with opportunities to explore their curiosity through play and develop into confident, globally aware and passionate citizens.

## **SCHEDULE B**

**Describe how your organization intends to utilize the projected grant monies for its Project/Event/Service.**

In 2014 the Friendly Forest community was excited to create the "Friendly Forest Community Learning Garden" in an un-utilized section of the school. The Community Learning Garden is fully accessible to all members of the Anmore community. The garden provides fresh local and traditional vegetables and herbs.

Canadians are becoming more aware, in light of recent research, that North American children are overall less active, healthy and playful than children of previous generations. This is of concern within the Friendly Forest Community, where a fundamental philosophy of the school is to encourage active play and to spend time outdoors. The outdoor learning garden provides a rich resource to promote many healthy philosophies and build a sense of connectedness within our school and the Anmore community. The Community Learning Garden provides children, parents, and Anmore residents, with direct access to nutritionally rich foods and provides opportunities for community ownership and stewardship. In addition, working within the garden:

- promotes a healthy active lifestyle and provides an example of the "fruitful" benefits of hard work and perseverance;
- provides an opportunity for "hands-on" learning;
- provides opportunities for social-emotional growth, such as working together and leadership;
- fosters cognitive development by allowing children to problem solve and use communication skills;
- integrates concepts from science, math and social studies naturally and kinaesthetically;
- provides children with an opportunity to connect with nature, and,
- provides an opportunity for community members to meet neighbours, build community leaders, and bring people together from a wide variety of backgrounds.

The Community Learning Garden has been a wonderful success within the preschool. We are requesting funds for materials needed to maintain the gardens (e.g., soil, seeds, stain for wooden planters, etc.) as well as enhance them (e.g., additional planters, and rain barrels). We are also requesting funds for a camera to be used, in part, to document children's engagement in the garden and to share pictures within the community (e.g., in local papers and through social media). Please see Table 1 for details.

### **SCHEDULE C**

**Identify and long term objectives or goals that the organization is working toward:**

The Friendly Forest Community Learning Garden will continually be maintained by the teachers, students, family, and community members for years to come. Families happily volunteer to come to the school throughout the summer and enjoy the preschools playground and spend time in the garden. We, at Friendly Forest Preschool, are excited to "harvest our crop" year after year and continue to use the garden as a part of the schools enriching and hands-on curriculum.

## Friendly Forest Preschool Comparative Income Statement

	Actual 01/07/14 to 30/06/15	Budget 01/07/15 to 30/06/16
<b>REVENUE</b>		
<b>Revenues</b>		
Application Fees	1,450.00	1,400.00
Registration Fees	4,200.00	4,800.00
Student Fees	109,670.50	108,200.00
Fundraising (net)	5,610.10	0.00
Child Care Operating Funding	8,932.40	9,000.00
Childcare Subsidy	0.00	0.00
Field Trip Expenses	-12.05	0.00
Casino Funding	6,987.00	7,000.00
Community Grants	250.00	1,628.00
Fundraising Donations	1,000.00	0.00
Fundraising Opt Out Revenue	4,062.50	10,000.00
Cleaning Opt Out Revenue	1,300.00	1,300.00
Simon Fraser Child Service	15,137.82	15,150.00
T-Shirt Revenue	1,200.00	0.00
Sundry & Interest Income	503.60	500.00
Parent Duty Security	400.00	400.00
<b>Total Revenues</b>	<b>160,691.87</b>	<b>159,378.00</b>
<b>TOTAL REVENUE</b>	<b>160,691.87</b>	<b>159,378.00</b>
<b>EXPENSE</b>		
<b>Programming</b>		
Conference Fees/Courses	544.03	1,800.00
Party Expenses	1,476.53	850.00
Photography	51.27	100.00
Preschool Equipment & Supplies	5,749.74	5,000.00
Miscellaneous Programming	11.29	500.00
<b>Total Programming Expenses</b>	<b>7,834.86</b>	<b>8,250.00</b>
<b>Administrative Expenses</b>		
Accounting/Legal	3,171.01	3,800.00
Advertising	47.54	50.00
Bank Charges	35.24	50.00
Gifts	87.14	100.00
Insurance	2,202.00	2,318.00
Licensing	0.00	25.00
Meetings & Parent Education	498.33	500.00
Office Supplies & Photocopying	232.74	300.00
Preschool Lease	4,401.80	4,426.00
Telephone	853.16	850.00
Utilities	2,933.52	3,000.00
<b>Total Administrative Expenses</b>	<b>14,462.48</b>	<b>15,419.00</b>

**Maintenance Expenses**

Cleaning Services	3,550.00	3,500.00
Cleaning Supplies	127.13	400.00
Furnishings & Indoor Equipment	499.20	3,500.00
Landscaping & Outdoor Equipment	8,939.87	3,500.00
Maintenance & Repairs	1,054.35	1,500.00
<b>Total Maintenance Expenses</b>	<b>14,170.55</b>	<b>12,400.00</b>

**Wage Expenses**

Teachers Wages	122,318.73	123,800.00
Substitute Teachers	0.00	500.00
<b>Total Wage Expenses</b>	<b>122,318.73</b>	<b>124,300.00</b>

<b>TOTAL EXPENSE</b>	<b>158,786.62</b>	<b>160,369.00</b>
----------------------	-------------------	-------------------

<b>NET INCOME</b>	<b>1,905.25</b>	<b>-991.00</b>
-------------------	-----------------	----------------

<b>Carry Over from previous year</b>		<b>991.00</b>
--------------------------------------	--	---------------

<b>Anticipated Surplus (Shortfall)</b>		<b>0.00</b>
--	--	-------------

x *D. Zaitsev*  
(applicant)

x *Katie Dunley*  
(president)



## VILLAGE OF ANMORE

## COMMUNITY GRANT APPLICATION FORM

Date of Application JAN 18/16Name of Applicant KERRI PALMER ISDAKAddress 230 FERN DRIVE ANMORE BC

Main Contact Person(s)

1. Name KERRI PALMER ISDAK Position COMMITTEE MEMBER  
 Phone (Home) 483WK (Other) 604-861-0521

2. Name LISA BATEMAN Position GRAD COMMITTEE  
 Phone (Home) 604-461-8679 (Other)

Previous year funding provided by the Village of Anmore to the same organization

Project Event/Service Amount Received \$ NOT SUREHow were monies spent? Attach a financial statement to this application. 4-5 YEARS AGO.

Current year funding request

Project/Event/Service DRY GRAD Amount Requested \$ 500.00

How will projected monies be spent? Please complete the attached Budget Projections form.

FOR EVENT: FOOD, ENTERTAINMENT, SECURITY.

Describe your organization and how its efforts do/might benefit the community

DRY GRAD CO. AT HERMAGE WOODS: PLEASE SEEDescribe how your organization intends to utilize the projected grant monies for its ATTACHED Project/Event/ServiceHow many Anmore residents do you anticipate will participate? 50-75How many non-Anmore residents do you anticipate will participate? 200+Anticipated total number of participants 275

How will the Village be recognized for its contribution?

IN OUR POSTER/ADS & AT EVENT AS A SPONSOR

Identify any long term objectives or goals that the organization is working toward.

ENCOURAGING SAFE NON ALCOHOL RELATED CELEBRATIONS  
FOR GRADUATES

\*Please provide additional information on separate paper.

October 2015

## HERITAGE WOODS SECONDARY SCHOOL

1300 David Avenue, Port Moody, BC V3H 5K6  
Phone: 604-461-8679 Fax: 604-937-8055



November 19, 2015

Dear Sir/Madam:

**Re: 2016 After Grad Celebration**

Heritage Woods Secondary School will be hosting an After Grad Celebration on June 26, 2016 and we are looking for your help. The event runs from midnight to 5:00 am and we are planning an evening of fun, food and prizes for the graduates in a safe, alcohol free environment. An event like this requires financial support and it is our hope that we can count on you to assist our After Grad Committee by making a financial contribution or a donation in the form of refreshments or prizes.

Your assistance is greatly appreciated in helping us host this event and keep our grads safe while gaining valuable exposure for your business. We are really exciting about this function and want our grads to have our best efforts in making this a truly memorable event. Your generosity will be recognized on a donor wall and in the local newspaper following the event.

We hope that you are able to make a contribution and look forward to hearing from you. Please contact the Heritage Woods Secondary School After Grad Committee at [HWSSgrad2016@gmail.com](mailto:HWSSgrad2016@gmail.com).

Please let us know if you would like us to pick up your donation.

Sincerely,

Lisa Bateman  
After Grad Committee

Debbie Mercer  
After Grad Committee

Case donations of \$25 or more and merchandise donations of \$50 or  
More will be issued a tax receipt upon request.

<b>Budget for 2016 After Grad</b>	
<b>Revenue:</b>	
Balance Forward from 2015	\$ 10,316.34
Ticket Sales 275 x \$75	\$ 20,625.00
Donations	\$ 2,000.00
Return It Refund	\$ 1,000.00
Donation from PAC	\$ 1,500.00
GST Deposit	\$ 287.44
Liquor Store Dry Grad	\$ -
	<b>\$ 35,728.78</b>
<b>Expenses:</b>	
Decorating Committee	\$ 3,700.00
Entertainment (including psychic)	\$ 12,300.00
Prizes for Carnival Games & Casino	\$ 500.00
Food Committee	\$ 3,400.00
DJ	\$ 750.00
Security	\$ 1,000.00
Ticket Printing	
Prizes	\$ 6,000.00
	<b>\$ 27,650.00</b>

# 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 27, 2016

**RE:** Request for Comments on Metro Vancouver's Draft Regional Food System Action Plan

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## INTRODUCTION

The intent of this report is to provide Council with an overview of Metro Vancouver's draft *Regional Food System Action Plan*, towards providing comments back to Metro Vancouver. Additionally, this report discusses Anmore's existing policy related to food security and how the Village could contribute to implementing the Action Plan locally.

## RECOMMENDATION

It is recommended to Council:

1. *THAT Council receives the report for information; AND*
2. *THAT Council direct the Planning Consultant to respond to the request for comments on Metro Vancouver's Draft Regional Food System Action Plan, indicating Anmore's support for the draft Action Plan.*

## BACKGROUND

Metro Vancouver's draft *Regional Food System Action Plan* (Action Plan) is the implementation plan for the *Regional Food System Strategy (RFSS)*, which was adopted by the Board in 2011. The Action Plan focusses on the role of member municipalities to advance the goals of the RFSS.

The Action Plan highlights actions member municipalities plan to undertake in the next five years and areas where additional planning is needed to address gaps or emerging issues related to developing a sustainable and resilient regional food system. The actions and new initiatives respond to the five goals of the RFSS:

1. Increase capacity to produce food close to home
2. Improve the financial viability of the food sector

3. People make healthy and sustainable food choices
4. Access to healthy, culturally diverse and affordable food
5. Food system consistent with ecological health

The Action Plan also highlights the importance of communities working collaboratively on cross-regional issues, while pursuing specific actions locally. The Action Plan also identifies the disconnect that exists in communities when thinking about how policies, regulations, programs, and initiatives may benefit food security. For example, a strategy under Goal 1 to protect watercourses and restore fish habitat is more commonly associated with environmental protection than food production.

Anmore has two specific food security policies in the OCP, but the Village is indirectly supporting the RFSS through other policies and actions. The following discussion outlines what the Village is doing, and what opportunities could be explored to further contribute to a sustainable and resilient regional food system.

## **DISCUSSION**

Although a “rural” community, Anmore has no designated agricultural land within its borders. However, large acreages provide an opportunity for residents to grow vegetable gardens, fruit trees, and a variety of plants on their properties. Anmore’s Zoning Bylaw allows for keeping animals on parcels larger than two acres, subject to the Animal Control Bylaw. An Agricultural use is defined in the Zoning Bylaw, but is currently only a permitted use the C-3 zone (Equestrian Commercial). To date, residents use their properties for personal food production and some keep horses.

Existing policy in the OCP supports the growing awareness of how individuals and communities can contribute to food security. Recognizing that choosing to purchase local foods or grow your own can have a positive impact on the environment, economy, and health, Anmore has the following policies in place:

- The Village encourages residents to grow foods on their property for personal consumption, explore the potential to sell foods locally and look for opportunities to buy foods from local or regional sources. (Policy S-13)
- The Village will consider establishing a community garden in the Village Centre, to be maintained by Anmore volunteers. (Policy S-14)

While these are the only two food-specific policies in Anmore, the regulatory context would allow for a resident to pursue agricultural uses (as defined in the Zoning Bylaw) through rezoning.

Reflecting on the *Regional Food System Strategy* and the draft Action Plan, the Village has other policy and initiatives that align with the goals, strategies and actions outlined in the Action Plan, and there are additional opportunities for the Village to contribute to implementing the RFSS.

### **Anmore's Role in the Action Plan**

**Goal 1. Increase capacity to produce food close to home:** Through the OCP update, Anmore created and has begun implementing a Watercourse Development Permit Area to ensure Provincial Riparian Area Regulations are followed appropriately. These measures are intended to protect fish habitat from the impacts of development. With several fish bearing streams in the vicinity, including the especially significant Mossom Creek, introducing the Watercourse DPA is a step towards protecting fish habitat locally and supporting sustainable fish stocks.

**Goal 2. Improve the financial viability of the food sector:** With no typical agriculture occurring in Anmore, the Village has a limited role in advancing this goal. Reviewing the Zoning Bylaw and ensuring that regulations align with OCP policies are actions Anmore can undertake to ensure there are no barriers to enhancing food production locally.

**Goal 3. People make healthy and sustainable food choices:** The Action Plan suggests that local government has a role in raising awareness about why local, healthy, sustainable food is important to communities. Celebrating local food through events and supporting educational activities are examples of actions Anmore could undertake.

**Goal 4. Everyone has access to healthy, culturally diverse and affordable food:** This goal addresses food insecurity (not being able to access or afford nutritious food) that can impact vulnerable residents such as seniors and people with low incomes. While access to healthy food is not a known issue in Anmore, the Village can play a role in ensuring residents have access to information about local food resources (e.g. grocery delivery services, location of farmers markets, culturally specific foods), encourage local food production on private or public property (e.g. community garden), and promote partnership opportunities (e.g. programs that match property owners with urbanites who want to garden, non-profit food producers with schools etc.).

**Goal 5. A food system consistent with ecological health:** This goal reflects the impact that our food system can have on the environment; from food production, distribution, consumption, and waste. The role of local governments may include preserving wildlife habitat, protecting air, water and soil quality, and minimizing waste. In Anmore, protecting the environment is a key

value reflected in policies, regulations, and Village initiatives. Encouraging residents to divert waste from the landfill through recycling and curbside organic waste pick-up is a recent action undertaken by the Village. Through these efforts, Anmore supports Metro Vancouver's lead role in directing research, education and developing programs and initiatives to protect the natural environment and reduce organic and food packaging waste. New initiatives suggested in the Action Plan that may be easily implemented in Anmore is enhancing pollinator (such as bees) habitat through appropriate plantings.

### **Initiatives to Consider**

The Action Plan provides a benchmark for assessing what different municipalities are currently doing, or plan to do in the next five years to implement the goals and strategies of the RFSS. Anmore can use this as a resource for future consideration. Some example actions Council may want to consider through future strategic planning include:

- Through the Zoning Bylaw, Anmore could consider adding agriculture as a permitted use in certain residential zones to facilitate small-scale farming activities and the sale of products through small roadside stands. Vegetables, fruits, eggs, and honey are examples of some common urban agriculture products. Discussing new categories/definitions of uses such as "urban agriculture" or "market food gardening" could raise awareness about food security, encourage people to grow their own food, and help the Village and residents determine what agriculture could mean in the local context.
- Through the Zoning Bylaw, define urban agriculture as a use and provide regulations for certain aspects, such as bee keeping, in the general regulations. This could facilitate small scale agriculture without the need for a rezoning.
- Build on Policy S-14 to consider a community garden in the Village Centre through conversations with the public as plans for this area proceed. This type of action could help to build a sense of community around food and provide educational opportunities for local schools. The flower garden in Sprit Park has already proved to be a catalyst for bringing the community together.
- Look for opportunities to partner with organizations or support groups planning events and educational activities around food. Hosting a farmers market in the Village Centre is one type of activity that has previously been mentioned.
- Raise awareness about actions residents can undertake on their own to enhance food security by reducing organic waste, growing and sharing food, enhancing pollinator habitat, eliminating pesticide use, and buying local products.
- Look for ways the Village can implement these and other actions in the RFSS Action Plan by applying a "food security lens" to decisions about purchasing, maintaining Village property, or developing new policies, programs, or initiatives.

## CONCLUSION

Before Council is a summary report outlining how Anmore is contributing to the key elements of Metro Vancouver's *Regional Food System Strategy* and draft Action Plan.

While some elements of the RFSS are not reflected in the Anmore context, the Village has the capacity to raise awareness and work with the community to support a sustainable and resilient food system. Continuing to pursue implementation of the OCP policies related to food security and aligning regulations with these policies will help the Village and residents take a more active role in the regional food system in a variety of ways.

Staff recommends that the Village support Metro Vancouver in moving forward to adopt the draft *Regional Food System Action Plan*. Should Council be in agreement with the recommendation, Staff will prepare a response to Metro Vancouver for submission.



## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: January 29, 2016

Submitted by: Christine Milloy, Manager of Corporate Services

Subject: Mayor's Task Force on Land Use

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#### Purpose / Introduction

To provide information to Council, as requested, regarding procedure to establish a Task Force.

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#### Recommended Resolutions

1. That Council approves the establishment of a task force for the purpose of reviewing land use matters specific to the Village of Anmore regarding infill and subdivided lot developments; and that the Task Force shall be named Mayor's Task Force on Land Use; and further that the Task Force shall be appointed solely by the Mayor and be comprised of five members: two councillors, two resident or non-resident property owners, and one staff or consultant.  
or
  2. That Council direct the Advisory Planning Commission to review potential infill and/or half-acre lot development in the community and provide recommendation to Council for consideration.
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#### Background

At the Regular Council Meeting held on January 19, 2016 staff was directed to look into requirements for establishment of a task force that would discuss a specific land use matter.

During the review process for updating of the Official Community Plan and again during the review process for the updating of the Zoning Bylaw, the public has made council aware of concerns regarding potential infill and/or half-acre lot development in the community. Council has heard from public members who believe that this matter has been overlooked in the review of both the OCP and Zoning Bylaw, and Council has been requested to establish a group to research these concerns.

## Report/Recommendation to Council

Mayor's Task Force on Land Use

January 29, 2016

### Discussion

Pursuant to section 142 of the *Community Charter*, Council is authorized to establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council. At least one member of the task force is required to be a council member.

Following establishment of the Task Force, meeting procedures would be followed in accordance with Anmore Procedure Bylaw No. 541-2016. Staff would work with the Mayor and the Task Force to devise a Terms of Reference to clearly identify the mandate of the group.

### Financial Implications

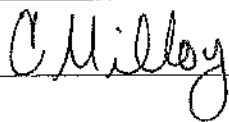
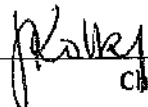
Financial impact would be limited to costs related to meetings held in the Village and retaining the Planning Consultant as a member of the Task Force.

### Communications / Civic Engagement

The Task Force members would represent public and staff, and no initial communication or engagement is anticipated.

### Council Strategic Plan Objectives

Establishment of the Task Force would meeting the Corporate Objective stated to *Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift of the community.*

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



## VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 28, 2016  
Submitted by: Christine Milloy, Manager of Corporate Services  
Subject: Policy No. 43 In-Camera Council Meeting Rules of Order

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### Purpose / Introduction

Whereas meeting rules stated in Policy No. 43 are ineffective following adoption of Anmore Procedure Bylaw No. 541-2016, Council is requested to repeal Anmore Policy No. 43 as it is no longer applicable.

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### Recommended Resolutions

THAT Council authorizes Village of Anmore Policy No. 43 *In-Camera Council Meeting Rules of Order* to be repealed, as it is no longer applicable to meeting procedures.

OR

*No alternative resolution is recommended.*

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### Background

Policy No. 43 came into effect in November 2010 and was later enforced by Procedure Bylaw No. 510-2011. The Procedure Bylaw was recently updated, and references to the policy have since been removed. Therefore, the policy no longer applies to meeting procedures in Anmore and it should be repealed to avoid potential confusion.

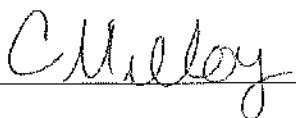

### Attachments:

1. Copy of Policy No. 43 In-Camera Council Meeting Rules of Order

**Report/Recommendation to Council**

Policy No. 43 In-Camera Council Meeting Rules of Order

January 28, 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>  <div style="text-align: right;"> _____ Chief Administrative Officer</div>	



## VILLAGE OF ANMORE

2697 Sunnyside Road  
Anmore, B.C.  
V3H 5G9



### POLICY NO. 43

## IN CAMERA COUNCIL MEETING RULES OF ORDER

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### POLICY STATEMENT

A policy to define the rules of order for In Camera Council meetings.

### POLICY DETAILS

1. In Camera Council meetings, for reasons of confidentiality, are to be recorded by the official recorder only. All other recording devices will not be permitted.
2. Documents of a sensitive or confidential nature will be distributed by the supervising staff official at the beginning of the In Camera Council meeting and then retrieved by the supervising staff official at the conclusion of the In Camera meeting.

**APPROVED** by the Municipal Council on the 9th day of November 2010.

  
Heather Anderson – Mayor

  
Howard Carley - CAO