

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday,  
November 21, 2017 at 7:00 p.m. in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

### 3. Public Input

Note: The public is permitted to provide comments to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.

### 4. Delegations

### 5. Adoption of Minutes

#### (a) Minutes of the Regular Council Meeting held on November 7, 2017

Recommendation: That the Minutes of the Regular Council Meeting held on November 7, 2017 be adopted as circulated.

### 6. Business Arising from Minutes

### 7. Consent Agenda

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

Recommendation: That the Consent Agenda be adopted.

#### (a) Council Meeting Schedule (2018)

Recommendation: That the 2018 Regular Council Meeting Schedule be set as follows:

January 9, 23	July 3, 17
February 6, 20	August (no meetings)
March 6, 20	September 4, 18
April 3, 17	October 2, 16
May 1, 15	November 6, 20
June 5, 19	December 4

**(b) Acting Mayor Schedule (2018)**

Recommendation: That the 2018 Acting Mayor Schedule be set as follows:

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

**(c) Parks and Recreation Committee Recommendation of October 10, 2017 – Drainage at Spirit Park**

Recommendation: “THAT WE ASK THAT STAFF PROVIDE US WITH THE RESULTS OF THE INVESTIGATION AS IT RELATES TO THE DRAINAGE AT SPIRIT PARK.”

**(d) Parks and Recreation Committee Recommendation of October 10, 2017 – Mossom Creek Bridge Project**

Recommendation: “THAT WE ASK STAFF TO INVESTIGATE THE VALIDITY OF THE ENVIRONMENTAL STUDY FROM ISL ENGINEERING DATED OCTOBER 14, 2015; AND ASK STAFF TO ESTABLISH CURRENT COSTS TO COMPLETE THE MOSSOM CREEK BRIDGE PROJECT.”

**(e) Parks and Recreation Committee Recommendation of October 10, 2017 – Proposed Stairs at Summerwood Lane**

Recommendation: “THAT WE ASK STAFF TO INVESTIGATE THE COSTS OF BUILDING THE STAIRS AT SUMMERWOOD LANE.”

**(f) Public Safety Committee Recommendations of June 19, 2017 – Emergency Matters**

- (i) Committee requested that staff update emergency binders to include all possible contact numbers.
- (ii) Committee requested that, in the event of an emergency, staff ensure that the appropriate measures are adhered to and that communications are fully operational.

**(g) Invasive Species Council of Metro Vancouver – 2017 Invasive Plant Management Report**

Recommendation: That the 2017 Invasive Plant Management Report prepared by Invasive Species Council of Metro Vancouver be received.

- page 14      **(h)      Ministry of Children and Family Development**
- Recommendation:      That November be proclaimed as Adoption Awareness Month in the Village of Anmore.
- page 16      **(i)      Metro Vancouver – Anmore Green Estates Request for Sewerage Services**
- Recommendation:      To receive the letter dated November 2, 2017 from Metro Vancouver regarding Anmore Green Estates Request for Sewerage Services.
- page 18      **(j)      City of Port Moody – Anmore Green Estates Request for Sewage Services**
- Recommendation:      To refer the letter dated November 3, 2017 from City of Port Moody regarding Anmore Green Estates Request for Sewage Services to staff for a response indicating that the Village of Anmore is not interested in joining the GVS&DD or changing the municipal boundary.
8.      **Items Removed from the Consent Agenda**
9.      **Legislative Reports**
- page 20      **(a)      Fees and Charges Bylaw No. 571-2017**
- Recommendation:      That Anmore Fees and Charges Bylaw No. 571-2017 be read a first, second and third time.
10.      **Unfinished Business**
11.      **New Business**
- page 29      **(a)      Multi-Function Vehicle Options**
- Report dated November 16, 2017 from the Chief Administrative Officer is attached.
- page 32      **(b)      Community Emergency Preparedness Fund – Application**
- Report dated November 17, 2017 from the Manager of Corporate Services is attached.
12.      **Mayor's Report**
13.      **Councillors Reports**
14.      **Chief Administrative Officer's Report**

**15. Information Items**

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

- Public Safety Committee Meeting minutes of June 19, 2017

**(b) General Correspondence**

**16. Public Question Period**

*Note: The public is permitted to ask questions of Council regarding any item pertaining to Village business. A two-minute time limit applies to speakers.*

**17. Adjournment**

## REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on  
Tuesday, November 7, 2017 in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

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

### ELECTED OFFICIALS ABSENT

Councillor Kim Trowbridge

### OTHERS PRESENT

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

#### 1. Call to Order

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

#### 2. Approval of the Agenda

Council agreed to discuss item 11(b) immediately after item 4(a).

It was MOVED and SECONDED:

R195/2017

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

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Nil

#### 4. Delegations

##### (a) **1st Anmore Scouts**

Five members of 1<sup>st</sup> Anmore Scouts presented thanks to Council for the Village's donation that helped finance Scouts attendance at the Canadian Jamboree in Ottawa this past summer.

**11. NEW BUSINESS**

**(b) 1st Anmore Scouts – Request for Storage**

It was MOVED and SECONDED:

R196/2017                    **“THAT WE DIRECT STAFF TO FACILITATE THE 1<sup>ST</sup> ANMORE SCOUTS STORAGE OF A SEA CAN OR STORAGE BIN AND TWO TRAILERS UNDER THE UNDERSTANDING THAT WE WILL HAVE TO CHECK INTO THE LIABILITY CONCERNS AND ACCESS.”**

**CARRIED**

Councillor Thiele opposed

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on October 17, 2017**

It was MOVED and SECONDED:

R197/2017                    **“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON OCTOBER 17, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**(b) Minutes of the Special Council Meeting held on November 1, 2017**

It was MOVED and SECONDED:

R198/2017                    **“THAT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON NOVEMBER 1, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

7. Consent Agenda

It was MOVED and SECONDED:

R199/2017                    “THAT THE CONSENT AGENDA BE ADOPTED, WITH ITEMS 7(A), (B), (C) AND (D) REMOVED.”

CARRIED UNANIMOUSLY

(e)     Metro Vancouver – Impact of 2016 Federal Census Population on Weighed Voting and Member Representation

R200/2017                    “THAT THE LETTER DATED OCTOBER 25, 2017 FROM METRO VANCOUVER REGIONAL DISTRICT REGARDING IMPACT OF 2016 FEDERAL CENSUS POPULATION ON WEIGHTED VOTING AND MEMBER REPRESENTATION BE RECEIVED.”

ADOPTED ON CONSENT

(f)     Salish Sea Trust – Recognition for December 11 as A Day for Our Common Future

R201/2017                    “THAT DECEMBER 11 BE DECLARED AS A DAY FOR OUR COMMON FUTURE IN THE VILLAGE OF ANMORE.”

ADOPTED ON CONSENT

(g)     Salish Sea Trust – Recognition of the 41 UNESCO World Heritage Site Applications

R202/2017                    “THAT THE LETTER DATED OCTOBER 27, 2017 FROM SALISH SEA TRUST BE RECEIVED.”

ADOPTED ON CONSENT

(h)     Citizens for Safe Technology – Microcell Resolution & Notice of Wireless Harm

R203/2017                    “THAT THE UNDATED LETTER, RECEIVED OCTOBER 27, 2017, FROM CITIZENS FOR SAFE TECHNOLOGY BE RECEIVED.”

ADOPTED ON CONSENT

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

- (a) Community Engagement, Culture and Inclusion Committee Recommendation of September 14, 2017 – Poverty Reduction Strategy**

It was MOVED and SECONDED:

R204/2017                   **"THAT STAFF BE DIRECTED TO POST, TO THE WEBSITE, THE LINK FOR THE GOVERNMENT OF CANADA POVERTY REDUCTION STRATEGY TOOLKIT."**

**CARRIED UNANIMOUSLY**

- (b) Community Engagement, Culture and Inclusion Committee Recommendation of September 14, 2017 – Poverty Reduction Strategy**

It was MOVED and SECONDED:

R205/2017                   **"THAT STAFF BE DIRECTED TO PROVIDE THE COMMITTEE WITH FUTURE CORRESPONDENCE REGARDING POVERTY REDUCTION."**

**CARRIED UNANIMOUSLY**

- (c) Community Engagement, Culture and Inclusion Committee Recommendation of September 14, 2017 – Age Friendly Planning**

- (i) It was MOVED and SECONDED:**

R206/2017                   **"THAT STAFF BE DIRECTED TO OBTAIN COPIES OF THE PROVINCIAL BC SENIORS' GUIDE AND MAKE AVAILABLE FOR PUBLIC ACCESS; AND THAT STAFF POST, TO THE WEBSITE, THE LINK FOR ONLINE ACCESS TO THE BC SENIORS' GUIDE."**

**CARRIED UNANIMOUSLY**

- (ii) It was MOVED and SECONDED:**

R207/2017                   **"THAT STAFF BE DIRECTED TO POST, TO THE WEBSITE EVENTS CALENDAR, UPCOMING EVENTS IN ANMORE FOR YOUTH."**

**CARRIED UNANIMOUSLY**



(iii) It was MOVED and SECONDED:

R208/2017                "THAT COUNCIL ENDORSES THE COMMUNITY  
ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE  
RECOMMENDATION TO KEEP TOP OF MIND THE NEED FOR A  
GATHERING PLACE FOR SENIORS, YOUNG PEOPLE AND ALL  
THE RESIDENTS OF ANMORE."

CARRIED UNANIMOUSLY

(iv) It was MOVED and SECONDED:

R209/2017                "THAT STAFF BE DIRECTED TO BE MINDFUL OF POTENTIAL  
GRANT FUNDING OPPORTUNITIES FOR USE TOWARDS  
IMPLEMENTATION OF SOME OF THE AGE FRIENDLY PLAN  
RECOMMENDATIONS."

CARRIED UNANIMOUSLY

(d)     City of Victoria – Inter-City Bus Service

It was MOVED and SECONDED:

R210/2017                "TO SUPPORT THE LETTER DATED OCTOBER 13, 2017 FROM  
CITY OF VICTORIA, CITING THEIR RESOLUTION, COPYING  
THE TRANSPORTATION BOARD AND MINISTER OF  
TRANSPORTATION AND INFRASTRUCTURE."

CARRIED UNANIMOUSLY

## 9.     Legislative Reports

(a)     Anmore Fees and Charges Amendment Bylaw No. 570-2017

It was MOVED and SECONDED:

R211/2017                "THAT ANMORE FEES AND CHARGES AMENDMENT BYLAW  
NO. 570-2017 BE ADOPTED."

CARRIED UNANIMOUSLY

(b)     Ridesharing Services Delay – Letter to Premier (Draft)

It was MOVED and SECONDED:

R212/2017

"THAT STAFF BE DIRECTED TO SEND THE LETTER TO PREMIER JOHN HORGAN REGARDING RIDESHARING SERVICES DELAY, AS SIGNED BY MAYOR MCEWEN; AND THAT STAFF BE DIRECTED TO CONFIRM THAT MAYOR MCEWEN AND INTERESTED COUNCILLORS WILL ATTEND THE PASSENGER DIRECTED VEHICLE SERVICES CONSULTATION ON NOVEMBER 21, 2017."

CARRIED UNANIMOUSLY

10. Unfinished Business

Nil

11. New Business

(a) Joint Use Agreement (Draft) with School District No. 43

It was MOVED and SECONDED:

R213/2017

"THAT COUNCIL APPROVE THE UPDATED JOINT USE AGREEMENT FOR ANMORE ELEMENTARY SCHOOL WITH THE SCHOOL DISTRICT NO. 43 AS AMENDED, AND OUTLINED IN THE REPORT DATED NOVEMBER 2, 2017 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING JOINT USE AGREEMENT (DRAFT) WITH SCHOOL DISTRICT NUMBER 43."

CARRIED UNANIMOUSLY

12. Mayor's Report

Mayor McEwen reported that:

- On October 18, a Finance Committee meeting was held.
- On October 21, all of Anmore Council attended the Council of Councils meeting.
- On October 22, he and Councillor Weverink attended Mayor Drew's book signing. Books are available for purchase at Anmore village hall for \$49.95.
- On October 27, he attended the Metro Vancouver Board meeting, where they approved the 2018 budgets. A highlight of the meeting was an increase to parks acquisition as the region could be better positioned in park real estate.
- The Halloween event was a success, with 500 people in attendance (approximate):
  - o Thanks to the Mork family for their donation towards the Halloween fireworks.
  - o Thanks to Mark Obedzenski for purchasing the fireworks.
  - o Thanks to Mark Obedzenski, Councillor Weverink, Dylan Mork and Mayor Clay for providing support at the Halloween event.

- Thanks to the Sasamat Volunteer Fire Department for providing support at the Halloween event.
- Thanks to Kerri Palmer Isaak and Susan Mueckel and their families for providing support for the Halloween event.
- Thanks to the RCMP for their assistance with the temporary Ravenswood road closure.
- He and Mayor Clay went to the Haunted Manor on Blackberry Drive.
- He will attend the Remembrance Day ceremony in Belcarra on November 11.
- It is nice to have Strong Road and Farley Court nicely paved.
- He was contacted by Jay Sharpe, SVFD Fire Chief to say that they have four volunteers to help install Christmas lights. Councillor Thiele and Susan Mueckel help lead volunteers this past weekend to get some lights installed.

### **13. Councillors Reports**

Councillor Thiele reported that:

- At the Council of Councils meeting, attendees were provided with five-year forecasts for the main components of the Metro Vancouver budget which showed close to a 30% budget increase for each component.

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

Juli Halliwell reported that:

- Paving for 2017 Capital Works is complete.
- Public works staff have been salting roads due to recent cold weather and the Village is well prepared for future salting.
- For Light Up Spirit Park on December 3, the first round of volunteers helped on Sunday morning. There were two community volunteers and three or four students that Susan Mueckel helped retain.
- The hazardous material report has been completed for the old village hall, which states that there is hazardous material in the central portion of the old village hall. Abatement and removal of hazardous materials will begin on November 8, 2017. She has requested a container for storage of artifacts and will be requesting from contractors the feasibility for capping the basement storage and washroom.

Mayor McEwen reported that he received, in the mail, a Metro North Transmission Line Project update for October 2017.

### **15. Information Items**

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

- Advisory Planning Commission Meeting minutes of February 28, 2017
- Advisory Planning Commission Meeting minutes of July 10, 2017
- Community Engagement, Culture and Inclusion Committee Meeting minutes of

September 14, 2017

- Environment Committee Meeting minutes of September 21, 2017

**(b) General Correspondence**

- Media Release from Auditor General for Local Government dated November 1, 2017 regarding announcement of new auditees

**16. Public Question Period**

Nil

**17. Adjournment**

It was MOVED and SECONDED:

R214/2017                      **TO ADJOURN.**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:14 p.m.

Certified Correct:

Approved by:

\_\_\_\_\_  
Christine Milloy  
Manager of Corporate Services

\_\_\_\_\_  
John McEwen  
Mayor



# 2017 Invasive Plant Management on Village of Anmore Municipal Property by the Invasive Species Council of Metro Vancouver

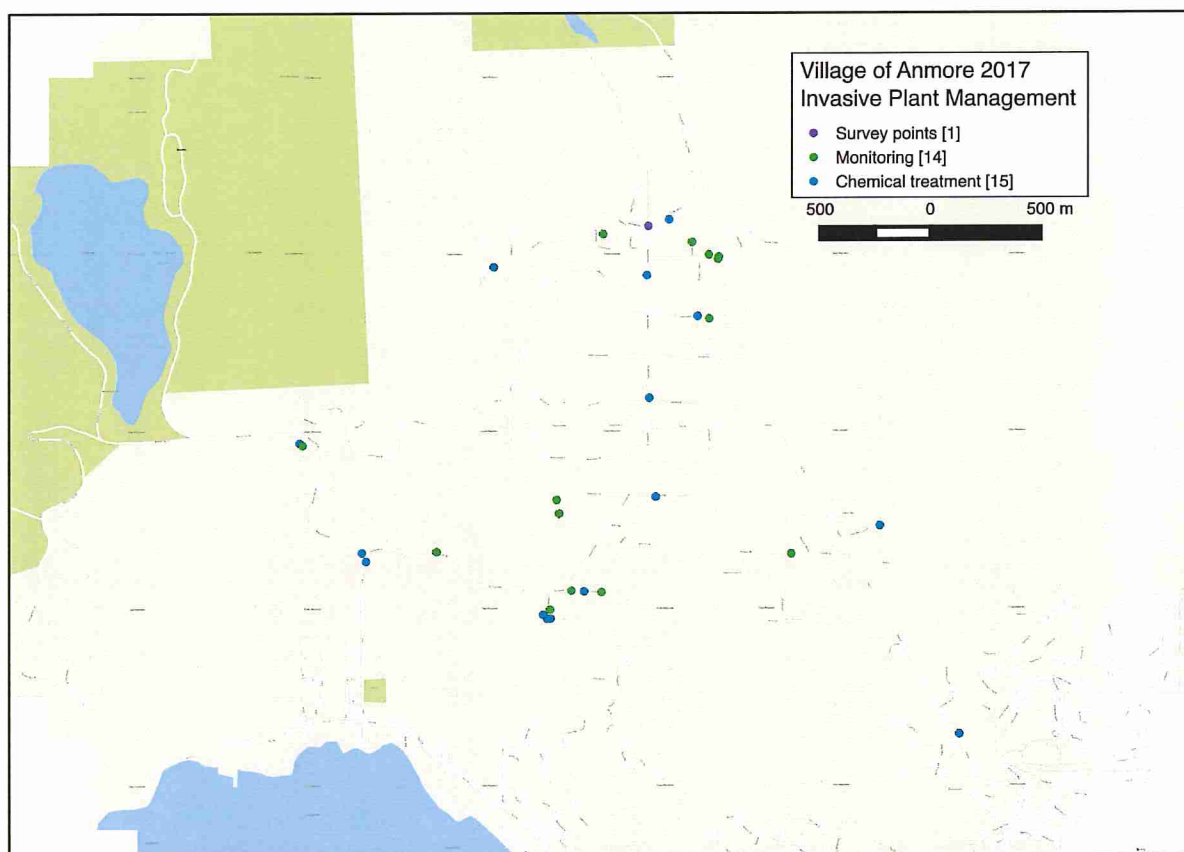
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Submitted to: Juli Halliwell, Village of Anmore  
604 469 9877 | [juli.halliwell@anmore.ca](mailto:juli.halliwell@anmore.ca)

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

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**Figure 1: Locations of 2017 invasive plant treatment and monitoring sites on Village of Anmore municipal property.**

## 1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Anmore on municipal property during the 2017 field season, following up from treatments carried out in 2016 and previous years (Figure 1).

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

## 2.0 Methods

### 2.1 Chemical Control Methods

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

- Backpack sprayer
- Hand spritzer

#### Herbicides

The herbicides used for control work included:

- **VP480 (formerly Vantage XRT)** – active ingredient: glyphosate @ 480 g active ingredient/L. Vantage XRT is a non-selective herbicide and was used for stem injection and for sites using direct application methods (backpack spray and hand spritzer). It is also often a better choice for plants in a later stage of growth.
- **Milestone**; active ingredient aminopyralid @ 240 g active ingredient/L. Milestone is a selective herbicide, used to prevent pre-emergent growth. For additional information, herbicide labels can be found online or from the ISCMV upon request.

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



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

## 2.2 Monitoring Methods

ISCMV monitored treatment sites throughout the 2017 field season. Data collection for control and monitoring work was conducted in accordance with guidelines set out by the [Invasive Alien Plant Program \(IAPP\) Application](#) administered by the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Data is stored in the ISCMV files and in IAPP. Data on herbicide treatment and use, weather conditions, area covered by invasive plant, date/time, coordinates and IAPP site number were recorded using an iPad. Photos of the site were also taken both during treatment and site follow up.

## 3.0 Results

The ISCMV was tasked in 2017 with treatment of knotweed species, giant hogweed, and orange hawkweed on Village of Anmore municipal lands. Levels of infestation were low on sites that have been treated by ISCMV in previous years. Differences in number of treatment sites between first and second treatments are due to the addition of orange hawkweed sites that had been surveyed early in the season

The total treatment area from both first and second rounds is 331 m<sup>2</sup> (Table 1).



**Figure 2: knotweed and ISCMV signage at bus stop along Sunnyside Road (ISCMV, 2017).**



Table 1: 2017 field season treatment summary number			
	<i>First treatment</i>	<i>Second Treatment</i>	<i>Total</i>
<b># monitoring sites</b>	14	14	<b>28</b>
<b># treatment sites</b>	15	21	<b>36</b>
<b>Treatment area (m<sup>2</sup>)</b>	140	191	<b>331</b>

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

#### 4.0 Recommendations

Monitoring should be completed on all sites treated during the 2017 field season to ensure that if knotweed returns it is re-treated. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated as early as possible as the greatest degree of long-term efficacy will be experienced with swift follow-up treatments. The Village of Anmore should expect that for the sites ISCMV treated in 2017, no more than 2 10-hour days should be required for follow up treatments. It is recommended that there be one follow-up treatment in late spring and an additional follow-up treatment in late summer or early fall 2018.

## Christine Baird

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**From:** Village.hall@anmore.com  
**Sent:** November-06-17 9:32 AM  
**To:** Carmen Disiewich  
**Cc:** Juli Halliwell; Christine Milloy  
**Subject:** FW: Letter from the Honourable Katrine Conroy

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**From:** MCF Info MCF:EX [mailto:MCF.Info@gov.bc.ca]  
**Sent:** November-03-17 4:13 PM  
**To:** Village.hall@anmore.com  
**Subject:** Letter from the Honourable Katrine Conroy

Ref: 234366

His Worship Mayor John McEwen and Council  
Village of Anmore  
E-mail: [village.hall@anmore.com](mailto:village.hall@anmore.com)

Dear Mayor McEwen and Council:

As the new Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people hoping for a permanent home to call their own. There are approximately 1,000 children and youth in foster care waiting for a permanent home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of their personal circumstances, each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption and invite local adoptive parents to a "meet and greet". If you are interested in exploring these ideas please contact MCFD staff at: [MCF.AdoptionsBranch@gv.bc.ca](mailto:MCF.AdoptionsBranch@gv.bc.ca).

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC's representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

Last year the Ministry of Children and Family Development launched the *Adopt BC Kids* Web site; the portal allows citizens to complete an adoption application online 24/7. Since its inception, more than 340 prospective adoptive families have registered on *Adopt BC Kids* and 97 families have submitted applications to adopt. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at [www.gov.bc.ca/adoptbckids](http://www.gov.bc.ca/adoptbckids).

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

**ORIGINAL SIGNED BY**

Katrine Conroy  
Minister of Children and Family Development

*Sent on behalf of the Minister by:*



**Client Relations Branch**

Executive Operations

Ministry of Children and Family Development



RECEIVED

NOV 06 2017

Office of the Commissioner/Chief Administrative Officer  
Tel. 604 432-6210 Fax 604 451-6614

NOV 02 2017

File: CR-07-01-ANM

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

Dear Mayor McEwen and Council:

**Re: Anmore Green Estates Request for Sewerage Services**

Metro Vancouver is in receipt of a letter dated September 20, 2017 addressed to Greg Moore, GVS&DD Board Chair, Mike Clay, City of Port Moody Mayor, and Ivano Cecchini, School District 43 (Coquitlam) Assistant Secretary Treasurer, from the owners and developer of Anmore Green Estates which seeks to secure a private sewerage connection to the GVS&DD system through the City of Port Moody. A copy of the letter received from Anmore Green Estates is attached for your information.

The Village of Anmore wrote to the GVS&DD on October 18, 2016 seeking clarification as to whether Anmore Green Estates could connect to the regional sewer system through a Service Agreement or would require the Village to become a GVS&DD "member municipality" in accordance with the *GVS&DD Act*. Metro Vancouver confirmed at that time, that the Village of Anmore must become a member of the GVS&DD in order for properties within the municipality to connect to the regional sewer service system. Anmore Green Estates is located in the Village of Anmore and is outside of the GVS&DD's Fraser Sewerage Area and outside of Metro Vancouver's Urban Containment Boundary.

The GVS&DD Board will not consider Anmore Green Estates request for a private connection to regional sewerage services. It will only consider a request from the Village of Anmore to service properties within the Village and to re-iterate that servicing can occur only if the Village is a GVS&DD member municipality.

Membership within the GVS&DD would allow expansion of the Fraser Sewerage Area boundary into Village of Anmore to service existing or future areas as requested by the Village. However, the Village of Anmore would need to seek an amendment of *Metro 2040, Shaping Our Future*, which currently prohibits extending sewer services outside the Urban Containment Boundary, and make the corresponding amendments to your Official Community Plan and Regional Context Statement. Also, given the GVS&DD has no sewer facilities near Anmore, a tri-partite servicing agreement would need to be entered into with Port Moody to connect to and utilize their sewer system. GVS&DD membership would also require the Village to contribute its share of the cost for operating and maintaining the regional sewerage system, as prescribed in the *GVS&DD Act*.

23477666

NOV 02 2017

File: CR-07-01-ANM

Robert Boies, President, Strata Property LMS 3080  
Anmore Green Estates  
100 Blackberry Drive  
Anmore, BC V3H 5B4  
VIA EMAIL: r\_boies@yahoo.ca

Dear Mr. Boies:

**Re: Anmore Green Estates Request for Sewerage Services**

Metro Vancouver is in receipt of your letter dated September 20, 2017 addressed to Greg Moore, GVS&DD Board Chair, Mike Clay, City of Port Moody Mayor, and Ivano Cecchini, School District 43 (Coquitlam) Assistant Secretary Treasurer, requesting to secure a private sewerage connection to the GVS&DD system through the City of Port Moody.

The GVS&DD is unable to approve a private connection to the regional sewer system for your development. Anmore Green Estates is located within the Village of Anmore which is not a GVS&DD member and is therefore outside of the GVS&DD's Fraser Sewerage Area, and outside of Metro Vancouver's Urban Containment Boundary.

In order to be considered for servicing, the Village of Anmore would need to become a GVS&DD member municipality and commit to the full costs and obligations of membership, as prescribed in the *GVS&DD Act*. The Village of Anmore would also need to seek an amendment of *Metro 2040, Shaping Our Future*, which currently prohibits extending sewer services outside the Urban Containment Boundary, and would need to make the corresponding amendments to your Official Community Plan and Regional Context Statement. And finally, given the GVS&DD has no sewer facilities near Anmore, a tri-partite servicing agreement would need to be entered into with Port Moody to connect to and utilize their sewer system.

We trust that this correspondence clarifies GVS&DD Board's position with respect to the provision of sewer services to GVS&DD members municipalities only.

Yours truly,



Carol Mason  
Commissioner/ Chief Administrative Officer

CM/PN/mw

cc: Mayor John McEwen and Council, Village of Anmore

23522102





# CITY OF PORT MOODY

OFFICE OF THE MAYOR

November 3, 2017

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

To Mayor and Council,

**RE: Anmore Green Estates Request for Sewage Services**

On September 20, 2017 Port Moody City Council received a letter from the owners and developer of Anmore Green Estates seeking to secure a private sewerage connection the GVS&DD System through the City of Port Moody. This letter was discussed in a closed Council meeting on October 24, 2017 where the City of Port Moody Council passed the following resolutions:

*Moved, seconded, and CARRIED*

*THAT the City of Port Moody restate its standing position of allowing Anmore Green Estates to connect to the Port Moody Sewer System at Anmore Green Estates' own cost.*

*Moved, seconded, and CARRIED*

*THAT the Village of Anmore be requested to indicate their interest in having Anmore Green Estates become part of the City of Port Moody through a municipal boundary change.*

As you are aware, Anmore Green Estates, or at least one of the owners, has been making many comments about the functionality of the existing septic field and allegations that it is unsafe. As far as we are aware, all of our inspections and reports from other agencies does not substantiate the claims that are being made and there is no existing safety issue.

We do, as we have said in the past, think that the best solution for the future of Anmore Green would be to have them connected to the municipal sewer system, which we are willing to facilitate as long as it is not at the expense of Port Moody taxpayers. While we believe the existing system on Heritage Mountain is under capacity and this connection could be made, we would require confirmation of the engineering, detailed design and engineering reports on the cost and requirements to complete the connection.

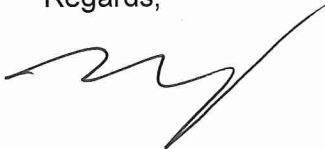
We are under the impression that this cannot happen without the Village joining the GVS&DD and the sewerage area boundary being extended to include Anmore Green Estates. It would appear as if GVS&DD is willing to support the extension with conditions, but we understand Anmore is unwilling to move to join the GVS&DD.

The alternative, as we are led to believe, would be to redraw the municipal boundaries to move Anmore Green Estates into the City of Port Moody. We have not given any consideration of the costs or implications of such a change, but our Council has asked that we reach out to see if the Village has any interest in such. We don't want to confuse this with any request from Port Moody to initiate such a process but to support Anmore should you be interested.

Of course we have no interest in inserting ourselves into local land use policy decisions of the Village of Anmore, but do offer any assistance that may help with your decision making process. We hope that you accept both of the motions above as expressions of support for Anmore, and we are not in any way pursuing any actions other than initiating this discussion with you. We are concerned at any inference to unsafe conditions and want to ensure, with you, that neither the City nor the Village are exposed to any liability, or risk.

Please advise me at your earliest opportunity if you are interested in pursuing this matter further through either having Anmore join the GVS&DD or through an amendment to the municipal boundary. I can be reached by phone at 604 469-4515 or by email [mclay@portmoody.ca](mailto:mclay@portmoody.ca).

Regards,

A handwritten signature in black ink, appearing to be 'Mike Clay', with a stylized, sweeping flourish extending upwards and to the right.

Mike Clay  
Mayor

VILLAGE OF ANMORE

BYLAW NO. 571-2017

A bylaw to establish fees and charges for Village services and information

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**WHEREAS** section 194 of the Community Charter, SBC 2003, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

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

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

1. This bylaw maybe cited as “Anmore Fees and Charges Bylaw No. 571-2017”.
2. The Village of Anmore hereby impose fees for the provision of services and information as specified in Schedule “A” attached to and forming part of this bylaw.
3. This bylaw shall come into effect on January 1, 2018.
4. Whenever this bylaw sets out fees and charges with respect to other Village bylaws and such other bylaws contain similar fees and charges, this bylaw is deemed to prevail.
5. That Anmore Fees and Charges Bylaw No. 557-2016 and any amendments thereto are hereby repealed in their entirety.
6. If any part of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

**READ** a first time the            day of            , 2017

**READ** a second time the       day of            , 2017

**READ** a third time the        day of            , 2017

**ADOPTED** this                day of            , 2017

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MAYOR

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MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of “Anmore Fees and Charges Bylaw No. 571-2017”.

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DATE

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MANAGER OF CORPORATE SERVICES **20**



**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>GENERAL ADMINISTRATION AND CORPORATE SERVICES</b> (Administration/Corporate/Finance Departments)	
<b>Photocopies</b>	
Black & White photocopies	\$0.26 per page
Colour photocopies	\$0.26 per page
<b>Search Village Records (including Financial Records)</b>	
For the purposes of insurance claims or court cases where it is determined by the CAO that research could involve staff time in excess of 15 minutes:	
First hour or portion thereof	\$81.28
Each additional 15 minutes or portion thereof	\$25.40
Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.	
<b>Freedom of Information and Protection of Privacy</b>	
Fees payable for request made under the <i>Freedom of Information and Protection of Privacy Act</i> shall be in accordance with Regulation 155/2012 – Schedule of Maximum Fees	Per Regulation 155/2012
<b>List of Electors</b>	
Available only if official candidates are declared by the Chief Election Officer in accordance with the Local Government Act	
First copy	Free
Additional Copies	\$10.16
Electronic Copies	\$10.16
<b>Regulatory Bylaws</b>	
Note: Anmore bylaws are available for access free of charge at <a href="http://www.anmore.com">www.anmore.com</a>	
Official Community Plan	\$60.96
Zoning Bylaw	\$60.96
Works and Services Bylaw	\$60.96
Building Bylaw	\$60.96
Regulatory Bylaws not listed above	\$1.02 per page
<b>Reports (Reports are available on website free of charge)</b>	
Strategic Plan	\$35.56
Financial Sustainability Plan	\$60.96
Parks Master Plan	\$60.96
Water Utility Master Plan	\$60.96
Annual Water Quality Report	\$10.16
Any other report not listed	\$1.02 per page
<b>Preparation of Legal Documents</b>	
Preparation of a legal document by the Village's Solicitor and/or Staff, where the resulting document is a benefit to the applicant. Does not include costs for plans, agent fees or registration costs	Actual Costs. A deposit may be required prior to document preparation.
<b>Discharge of Registered Charge</b>	
Administration fee to prepare a discharge of any registered charge in favour of Village of Anmore, including but not limited to Statutory Rights-of-Way, Restrictive Covenants, Highway Reservations and Development Permit Notices	Actual Costs. A deposit may be required prior to document preparation.

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>Filming Permits and Services</b>	
Filming Permit within the boundaries of Anmore, including at Buntzen Lake Recreation Area	\$203.20 per day, to maximum of \$1,016.00
Additional Location site	\$101.60 per day to a maximum of \$508.00
Support personnel – Public Works Employee	\$94.49 per hour
Village owned Parking Lot	\$254.00 per day
Tennis Courts located at Anmore Elementary School	\$203.20 per day
Anmore Community Spirit Park	\$203.20 per day
Other Village park, including trail network, per park or trail	\$152.40 per day
Damage Deposit (refundable in full if no damage)	\$508.00 per site
<i>For RCMP rates please contact the City of Coquitlam</i> <i>For SVFD rates please contact Metro Vancouver</i> <i>For Buntzen Lake rates please contact BC Hydro</i>	
<b>Tax Requests by Non-Property Owners – Current Year/Prior Years</b>	
Over the counter, faxed or mailed	\$35.56 per tax certificate
Rush Service	\$50.80 per tax certificate
<b>Properties on Mortgage Listings</b>	
Property Tax Notices included on mortgage listings (charged to mortgage company)	\$10.16 per tax notice
<b>Interest</b>	
Interest charged on overdue Accounts Receivable	Bank of Canada Prime Rate + 4%
<b>Returned Cheques/Payments</b>	
Returned cheques/payments	\$45.72
<b>Fireworks Permits</b>	
Application for Sale of Fireworks, applicable between November 1 to October 23 in any year	\$50.80
Application for Discharge of Fireworks, applicable between November 1 to October 23 in any year	\$25.40
Site Inspections for Sale or Discharge of Fireworks	\$50.80/hour

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>INSPECTION SERVICES DEPARTMENT</b> <b>(Building Department/Bylaw Enforcement/Licencing)</b>	
<b>Business Licences</b>	
The business licence fee is per calendar year (January to December)	
Animal Boarding	\$406.40
Animal Day Care (cat or dog) 10 cats or dogs or less	\$111.76
Animal Day Care (cat or dog) 11 cats or dogs or more	\$167.64
Bed & Breakfast	\$111.76
Campground	\$10.16 per space
Child Day Care Center – 10 children or less	\$111.76
Child Day Care Centre – 11 children or more	\$167.64
Contractor	\$167.64
Film Company	\$406.40
Manufactured Home Park	\$10.16 per space
Mobile Food Truck	\$406.40
Any Business not listed above	\$111.76
<b>Dog Licencing</b>	
Annual Dog Licence – Neutered/Spayed	\$25.40 per dog
Annual Dog Licence – Un-neutered/spayed	\$35.56 per dog
Replacement Licence if current year lost	\$10.16
<b>Building Permits including Plumbing</b>	
Building or Building & Plumbing Permit Application	\$508.00
Plumbing Permit Application only	\$76.20
Application Fees are non-refundable; however, if permit is approved the application fee is deducted from permit fees.	
<b>Permit Fees – Simple or Complex Buildings and Structures</b>	
Construction up to \$5,000.00	\$21.34 per \$1,000 (min \$75.00)
Construction from \$5,001.00 to \$20,000.00	\$15.24 per \$1,000 + base fee of \$75.00
Construction from \$20,001.00 to \$100,000.00	\$11.18 per \$1,000 + base fee of \$600.00
Construction from \$100,001.00 to \$500,000.00	\$8.10 per \$1,000 + base fee of \$1,350.00
Construction from \$500,001.00 and over	\$7.12 per \$1,000 + base fee of \$2,500.00

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>Permit Fees – Temporary Building or Structure</b>	
Temporary building or structure, valid for 12 months	\$177.80
<b>Permit Fees – Demolition of a Building or Structure</b>	
Demolition of a building or structure ≤ 56 square metres	\$101.60
Permit for demolition of a building or structure > 56 square metres	\$355.60
<b>Permit Fees – Move or Relocation of a Building or Structure</b>	
Moving a building or structure	\$355.60
Inspection Fee for examination of a building or structure to be moved	\$177.80
Additional fee where inspection exceeds 2 hours	\$120 per hour
<b>Permit Fees – Chimney Fireplaces and Solid Fuel Appliances</b>	
Fireplaces, solid fuel appliances	\$360.00 per appliance
Natural or propane gas fire heating devices	\$120.00 per appliance
<b>Permit Fees – Building Site Services</b>	
New or replacement of underground water services	\$40.64 per 10 metres of pipe
New or replacement of underground storm sewer pipe	\$40.64 per 10 metres of pipe
On-site catch basins, oil interceptors or sumps	\$40.64 each
<b>Permit Fees – Plumbing Fixtures</b>	
Plumbing fixtures	\$20.32 per fixture (min. \$76.20)
Water Storage Tanks, check valves, outdoor showers	\$20.32 each
Swimming Pool supply, drainage backflow preventer	\$81.28 per pool
Hot water storage tank or boiler vent	\$20.32 per vent
Installation of soil, waste or drainage pipe	\$40.64 per 20 metres of pipe
Fire Sprinkler Heads	\$3.05 per head (\$50.00 min.)
Radiant Heat Floors	\$2.54 per 1000 BTU's
<b>Other Fees</b>	
Building Permit Extension – 6 months (may be extended 3 additional times)	\$1,000.00 per extension
Construction started prior to issuance of a building permit	Double the permit fees
Transfer a Building Permit to a new owner	\$480.00
Inspection fee for undefined inspections	\$120.00 per hour or part thereof
Re-Inspection fee after second consecutive inspection (3rd inspection)	\$1200.00
Building review fee (4th inspection)	\$240.00
Building review fee (5th inspection)	\$360.00
Building review fee (6th inspection)	\$720.00
Posting a Stop Work Order	\$360.00
Re-posting a Stop Work Order due to unauthorized removal	\$240.00
Posting a Do Not Occupy Order	\$240.00

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

Re-posting a Do Not Occupy Order due to unauthorized removal	\$240.00
Plan review for design modification following building permit review	\$120.00 per hour or part thereof
Equivalency Report review	\$120.00 per hour or part thereof
Copying of building plans (approx. 5 business days)	\$240.00 + print costs
<b>Security Deposits and Liability Insurance</b>	
The Building Inspector when issuing a Building Permit, may request a bond for more than \$5,000.00 where it has been determined the actual potential damage to Village property may be higher.	
For Building Permits less than \$100,000.00 value of construction, will be required, prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$5,000.00
Prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$10,000.00
When submitting a building application for a building permit, the applicant will be required to submit a Professional Errors and Omissions Liability Insurance Certificate attached to Schedule "B"	\$1,000,000.00
Prior to the issuance of a permit to move a building or structure, a bond must be deposited with the Village to ensure that the exterior of the building or part thereof will be completed within ninety (90) days of the permit issuance. Should the owner not complete the required work within the time frame set out, the Building Inspector shall notify the owner, in writing, of the deficiency directing the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the thirty (30) day period the deposit shall be forfeited to the Village.	\$50,000.00
Prior to the issuance of a permit to move a building or structure, a policy of commercial general liability insurance, in all-inclusive limits (in a form satisfactory to the Village) to indemnify the Village against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The Village of Anmore must be named as an additional insured on said policy	\$5,000,000.00

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>ENGINEERING DEPARTMENT AND PUBLIC WORKS</b>	
<b>Village Base Maps</b>	
Civic Address Map	\$25.40
Zoning Map	\$25.40
<b>Civic Addresses</b>	
Address Change for Existing or New Building	\$406.40 each
<b>Streets and Roads</b>	
Road Allowance Obstruction Permit	\$177.80
Road, Sidewalk or Pathway Restoration Fee	\$66.04 per square metre, minimum charge \$200.00
Infrastructure inspection relating to work on any Village property	Works valued less than \$2500.00, minimum \$102.00  Works valued over \$2500.00, 5% of the estimated value of works
Road or Right-of-Way Clean Up	Actual Costs + \$50.00 administration fee
<b>Solid Waste Collection Fees – Including Green Waste</b>	
Single Family Residential Unit	Per Solid Waste Management Bylaw
Single Family Residential Unit with Secondary Suite	Per Solid Waste Management Bylaw
<b>Solid Waste and Green Waste Carts</b>	
120 litre cart	Per Solid Waste Management Bylaw
240 litre cart	Per Solid Waste Management Bylaw
360 litre cart	Per Solid Waste Management Bylaw
<b>Miscellaneous Permit Fees and Charges</b>	
Driveway Access Permit	\$120.00
Tree Cutting Permit	\$240.00
Blasting Permit	\$240.00
Temporary Parking Permit	\$25.40
Soil Deposit Permit	\$360.00
Security Bonding for any item above, where requested	\$3,556.00
<b>Water Utility</b>	
Installation of a new water service between Village water main and metre box at property line.	Actual Costs plus deposit required prior to installation
Installation of 2" water metre at property line	\$1395.99
Installation of 1.5" water metre at property line	\$1013.97

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

Installation of 1" water metre at property line	\$565.92
Installation of 5/8" x 3/4" water metre at property line	\$432.82
Temporary cap of water service (with Demolition Permit)	\$101.60
Permanent cap of water service (with Demolition Permit)	\$101.60
Water valve shut off and opening during regular Public Works staff working hours	\$101.60
Water valve shut off and opening outside of Public Works staff working hours	\$406.40
New service box	Actual costs
Fire Hydrant Use Permit	\$101.60
Fire Hydrant Use Charge Water metre to be attached to hydrant	Per Water Rates & Regulations Bylaw
Fire Hydrant Use Permit – Inspection Fee	\$101.60
Fire Hydrant Use Permit – Security Deposit	\$3556.00
Scheduled water main shut down (Village property)	Actual Costs – a deposit may be required
Emergency water main shut down (not on Village property)	\$406.40
Water User Fees, per cubic metre	Per Water Rates & Regulations Bylaw
Special Water Metre Reading, by request of property owner	\$50.80 per reading
Water Sprinkling Permit to water new lawn or landscaping during Stage 1 or Stage 2 Water Restrictions, valid for 21 days from day of issuance	\$35.56
Water Sprinkling Permit extension (allowable one time) for additional 21 days calculated from date of issuance of the first permit	\$25.40
Water Sprinkling Permit to water lawn for nematode application, during Stage 1 or Stage 2 restrictions, valid for 14 days from date of issuance	\$35.56

**Anmore Fees and Charges Bylaw No. 571-2017**  
**Schedule A**

<b>PLANNING AND DEVELOPMENT</b>	
Additional fees incurred by the Village will be charged to the applicant prior to a decision on an application where, in the opinion of the Chief Administrative Officer, a qualified professional must be retained for the purpose of assessing application information, and where legal fees are incurred by the Village which, in the opinion of the Chief Administrative Officer, are necessary to obtain legal advice in the processing or implementation of an application approval, including drafting or review of legal documents.	
<b>Rezoning Applications</b>	
Pre-application review	\$177.80 per hour, minimum 4 hours
Rezoning Application Fee, valid for 18 months	\$3556.00 + actual costs for involvement by the Approving Officer and Consultant(s)
Time Extension, valid for 18 months	\$508.00
Zoning Bylaw Text Amendment	\$3,556.00
Holding of an additional Public Hearing	\$1524.00
Official Community Plan Amendment	\$5,080.00
<b>Subdivision Applications</b>	
Application Fee	\$711.20 + \$101.60 per lot + actual costs for involvement by the Approving Officer and Consultant(s)
Extension (12 months)	\$508.00
<b>Development Cost Charges</b>	
Drainage	\$1066.80 per lot
Roads	\$4179.83 per lot
Water	\$5643.88 per lot
School Site Acquisition Charge	Per School District 43
Latecomer Agreement	\$3,048.00
Latecomer Interest Rates	Per Municipal Finance Authority of BC 15-year rate at time of agreement
<b>Other Development Applications</b>	
Development Variance Permit	\$1524.00
Board of Variance	\$500.00
Development Permit (RAR)	\$500.00





# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 16, 2017

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Multi-Function Vehicle Options

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### PURPOSE / INTRODUCTION

To obtain Council direction on the leasing of a multi-function vehicle(s) to provide services within the Village.

### RECOMMENDATIONS

1. That Council direct staff to enter into a 24-month lease with Westerra Equipment LP for a Bobcat Toolcat 5600 as outlined in the report from the Chief Administrative Officer dated November 16, 2017 referencing Multi-Function Vehicle Options.

OR

2. That Council direct staff to enter into a 24 month lease with Rollins Machinery for a Ventrac 4500 as outlined in the report from the Chief Administrative Officer dated November 16, 2017 referencing Multi-Function Vehicle Options.

OR

3. That Council direct staff to enter into a 60 month financing agreement with Handlers Equipment Limited for a Mahindra Max 26 as outlined in the report from the Chief Administrative Officer dated November 16, 2017 referencing Multi-Function Vehicle Options.

OR

4. That Council direct staff to purchase a multi-function utility vehicle as outlined in the report from the Chief Administrative Officer dated November 16, 2017 referencing Multi-Function Vehicle Options.

### BACKGROUND

The Village issued an RFP for the supply and delivery of one (1) multi-function utility vehicle on June 30, 2017. At the time of closing on July 17, 2017, the Village had received two bids. One for a Ventrac 4500 and one for a Polaris Brutus HDPTO Deluxe. The latter was not considered to be a viable option as the closest dealer for repairs and maintenance is located in Williams Lake, BC.

## Report/Recommendation to Council

### Multi-Function Vehicle Options

November 16, 2017

During the Regular Council meeting held on October 3, 2017, Council passed the following resolution:

*"That Council direct staff to investigate (three) lease and purchase options of a Ventrac 4500 or a compact utility tractor for snow clearing, trail maintenance and sidewalk maintenance."*

## DISCUSSION

Quotes were solicited to lease three types of multi-function utility vehicles including a Bobcat Toolcat 5600, Mahindra Max 26 and Ventrac 4500. The following table outlines the lease costs and features of each vehicle:

Equipment Type	24 month lease amount	Purchase Price	Differentiating Features
Bobcat Toolcat 5600	\$53,021	~\$90,000	Dump box (allows for more material to be delivered more easily, also for tools/equipment to be transported); can be licensed for the road; 2 man crew
Mahindra Max 26	\$13,032*	~\$36,500	No dump box; front plow; can be licensed for the road; 1 man crew
Ventrac 4500	\$57,070	~\$50,000	No dump box; front plow; <u>cannot</u> be licensed for the road; 1 man crew

\*represents 24-months of 60-month financing charge; lease option not provided

As part of the 2017-2021 5-Year Financial Plan, a project was approved for \$10,000 to purchase a utility trailer in order to move the multi-function utility vehicle throughout the Village. However, if the Bobcat Toolcat 5600 or Mahindra Max 26 is leased, this will not be required as both vehicles can be licensed for road driving.

## FINANCIAL IMPLICATIONS

The purchase of the multi-function vehicle has an approved budget of \$50,000 as per the 2017-2021 5-Year Financial Plan.

## COUNCIL STRATEGIC PLAN OBJECTIVES

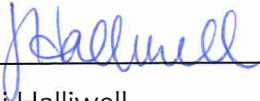
The purchase of a multi-function vehicle aligns with Council's Corporate Strategic Objective to keep pace with best practices for the safety, operations and maintenance of municipal roads and services.

**Report/Recommendation to Council**

Multi-Function Vehicle Options

November 16, 2017

Prepared by:



Juli Halliwell

Chief Administrative Officer



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 21, 2017

Submitted by: Christine Baird, Manager of Corporate Services

Subject: Community Emergency Preparedness Fund Application

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### PURPOSE / INTRODUCTION

To request Council endorsement for the grant application made by staff under the Community Emergency Preparedness Fund – Emergency Social Services.

### RECOMMENDATION

THAT Council endorse the staff application made to the Community Emergency Preparedness Fund to support building local capacity for Emergency Social Services in Anmore.

### BACKGROUND

Recently, the BC Ministry of Transportation and Infrastructure announced an agreement between the Union of BC Municipalities and the Province to establish a \$32 million fund for specific programs to increase local government resiliency in the face of disasters.

There is no cost sharing formula. Costs are to be 100% fully funded.

The Village is an eligible applicant, and is allowed to submit one application for each of the five funding streams, which are:

- Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning
- Emergency Social Services
- Emergency Operations Centres & Training
- Structural Flood Mitigation
- Evacuation Route Planning.

Additional details about the funding streams are provided (Attachment 1).

The Emergency Social Services funding stream is intended to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of equipment.

## **Report/Recommendation to Council**

### **Community Emergency Preparedness Fund Application**

November 21, 2017

## **DISCUSSION**

In early-2015, staff and Councillor Thiele met with Canadian Red Cross regarding their Emergency Social Services program.

On June 25, 2015, the Emergency Preparedness Committee received a presentation from the Canadian Red Cross. The Committee highlighted the need to increase capacity for emergency social services in Anmore. The Canadian Red Cross advised that training could be provided to community members, at an annual cost of \$1,200 per volunteer, for four to six volunteers.

On October 8, 2015, Council considered a request from the Emergency Preparedness Committee to increase ESS capacity in Anmore, where they passed the following resolution.

**“THAT ON THE RECOMMENDATION FROM THE EMERGENCY PREPAREDNESS COMMITTEE COUNCIL CONSIDER ENGAGING THE CANADIAN RED CROSS FOR THE PERIOD OF TWO YEARS AND INTERVALS OF TWO YEARS THEREAFTER AND FURTHER; TO BE FORWARDED TO THE FINANCE COMMITTEE.”**

On November 16, 2015, the Finance Committee reviewed the Emergency Preparedness Committee’s request for funding of \$4,800. The Committee echoed the need for emergency social services and highlighted two incidents that could have benefitted from ESS resources. The Committee asked for further clarification on whether the Red Cross would cover the costs for two additional volunteers (i.e. to have eight total volunteers), and when contacted, the Village was advised that the costs could not to be customized for the Village.

Since 2015, there are no recorded efforts to increase ESS capacity in Anmore.

The Village has made an application to the Community Emergency Preparedness Fund for a project deemed Anmore ESS – Increase Local Capacity (Attachment 2). For the application to be deemed complete, a resolution of the municipal council is required.

## **FINANCIAL IMPLICATIONS**

None

## **COUNCIL STRATEGIC PLAN OBJECTIVES**

Keep pace with best practices for the safety, operations and maintenance of municipal roads and services, and the relative initiative to Continue Wildfire Preparation and Emergency Planning.

Attachments:

1. Community Emergency Preparedness Fund announcement
2. Application to the Community Emergency Preparedness Fund – Emergency Social Services intake

**Report/Recommendation to Council**

Community Emergency Preparedness Fund Application

November 21, 2017

**Prepared by:**

CBaird

Christine Baird

Manager of Corporate Services

**Reviewed for Form and Content / Approved for Submission to Council:**

Chief Administrative Officer's Comment/Concurrence

J. Hall  
Chief Administrative Officer



## Community Emergency Preparedness Fund

In order to help BC municipalities better prepare for disasters, the Province signed an agreement with the Union of BC Municipalities (UBCM) to establish a \$32 million fund for specific programs to increase local government resilience in the face of disasters. The funds will be administered by UBCM with assistance from Emergency Management BC when technical expertise is required (e.g. assessing flood projects). Funding is divided into five streams:

- **Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning** - The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks. Applicants may apply for one or all three streams in the same application. Applications must be for new projects.
  - Grants of up to \$150,000 with an application deadline of **October 27, 2017**
- **Emergency Social Services** - The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of ESS equipment (cots, blankets, toiletries, diapers, pet carriers, wheel chairs, radios, storage containers, etc.).
  - Grants of up to \$25,000 with an application deadline of **November 17, 2017**
- **Emergency Operations Centres** - The intent of this funding stream is to support the purchase of equipment & supplies required to maintain or improve Emergency Operations Centres and to enhance EOC capacity with training and exercises.
  - Grants of up to \$25,000 with an application deadline of **February 2, 2018**
- **Structural Flood Mitigation** - The intent of this funding stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible.
  - Grants of up to \$750,000 with an application deadline of **April 13, 2018**
- **Evacuation Route Planning** - The intent of this funding stream is to support applicants to develop evacuation route plans for communities that would be challenged to remove people to safety in the event of an emergency.
  - Program details are under development and will follow in late 2017

**Program Guides** for the first four streams are posted online, outlining eligible costs and activities, application screening criteria, and the process for applying on the UBCM website:

<http://www.ubcm.ca/cepf>

The development of the Evacuation Route Program guide will follow soon. A second application intake is planned for the first four program streams, but is funding dependent. Local governments and Treaty First Nations in BC qualify for the program.

**Inquiries** about the Community Emergency Preparedness Fund may be directed to the UBCM Program Officer managing this funding stream, Rebecca Bishop:

- [rbishop@ubcm.ca](mailto:rbishop@ubcm.ca)
- 250-387-4470



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**Community Emergency Preparedness Fund**  
**Emergency Social Services**

Phone: 250 387-4470    E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)  
 Mail: 525 Government Street, Victoria, BC, V8V 0A8

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## 2017 APPLICATION FORM

Please complete and return this form by **November 17, 2017**. All questions are required to be answered by typing directly in this form. For detailed instructions regarding application requirements, please refer to the *2017 Emergency Social Services Program & Application Guide*.

<b>SECTION 1: APPLICANT INFORMATION</b>	
<b>Applicant:</b> Village of Anmore  <b>Contact Person*:</b> Christine Baird  <b>Phone:</b> 604-469-9877	<b>Date of Application:</b> November 17, 2017  <b>Title:</b> Manager of Corporate Services - Emergency Program Coordinator  <b>E-mail:</b> christine.baird@anmore.com

\* Contact person must be an authorized representative of the applying local government or Treaty First Nation.

<b>SECTION 2: PROJECT INFORMATION</b>
<b>1. NAME OF PROJECT.</b> Anmore ESS - Increase Local Capacity
<b>2. EMERGENCY PLAN.</b> Please describe the extent to which the proposed project will support recommendations or requirements identified in the local Emergency Plan.  At present, no ESS plan exists. Trained community volunteers are needed to address this gap in Anmore's emergency response plan.
<b>3. TRANSFERABILITY.</b> Please describe the extent to which the proposed project may offer transferable resources and supplies (i.e. ESS volunteers, training resources, cots, blankets, etc.) to other local governments and/or Treaty First Nations.  The Anmore ESS project will provide the opportunity for neighbouring local governments to utilize trained ESS volunteers who reside nearby, in the event of an emergency outside of Anmore, as well as in the event of an emergency within Anmore where ESS volunteer resources would be more beneficial to another local government.



**4. PARTNERSHIPS.** Please identify any other authorities you will collaborate with on the proposed project and outline how you intend to work together.

N/a

How will a collaborative approach leverage efficiencies and be a cost effective approach to ESS.

N/a

**5. PROPOSED ACTIVITIES.** What specific activities will be undertaken as part of the proposed project. Please refer to Section 4 of the Program & Application Guide.

Anmore's Emergency Program Coordinator will coordinate ESS training, to be provided by the Red Cross, for four (4) interested volunteers who reside full-time in Anmore.

**6. CAPACITY BUILDING.** Describe how the proposed project will increase capacity to deliver emergency social services in your community.

The need is evident to increase local ESS capacity in the Village of Anmore to ensure that social services needs are being provided to the community within the first three hours of an emergency.

At present, no ESS plan exists. This has been identified as a critical vulnerability due to jurisdictional location in the Metro Vancouver region; with limited road access (i.e. two roads in/out of Anmore) and limited emergency air access. Of the 10 full-time staff personnel, one resides in Anmore and the next closest employee lives 20 minutes away, by vehicle.

In December 2015, a third-party review of Anmore's Municipal Emergency Program was conducted. In that review, it was recognized that Sasamat Volunteer Fire Department (SFVD) and City of Port Moody may have the capability to provide ESS resources and support during an emergency event. However, when a regional emergency event occurs, it is highly probable that Anmore would be solely responsible for meeting the ESS needs of the community.

The Village of Anmore Corporate Strategic Plan (2015 to 2018) includes an objective to keep pace with best practices for the safety, operations and maintenance of municipal roads and services, and the relative initiative to Continue Wildfire Preparation and Emergency Planning.

The Anmore ESS project will satisfy the Village's immediate concern of not having an ESS plan. With ESS trained volunteers in the community, it also helps to achieve one of the Village's corporate objectives.

**7. EVALUATION.** How will the project be evaluated?

Success for the Anmore ESS project will be achieved on completion of ESS training for four resident volunteers.

**SECTION 3: REQUIRED APPLICATION MATERIALS**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- To Follow CB-
- ☒ Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
  - ☒ Detailed budget for the proposed project. Include a breakdown of desired equipment to be purchased, training and recruitment activities, and other considerations or comments. The budget must also clearly identify the Community Emergency Preparedness Fund funding request, applicant contribution, and/or other grant funding.

**SECTION 4: SIGNATURE (To be signed by Local Government or First Nation Applicant)**

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Christine Baird

Title: Manager of Corporate Services -  
Emergency Program Coordinator

Signature:

*CBaird*

Date: November 17, 2017

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Community Emergency Preparedness Fund  
Emergency Social Services

Budget to Accompany Application

Description of Cost	Provided by	Cost Amount
ESS Training for four (4) resident volunteers, to be taken in the 2018 calendar year	Canadian Red Cross	\$1,250 per volunteer x 4 volunteers
Total project Cost		\$5,000.00

## PUBLIC SAFETY COMMITTEE MEETING – MINUTES

Minutes of the Public Safety Committee Meeting held on  
Monday, June 19, 2017 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



### MEMBERS PRESENT

Councillor Ryan Froese (Chair)  
Ken Juvik  
Glen Klassen  
Babak Taghvaei

### MEMBERS ABSENT

Travis Karr

### OTHERS PRESENT

Mayor John McEwen  
Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services

#### 1. CALL TO ORDER

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

#### 2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

#### 3. MINUTES

Nil

#### 4. BUSINESS ARISING FROM THE MINUTES

Nil

#### 5. UNFINISHED BUSINESS

Nil

#### 6. NEW BUSINESS

##### (a) Welcome and Introductions

Chair Froese welcomed members to the new Committee, and then members introduced themselves and reported their interests in being involved with the Committee.

**(b) Committee Orientation**

Christine Milloy presented the Committee Orientation. Highlighted questions and concerns raised during the presentation included:

- Which areas of public safety will be our focus - would the Committee address the community's immediate issues or set future plans and policies?
- Will focus be given to hazardous road conditions or risks for construction sites?
- Road safety concerns arose, and reflectors along roadways were recommended.

Chair Froese reported that public safety related bylaws may be under review for possible committee revisions and that the committee will take direction from Council on concerns or issues that arise.

**(c) Review 2016 Action Item List and Discuss Objectives for Current Term**

- Committee reviewed 2016 action items and discussed desired objectives for the current term. Highlighted comments are noted as follows.
  - Identify areas that require road safety improvement.
  - Identify safety concerns and possible improvements to the three-way stop at Sunnyside Road and East Road.
- Mayor McEwen and Ken Juvik presented background information regarding the former Emergency Preparedness Committee.
- Committee discussed the following matters for potential review:
  - Wildfire protection plan
  - Steep slopes and post-fire rehabilitation
  - Street lighting
  - Zoning bylaw review regarding public safety concerns (e.g. panhandles)
- Committee requested that staff forward the following list to Council for approval, with the priority order as listed:
  - Street lighting
  - Pedestrians crossing East Rd at Blackberry
  - Traffic concerns at intersection of Sunnyside & East Roads
  - Block Watch involvement and public education (i.e. school level and email notification)
  - Adopt a Street Program

- Committee requested that staff update emergency binders to include all possible contact numbers.
- Committee requested that, in the event of an emergency, staff ensure that the appropriate measures are adhered to and that communications are fully operational.

**7. ADJOURNMENT**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:27 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**R. FROESE**

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Councillor Ryan Froese  
Chair, Public Safety Committee