

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, February 13, 2018 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.

Recommendation: That the Regular Council Meeting be suspended in favour of holding a Public Hearing at this time.

### 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.

**Note: Public comments regarding item 9(a) Zoning Bylaw Amendment are not permitted at this time, as Council may not hear from or receive correspondence from the public with regard to the proposed zoning bylaw amendment during the period of time after a public hearing and before adoption of the respective bylaw.**

### 4. Delegations

### 5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on January 23, 2018

Recommendation: That the Minutes of the Regular Council Meeting held on January 23, 2018 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) 2018 Spring Mayors Caucus – March 14-16, 2018 in Squamish, BC**

Recommendation: That Mayor McEwen be approved to attend the 2018 Spring Mayors Caucus March 14 to 16, 2018 in Squamish, BC, with related costs for travel and accommodation funded from the Council Convention account, to a maximum of \$750.00.

**(b) Metro Vancouver – Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255**

page 6

Email received January 31, 2018 (original letter received February 6, 2018) from Chris Plagnol, Corporate Officer, is attached.

Recommendation: That Anmore Municipal Council approves adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017 by providing consent on behalf of the electors.

**(c) Recycling Council of British Columbia – Annual Zero Waste Conference 2018**

page 19

Letter of invitation received February 1, 2018 from Brock Macdonald, Chief Executive Officer, is attached.

**8. Items Removed from the Consent Agenda****9. Legislative Reports****(a) Zoning Amendment Bylaw No. 571-2018**

page 20

Report dated February 8, 2018 from the Manager of Development Services is attached.

**(b) Five-Year Financial Plan Bylaw No. 573-2018**

page 25

Recommendation: That Anmore Five-Year Financial Plan Bylaw No. 573-2018 be adopted.

**(c) Fees and Charges Amendment Bylaw No. 574-2018**

page 29

Recommendation: That Anmore Fees and Charges Amendment Bylaw No. 574-2018 be adopted.

**(d) Solid Waste Management Amendment Bylaw No. 575-2018**

page 32

Recommendation: That Anmore Solid Waste Management Amendment Bylaw No. 575-2018 be read a first, second and third time.

**10. Unfinished Business****11. New Business****(a) Village Centre Site Development Plan**

page 33

Report dated February 6, 2018 from the Manager of Corporate Services is attached.

**(b) 2018 Anmore Community Grant Requests**

page 79

Report dated February 8, 2018 from the Chief Administrative Officer is attached.

**12. Mayor's Report****13. Councillors Reports****14. Chief Administrative Officer's Report****15. Information Items****(a) Committees, Commissions and Boards – Minutes**pages  
127 to 132

- Community Engagement, Culture and Inclusion Committee Meeting Minutes of October 12, 2017(if adopted)
- Public Safety Committee Meeting Minutes of December 4, 2017 (if adopted)

**(b) General Correspondence**pages  
133 to 135

- Public construction notice dated January 22, 2018 from Imperial regarding Burrard Inlet Pipeline Removal (BIPR) Project – Phase A
- Letter dated January 23, 2018 from The Corporation of the Township of Spallumcheen regarding Cannabis Sales Revenue Sharing

**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.

**Note: Public questions regarding the Zoning Amendment Bylaw are only permitted at this time if the bylaw was adopted during this meeting.**

**17. Adjournment**

## REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on  
Tuesday, January 23, 2018 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 Kim Trowbridge (via telephone)  
Councillor Paul Weverink

### ELECTED OFFICIALS ABSENT

Nil

### OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer  
Christine Baird, Manager of Corporate Services  
Jason Smith, Manager of Development Services  
Luke Guerin, Operations Superintendent

#### 1. Call to Order

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

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R13/2018

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

#### 3. Public Input

Mr. Christie, Sunnyside Road, asked why Council wants money from cannabis sales. Mayor McEwen responded that Public Input is for comments related to current agenda items, and asked Mr. Christie to raise his question under Public Question Period.

#### 4. Delegations

##### (a) **Harriette Chang with Leadership students in the TriCities – Real Acts of Caring Week**

Two student presenters, accompanied by Harriette Chang, provided historical information about Real Acts of Caring Week. They asked the Village to help promote RAC Week by advertising the event on the Village's sign board. They also asked Council to proclaim February 11 to 17 as RAC Week.



Council requested staff to have RAC Week information posted to the sign boards, and agreed to proclaim February 11 to 17 as RAC Week.

It was MOVED and SECONDED:

R14/2018                    **"THAT FEBRUARY 11 TO 17, 2018 BE PROCLAIMED AS REAL ACTS OF CARING WEEK IN THE VILLAGE OF ANMORE."**

**CARRIED UNANIMOUSLY**

**5.     Adoption of Minutes**

**(a)     Minutes of the Regular Council Meeting held on January 9, 2018**

It was MOVED and SECONDED:

R15/2018                    **"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON JANUARY 9, 2018 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**6.     Business Arising from Minutes**

Nil

**7.     Consent Agenda**

Nil

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

Nil

**9.     Legislative Reports**

**(a)     Zoning Amendment Bylaw No. 571-2018**

It was MOVED and SECONDED:

R16/2018                    **"THAT THE PUBLIC HEARING FOR ZONING AMENDMENT BYLAW NO. 571-2018 BE RESCHEDULED TO FEBRUARY 13, 2018 AT 7:00 P.M."**

**CARRIED UNANIMOUSLY**

**(b) Records Management Bylaw No. 572-2018**

It was MOVED and SECONDED:

R17/2018                    **“THAT ANMORE RECORDS MANAGEMENT BYLAW NO. 572-2018 BE ADOPTED.”**

**CARRIED UNANIMOUSLY**

**(c) Presentation of Five-Year Financial Plan Bylaw No. 573-2018**

Juli Halliwell presented the proposed Five-Year Financial Plan Bylaw. Copy of the presentation of the proposed 2018-2022 5-Year Financial Plan is attached and forms part of these Minutes herein.

Public Input on Proposed Five-Year Financial Plan Bylaw

Charles Christie, Sunnyside Road, commented that the 9.8% tax increase is pretty hefty. Mayor McEwen replied that it is not dissimilar to previous year increases, and some of the increases includes savings for future use.

It was MOVED and SECONDED:

R18/2018                    **“THAT ANMORE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 573-2018, AS AMENDED TO REMOVE THE VILLAGE HALL ARCHITECTURAL DESIGN PROJECT FROM THE 2018 CAPITAL PLAN, BE READ A FIRST, SECOND AND THIRD TIME.”**

**CARRIED**

Councillor Thiele opposed

Councillor Weverink opposed

**(d) Fees and Charges Amendment Bylaw No. 574-2018**

It was MOVED and SECONDED:

R19/2018                    **“THAT ANMORE FEES AND CHARGES AMENDMENT BYLAW NO. 574-2018 BE READ A FIRST, SECOND AND THIRD TIME.”**

**CARRIED UNANIMOUSLY**

**10. Unfinished Business**

Nil

**11. New Business****(a) Metro Vancouver – Transit-Oriented Affordable Housing Study**

It was MOVED and SECONDED:

R20/2018                    **“THAT THE LETTER DATED DECEMBER 22, 2017 FROM METRO VANCOUVER REGARDING TRANSIT-ORIENTED AFFORDABLE HOUSING STUDY BE REFERRED TO STAFF FOR COMMENT, WITH INPUT FROM THE COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE.”**

**CARRIED UNANIMOUSLY**

**12. Mayor's Report**

Mayor McEwen reported that:

- On January 22, he spent time touring trails with staff to identify some challenges for expanding the trail network.
- On January 25, he will attend a TransLink Mayor's Meeting where they intend to discuss the Pattullo Bridge and 10-Year Mayors' Vision.
- On January 27, he will attend the TriCities Chamber awards gala, with awards going to local businesses.
- Reminder – that the Infill and Community Amenity Contribution information session will be held on February 6, with the consultant, so please come out and have your questions ready.

**13. Councillors' Reports**

Councillor Weverink reported that:

- He ran into MLA Rick Glumac recently and they discussed Anmore's position on the Anmore Green septic/sewer situation.

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

Juli Halliwell reported that:

- Reminder - comments about the Village Centre Site Development Plan are to be submitted by February 1, which will be forwarded to Council at the February 13 Council Meeting.
- The Public Hearing has been approved to move to February 13 at 7:00 p.m.
- A mail drop notice is being sent out this week, outlining a number of committee volunteer opportunities in the Village.
- A mail drop notice is being sent out this week, which is a job posting for the Events and Volunteer Coordinator position.
- Urban Systems' surveyors are surveying the Village's major culverts, which is work to be completed as part of the as part of the Storm Water Master Plan.

**15. Information Items**

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

Nil

**(b) General Correspondence**

- Letter dated January 4, 2018 from City of Victoria regarding Modernizing the BC Motor Vehicle Act
- Letter dated January 16, 2018 from District of Kent regarding Cannabis Sales Revenue Sharing
- Letter dated January 16, 2018 from Corporation of the Town of Spallumcheen regarding Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC

**16. Public Question Period**

Charles Christie, Sunnyside Road, commented that Council should use a referendum to make decisions regarding the village hall.

Charles Christie, Sunnyside Road, commented that Council should reject getting any money from the provincial government related to cannabis sales.

**17. Adjournment**

It was MOVED and SECONDED:

R21/2018                      "TO ADJOURN."

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:11 p.m.

Certified Correct:

Approved by:

\_\_\_\_\_  
Christine Baird  
Manager of Corporate Services

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

JAN 31 2018

File: CR-12-01  
Ref: RDP 2018 Jan 26

Christine Baird, Manager of Corporate Services  
Village of Anmore  
2697 Sunnyside Road, RR1  
Anmore, BC V3H 5G9

Dear Ms. Baird:

**Re: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255**

At its January 26, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) gave three readings to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; directed staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function; and following that, forward the Bylaw to the Inspector of Municipalities for approval.

Section 346 of the *Local Government Act* applies to municipal participating area approval and therefore a council may give participating area approval by consenting on behalf of the electors to the adoption of the Bylaw.

I respectfully ask that this matter be included on Council agenda. A sample resolution is set out below for your convenience:

"The Council of \_\_\_\_\_ approves adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* by providing consent on behalf of the electors."

A response, including Council resolution, to my attention by February 9, 2018 is appreciated. Should you have questions or need clarification, I can be reached at 604.432.6338 or by email at [chris.plagnol@metrovancouver.org](mailto:chris.plagnol@metrovancouver.org).

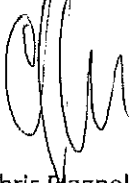
**RECEIVED**

**JAN 31 2018**

**VILLAGE OF  
ANMORE** 



Yours truly,



Chris Pagnol  
Corporate Officer

CP/kh

Encl: Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017  
Regional Parks Service Amendment Bylaw No 1255, dated January 11, 2018

24364741

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1255, 2017**

A Bylaw to Amend Greater Vancouver Regional District  
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005

**BACKGROUND:**

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District was granted the function of regional parks (the **"Regional Parks Service"**), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. One of the member municipalities of the former Vancouver-Fraser Park District was the former District of Matsqui, which was not within the boundaries of the MVRD;
- C. On January 1, 1995, the former District of Matsqui and the former District of Abbotsford were incorporated as the City of Abbotsford;
- D. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", a bylaw to convert the Regional Parks Service and to amend the participating areas to include the area within the boundaries of the former District of Abbotsford, such that the whole of the City of Abbotsford became a municipal participating area for the Regional Parks Service;
- E. The City of Abbotsford has consented to an amendment to the "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", to remove the City of Abbotsford as a participating area from the Regional Parks Service;
- F. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005";
- G. The Metro Vancouver Regional District has obtained the approval of the Lieutenant Governor in Council to the continued operation of the Regional Parks Service outside the boundaries of the MVRD; and
- H. Two-thirds of the participants in the Regional Parks Service have consented to the adoption of this Bylaw to amend the "Greater Vancouver Regional District Parks Service Conversion and Amendment Bylaw No. 1024, 2005".

**NOW THEREFORE** the Board of Directors of the Metro Vancouver Regional District, in open meeting assembled, enacts as follows:

1. The Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005 (the "Bylaw") is hereby amended as follows:
  - a) By deleting section 2 of the Bylaw; and
  - b) In section 3 of the Bylaw, by striking the phrase "City of Abbotsford" in its entirety.
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017".

READ A FIRST TIME THIS 24<sup>th</sup> day of November, 2017.

READ A SECOND TIME THIS 26 day of January, 2018.

READ A THIRD TIME THIS 26 day of January, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PASSED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Greg Moore, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer



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To: MVRD Board

From: Chris Plagnol, Corporate Officer

Date: January 11, 2018 Meeting Date: January 26, 2018

Subject: **Regional Parks Service Amendment Bylaw No. 1255**

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**RECOMMENDATION**

That the MVRD Board:

- a) give second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* to the Inspector of Municipalities for approval.
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**PURPOSE**

To consider second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the withdrawal of the City of Abbotsford as a participant.

**BACKGROUND**

On November 24, 2017, the MVRD Board approved the terms for the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service, and gave first reading to the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*. Even though this Amending Bylaw had only received first reading, it was subsequently forwarded to the Ministry of Municipal Affairs and Housing for its preliminary consideration in concert with the other elements associated with the multi-pronged process of the service withdrawal.

As indicated above, consideration of this proposed Bylaw is one of several requirements associated with the withdrawal of the City of Abbotsford from the MVRD Regional Parks Service. The attached report, considered by the Board at its meeting of November 24, 2017, provides background on various elements of Abbotsford's withdrawal from the service (Attachment 2).

**MVRD REGIONAL PARKS AMENDING BYLAW**

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* is required to facilitate the withdrawal of the City of Abbotsford from the Metro Vancouver Regional Parks function. If approved, the Amending Bylaw will amend the participants in the service area by removing the City of Abbotsford as a participant under section 2 and section 3 of Conversion Bylaw 1024.

The Amending Bylaw is before the Board for second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants (which includes the City of Abbotsford) to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval with the

expectation that the Amending Bylaw can be considered for adoption at the March 23, 2018 Board meeting.

#### **ALTERNATIVES**

1. That the MVRD Board:
  - a) give second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated January 11, 2018, titled "Regional Parks Service Amendment Bylaw No. 1255" and provide alternate direction.

#### **FINANCIAL IMPLICATIONS**

If the Board approves alternative one, and as outlined in Attachment 2, the financial implications include a reduction the Annual Budget and Financial Plan, a reimbursement from the Fraser Valley Regional District for the City of Abbotsford's allocated costs of participating in the MVRD regional parks function for 2018, and a one-time payment by Metro Vancouver to the City of Abbotsford representing the proportional return of Park Reserve Fund contributions.

If the Board does not approve the Amending Bylaw, the City of Abbotsford will remain as a participant in the MVRD Regional Parks function which will include the associated financial implications.

#### **SUMMARY / CONCLUSION**

The MVRD Board approved the terms for the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service. This change to the service area requires an amendment to the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005* to amend service area participants. This report brings forward the associated Amending Bylaw to facilitate this service withdrawal for consideration by the Board. Staff recommend Alternative One.

#### **Attachments:**

1. Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017
2. Report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255"

24157931



**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1255, 2017**

A Bylaw to Amend Greater Vancouver Regional District  
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005

**BACKGROUND:**

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District was granted the function of regional parks (the “**Regional Parks Service**”), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. One of the member municipalities of the former Vancouver-Fraser Park District was the former District of Matsqui, which was not within the boundaries of the MVRD;
- C. On January 1, 1995, the former District of Matsqui and the former District of Abbotsford were incorporated as the City of Abbotsford;
- D. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”, a bylaw to convert the Regional Parks Service and to amend the participating areas to include the area within the boundaries of the former District of Abbotsford, such that the whole of the City of Abbotsford became a municipal participating area for the Regional Parks Service;
- E. The City of Abbotsford has consented to an amendment to the “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”, to remove the City of Abbotsford as a participating area from the Regional Parks Service;
- F. The Board of Directors of the Metro Vancouver Regional District wishes to amend “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”;
- G. The Metro Vancouver Regional District has obtained the approval of the Lieutenant Governor in Council to the continued operation of the Regional Parks Service outside the boundaries of the MVRD; and
- H. Two-thirds of the participants in the Regional Parks Service have consented to the adoption of this Bylaw to amend the “Greater Vancouver Regional District Parks Service Conversion and Amendment Bylaw No. 1024, 2005”.

**NOW THEREFORE** the Board of Directors of the Metro Vancouver Regional District, in open meeting assembled, enacts as follows:

1. The Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005 (the "**Bylaw**") is hereby amended as follows:
  - a) By deleting section 2 of the Bylaw; and
  - b) In section 3 of the Bylaw, by striking the phrase "City of Abbotsford" in its entirety.
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017".

READ A FIRST TIME THIS 24<sup>th</sup> day of November, 2017.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PASSED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Greg Moore, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer

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To: MVRD Board

From: Carol Mason, Commissioner/Chief Administrative Officer

Date: November 21, 2017 Meeting Date: November 24, 2017

Subject: **Regional Parks Service Amendment Bylaw No. 1255**

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**RECOMMENDATION**

That the MVRD Board:

- a) approve the terms and conditions for the withdrawal of the City of Abbotsford as a participant in the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*, as presented in the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255", and including a one-time financial payment of \$1,050,000 to the City of Abbotsford from MVRD Regional Park Reserve Funds to be paid upon adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*;
- b) give first reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
- c) forward the draft Order in Council included in Attachment 2 of the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" for consideration by the Province of British Columbia to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries despite the provisions of s.333(4) of the *Local Government Act*.

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**PURPOSE**

To consider first reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* that will initiate the withdrawal of the City of Abbotsford as a participant in the regional parks function and to seek an Order in Council from the Province of British Columbia to permit Metro Vancouver to own and operate parkland outside of its service area boundaries.

**BACKGROUND**

On November 28, 2014 the MVRD Board received the report titled "Regional Parks Service Review" and approved 23 recommendations contained in the report addressing the purpose of regional parks, the service area, parkland acquisition, park development and service operations. Outcomes of the service review guided updates to the 2011 *Regional Park Plan* including goals and strategies, framework for park interpretation and stewardship program, land acquisition and park classification.

Following Board adoption of the report recommendations, discussions were initiated between Metro Vancouver and the City of Abbotsford that examined the boundaries of the service area and explored consideration of the potential withdrawal of the City of Abbotsford from the MVRD regional parks function. These discussions also opened up opportunities for the City of Abbotsford to enter into discussions with the Fraser Valley Regional District (FVRD) and explore potential regional park partnerships within the FVRD.

An agreement has now been reached between Metro Vancouver and the City of Abbotsford that will facilitate its withdrawal from the MVRD park function and transition into a regional parks function within the FVRD. This report brings forward the associated Amending Bylaw and Order in Council request to facilitate this service withdrawal for consideration by the Board.

#### **CITY OF ABBOTSFORD PARTICIPATION IN REGIONAL PARKS**

The District of Matsqui was an early participant in the regional parks function which was formed in 1967 as the "Vancouver Fraser Parks District". The regional parks function was transferred to the MVRD (previously 'GVRD') through Supplementary Letters Patent in 1972. The District of Matsqui amalgamated with the City of Abbotsford in 1995 and in 2005 the City of Abbotsford became a full participant in the regional parks function through Conversion Bylaw No. 1024.

The City of Abbotsford is currently a participant in the MVRD Regional Parks function as authorized under the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*. The participation of the City of Abbotsford in the Metro Vancouver regional parks function is unique in this region as the municipality is physically located within the boundaries of the Fraser Valley Regional District, and is not within the Metro Vancouver Regional District boundaries. As such, the City of Abbotsford is not a member of the Metro Vancouver Regional District Board, except for the purposes of regional parks. For all other regional services, the City of Abbotsford is a member of the Fraser Valley Regional District and has political representation on the FVRD Board of Directors.

The City of Abbotsford is represented on the Metro Vancouver Regional Parks Standing Committee which meets monthly and attends MVRD Board meetings once per month to vote on regional parks items being considered by the Board.

#### **MVRD REGIONAL PARKS AMENDING BYLAW**

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* is required to facilitate the withdrawal of the City of Abbotsford from the Metro Vancouver Regional Parks function. Once approved, the Amending Bylaw will amend the participants in the service area by removing the City of Abbotsford as a participant under section 2 and section 3 of Conversion Bylaw 1024.

The Amending Bylaw is being introduced for first reading and will be forwarded to the Ministry of Municipal Affairs and Housing for consideration and comment (Attachment 1). The Amending Bylaw will then come back to the MVRD Board with any changes required by the Ministry, on January 26, 2018, for second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants (which includes the City of Abbotsford) to obtain their consent to the adoption of the amendment bylaw. The Amending Bylaw requires two thirds consent of participants before it can be considered for adoption. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval with the expectation that the bylaw can be considered for adoption at the March 23, 2018 Board meeting.

#### **ORDER IN COUNCIL REQUEST**

Section 333(4) of the *Local Government Act* requires that if a regional district provides a service outside of its regional district (and consent has been obtained by the affected local government that

it may operate a service in that jurisdiction), the area outside the regional district must be identified as a separate participating area for the service "as if it were located in the regional district".

As part of the agreement for the City of Abbotsford to withdraw from the MVRD regional parks service, it has been agreed that Metro Vancouver will transfer all interests in parkland within the boundaries of the City of Abbotsford to the City of Abbotsford, with the exception of Aldergrove Regional Park. Located within both the Township of Langley and the City of Abbotsford, it has been agreed that it makes sense for a single local government to operate Aldergrove Regional Park and that given the majority of visitors to the Aldergrove Regional Park originate from Metro Vancouver, Metro Vancouver is best suited to continue to own and operate this park.

In order to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries, it will require an Order in Council (OIC) to authorize this permission without requiring the City of Abbotsford to be a participant in the MVRD regional parks function. A draft OIC has been prepared for submission to the Province of British Columbia to request this authority despite the provisions of s.333(4) of the *Local Government Act* (Attachment 2).

#### **SERVICE WITHDRAWAL – LAND TRANSFER AGREEMENT**

Under the proposed terms for the City of Abbotsford's withdrawal from the MVRD regional parks function, Metro Vancouver will transfer to the City of Abbotsford the following regional parkland and built assets: Matsqui Trail and Sumas Mountain Regional Parks and the eastern portion of Glen Valley Regional Park referred to as Poplar Bar and Duncan Bar and including Crescent Island. Some of this property is owned by the MVRD in fee simple and other portions of land are secured through long term provincial leases, statutory rights of way, licence agreements and highway use permits. A map of the lands proposed to be transferred is shown in Attachment 3. Metro Vancouver will bring forward a Land Disposition Bylaw in January to initiate an Alternative Approval Process (AAP) to facilitate the transfer of these lands.

As previously noted, the exception to the transfer of regional parkland under consideration is the Aldergrove Regional Park which is proposed to be retained by Metro Vancouver. Aldergrove Regional Park is 280 ha in size and overlaps the border between the Township of Langley and the City of Abbotsford. Half of the regional park is situated within the MVRD and the other half within the FVRD. This regional park receives over 428,000 visits annually and approximately 75% of the parks visits originate from residents within MVRD boundaries.

#### **SERVICE WITHDRAWAL – FINANCIAL CONSIDERATIONS**

The proposed terms for the City of Abbotsford's withdrawal from the MVRD regional parks function also include financial considerations. As part of the implementation of the service amendment, an amount of \$650,000 will be paid to the City of Abbotsford representing its 3.2% proportional share of the Regional Parks Reserves based on reserve balances at the end of 2016. In addition, transitional funding in the amount of \$400,000, representing approximately one year of operating costs for the Sumas Mountain Regional Park, Matsqui Trail Regional Park and Glen Valley (Abbotsford portion) Regional Park, will be transferred to the City to assist in the first year of operations of the transferred parkland.



## ALTERNATIVES

1. That the MVRD Board:
  - a) approve the terms and conditions for the withdrawal of the City of Abbotsford as a participant in the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*, as presented in the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255", and including a one-time financial payment of \$1,050,000 to the City of Abbotsford from MVRD Regional Park Reserve Funds to be paid upon adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*;
  - b) give first reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - c) forward the draft Order in Council included in Attachment 2 of the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" for consideration by the Province of British Columbia to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries despite the provisions of s.333(4) of the *Local Government Act*.
2. That the MVRD Board receive for information the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" and provide alternate direction.

## FINANCIAL IMPLICATIONS

If the Board approves alternative one, the Amending Bylaw will be forwarded to the Province for consideration and comment. Once the Amending Bylaw is adopted (anticipated March 23, 2018), the 2018 Annual Budget and 2018 – 2022 Financial Plan will be amended to reduce the operating budget by removing costs for operating and maintaining the Matsqui Trail and Sumas Mountain Regional Parks and the eastern portion of Glen Valley Regional Park (referred to as Poplar Bar and Duncan Bar) and including Crescent Island, for the remainder of 2018 (approximately \$300,000) and by reappportioning the City of Abbotsford's allocation to the remaining regional park participants. The Fraser Valley Regional District, on behalf of the City of Abbotsford, will reimburse MVRD for the City's allocated costs for participating in the MVRD regional parks function for the beginning of 2018 until the date that the bylaw has been amended (January 1, 2018 to March 23, 2018). The one-time payment to the City of Abbotsford of \$1,050,000 representing the proportional return of Park Reserve Fund contributions (\$650,000) and transitional funding (\$400,000) will be paid from existing MVRD Regional Park Reserve Funds. The proposed budget amendments and the one-time payment are subject to the adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* being completed on March 23, 2018.

If the Board does not approve the amending bylaw, the City of Abbotsford will remain as a participant in the MVRD Regional Parks function.

## SUMMARY / CONCLUSION

As part of the implementation of *Regional Parks Service Review*, approved by the Board in 2014, discussions have been underway between Metro Vancouver and the City of Abbotsford examining potential options to amend the boundaries of the service area and facilitate the withdrawal of the City of Abbotsford from the MVRD regional parks function.

The City of Abbotsford is currently a participant in the MVRD Regional Parks function, as authorized under the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*. The participation of the City of Abbotsford in the Metro Vancouver regional parks function is unique in this region as the municipality is physically located within the boundaries of the Fraser Valley Regional District. As such, the City of Abbotsford is not a member of the Metro Vancouver Regional District Board, except for the purposes of regional parks. For all other regional services, the City of Abbotsford is a member of the Fraser Valley Regional District and has political representation on the FVRD Board of Directors.

Discussions between the two jurisdictions have led to a proposed agreement that has now been reached between Metro Vancouver and the City of Abbotsford that will facilitate the municipality's withdrawal from the MVRD park function and its transition into a regional parks function within the FVRD. The changes to the service area will require an amendment to the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005* to amend service area participants, a Provincial Order in Council to permit Metro Vancouver to own and operate parkland outside of its geographic boundaries, approval of a Parkland Disposition Bylaw approving of the disposition of lands, and the one-time payment of \$1,050,000 to the City of Abbotsford representing its proportional share of the MVRD Regional Park Reserve Funds of \$650,000 and \$400,000 in transitional operating funds.

This report brings forward the associated Amending Bylaw and Order in Council request to facilitate this service withdrawal for consideration by the Board and Alternative One is recommended.

**Attachments:**

1. ~~Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017~~  
~~{Doc #23751340}~~
2. ~~Draft Order in Council~~
3. ~~Map of Properties to be Transferred to Abbotsford through the Service Area Bylaw Amendment~~  
~~{Doc #23755629}~~

23748206



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January 26, 2018

RECEIVED

FEB 01 2018

VILLAGE OF  
ANMORE

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

Dear Mayor John McEwen and Council:

Re: Recycling Council of British Columbia Annual Zero Waste Conference 2018

Established in 1974, the Recycling Council of British Columbia (RCBC) is Canada's first non-profit waste prevention organization. Since that time, the Council has worked side-by-side with local governments to eliminate waste in B.C. and develop a sustainable circular economy.

We invite you to attend **RCBC 2018 "Rethink: A World Without Waste" from May 30 to June 1, 2018 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2018 ([www.rcbcconference.ca](http://www.rcbcconference.ca)) will include:

- extended producer responsibility
- illegal dumping
- reuse and repair
- waste prevention
- communications and engagement

As well, we plan to address a variety of waste, recycling, and diversion-related issues your council may be facing now or in the near future. We provide a three-day experience of workshops, presentations, and opportunities to network with professionals and area experts to become better informed. B.C.'s industry stewardship agencies, such as RecycleBC, Regeneration, and Encorp Pacific will be in attendance, as well as the BC Ministry of Environment.

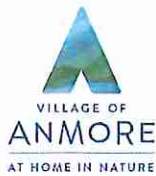
RCBC provides comprehensive public education to support recycling and waste-related programs and services through the BC Recycling Hotline, the online Recyclepedia and the free BC Recyclepedia phone app. Last year alone, we answered more than 280,000 questions from people in communities just like yours.

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference, now in its 44<sup>th</sup> year.

Thank you for your continued support. Let us keep working together to make a waste-free province through the application of sustainable circular economy principles. If you have any questions, you can reach me at 604-683-6009 ext. 307 or at [brock@rcbc.ca](mailto:brock@rcbc.ca).

Sincerely,

Brock Macdonald  
Chief Executive Officer



## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: February 8, 2018

Submitted by: Jason Smith, Manager of Development Services

Subject: Zoning Amendment Bylaw No. 571-2018 - Final Consideration

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#### Purpose / Introduction

The purpose of this report is provide Council with the opportunity to adopt the proposed amendments to the Zoning Bylaw to address errors, omissions and clarify policies.

---

#### Recommended Resolution

**THAT Anmore Zoning Amendment Bylaw No. 571-2018 be read a third time;**  
**AND THAT Anmore Zoning Amendment Bylaw No. 571-2018 be adopted.**

---

#### Background

Council gave first and second readings to the proposed Zoning Amendment Bylaw at the January 9, 2018 council meeting and directed staff to hold a public hearing. The purpose of the zoning bylaw amendment is to address errors, omissions and to clarify some of the new regulations that were introduced in the new Zoning Bylaw that was adopted in October 2017.

#### Discussion

Given that the proposed changes are meant to address errors, omissions and to clarify some of the new regulations and no new policy or regulations are being introduced, staff are giving the opportunity for Council to adopt the bylaw immediately following the public hearing. If there are no significant issues or concerns raised at the public hearing then staff recommend that Council adopt the bylaw.

#### Recommended Options

The following options are provided for Council:

1. THAT Anmore Zoning Amendment Bylaw No. 571-2018 be read a third time;  
AND THAT Anmore Zoning Amendment Bylaw No. 571-2018 be adopted.

**Report/Recommendation to Council**

Zoning Amendment Bylaw No. 571-2018 - Final Consideration

February 8, 2018

Or

2. THAT Council advise staff of further changes that they would like to see made to Anmore Zoning Amendment Bylaw No. 571-2018.

**Financial Implications**

There are no financial implications to any of the options unless Council pursues changes to the proposed bylaw that would necessitate having another public hearing.

**Attachments:**

1. Anmore Zoning Amendment Bylaw No. 571-2018

<b>Prepared by:</b>	
 _____ Jason Smith Manager of Development Services	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>	
<b>Chief Administrative Officer's Comment/Concurrence</b>   _____ Chief Administrative Officer	



BYLAW NO. 571-2018

A bylaw to amend Anmore Zoning Bylaw No. 568-2017

---

**WHEREAS** the Local Government Act authorizes a local government to enact bylaws respecting zoning and certain other related developmental matters;

**AND WHEREAS** the Local Government Act authorizes a 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:

1. This Bylaw may be cited for all purposes as "Anmore Zoning Amendment Bylaw No. 571-2018".

2. That Anmore Zoning Bylaw 568-2017 be amended as follows:

(a) Part 2 after definition of Council, add the following text

**"Crawl Space** means that portion of a **building** which is located below the first storey or **basement** and has a height of not more than 1.5 m measured from the floor or surface of the ground to the underside of the floor system directly above it.";

(b) Part 2 in definition for Floor Area - remove the text "secondary suite" and replace with "coach house";

(c) Part 2 in definition for Highest Building Face - delete the text "natural grade or";

(d) After section 5.22, add the following new section with text:

**5.23 GATE AT HIGHWAY**

The erection of a gate of any type on either public or private property that obstruct vehicular access from a public **highway** onto either:

(a) a shared driveway with more than two – one **family dwelling units**; or

(b) a strata road including access routes and common property within a strata **subdivision** shall be prohibited.

- (e) Section 6.3.3 - remove the text

"For **parcels** less than 4047 m<sup>2</sup>, a **coach house** shall not have a **floor area** that exceeds 100 m<sup>2</sup>. For **parcels** equal to or larger than 4047 m<sup>2</sup>, a **coach house** shall not have a **floor area** that exceeds 130 m<sup>2</sup>."

and replace with

"For **parcels** less than 4047 m<sup>2</sup>, a **coach house** shall not have a **floor area** that exceeds 100 m<sup>2</sup>. For **parcels** equal to or larger than 4047 m<sup>2</sup>, a **coach house** shall not have a **floor area** that exceeds 130 m<sup>2</sup>. For the purposes of calculating the floor area of a coach house, if there is **garage** area in the **accessory building** containing a **coach house** – the area of **garage** shall not be included in the calculation of floor area of the **coach house**.";

- (f) Subsection 9.1.3. in table, third row - remove the text "130 m<sup>2</sup>" and replace with "120 m<sup>2</sup>";

- (g) Article 9.1.3(b) - remove the text

"The maximum **gross floor area** of all **accessory buildings** on a **parcel** shall not exceed 25% of the **gross floor area** of the principal dwelling up to a maximum of 120 m<sup>2</sup>. For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**, up to 30 m<sup>2</sup> of a **coach house** can be exempted from the total. Notwithstanding this restriction, an **accessory building** of not more than 55.7 m<sup>2</sup> will be permitted on any **parcel**."

and replace with

"The maximum **gross floor area** of all **accessory buildings** on a **parcel** shall not exceed 25% of the **gross floor area** of the principal dwelling up to a maximum of 120 m<sup>2</sup>. For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**:

- (i) for the purposes of determining the **gross floor area** of the **principal building** for the calculation of the 25%, all **garage area** within the principal building can be included (including **garage area** that otherwise is exempted from **floor area** calculations).
- (ii) up to 30 m<sup>2</sup> of **coach house floor area** can be exempted from the total. The **coach house** must still meet all the requirements of 6.3.3 with regards to maximum **floor area**;
- (iii) Notwithstanding this restriction and regardless of **parcel** size, an **accessory building** of not more than 55.7 m<sup>2</sup> will be permitted on any **parcel**."

- (h) Article 9.2.3(b) - remove the text "excluding" and replace with "including";
  - (i) Article 9.12.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
  - (j) Article 9.13.3(b) – remove the text "**below grade floor area**" and replace with "**basement**";
  - (k) Article 9.14.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
  - (l) Article 9.15.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
  - (m) Subsection 9.17.4 in table, second row - remove the text "10 m" and replace with "7.6 m";
- and
- (n) Subsection 9.17.4 in table, third row - remove the text "Parcels 9 to 22" and replace with "Parcels 19 to 22".

**READ** a first time the                    9th day of January, 2018  
**READ** a second time the                9th day of January, 2018  
**PUBLIC HEARING** held the        \_\_\_ day of \_\_\_\_\_  
**READ** a third time the                \_\_\_ day of \_\_\_\_\_  
**ADOPTED** the                        \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Zoning Amendment Bylaw No. 571-2018".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES 24

**VILLAGE OF ANMORE**

**BYLAW NO. 573-2018**

A bylaw to approve the Five-Year Financial Plan for the years 2018 through 2022

---

**WHEREAS** pursuant to the provisions of the *Community Charter* stating that a municipality must have a Financial Plan adopted annually, by bylaw, before the 15th of May in each year;

**AND WHEREAS** the Municipal Council has caused to be prepared a Five-Year Financial Plan for the period 2018-2028 inclusive;

**NOW THEREFORE** the Council of the Village of Anmore enacts as follows:

1. This bylaw may be cited as "Anmore Five-Year Financial Plan Bylaw No. 573-2018".
2. Council hereby adopts the Five-Year Financial Plan for the years 2018-2022 inclusive, for each year of the plan, as set out in Schedules A and B, attached hereto and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
4. That "Anmore Five-Year Financial Plan Bylaw No. 560-2017" is hereby repealed in its entirety.

**READ** a first time the 23rd day of January, 2018

**READ** a second time the 23rd day of January, 2018

**READ** a third time the 23rd day of January, 2018

**ADOPTED** the                      day of                      , 2018

---

MAYOR

---

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Five-Year Financial Plan Bylaw No. 573-2018".

---

DATE

---

MANAGER OF CORPORATE SERVICES 25

## SCHEDULE "A"

### 2018-2022 FINANCIAL PLAN STATEMENT OF OBJECTIVES AND POLICIES

1. In accordance with the Community Charter, the Village of Anmore is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:
  - (a) The proportion of total revenue that comes from each of the funding sources described in the Community Charter;
  - (b) The distribution of property taxes among the property classes; and
  - (c) The use of permissive tax exemptions.

2. Funding Sources

Table 1, below, shows the proportion of total revenue proposed to be raised from each fund source in 2018.

Property value tax revenues are the largest portion of planned revenues. Property Taxation provides a stable and consistent revenue source for general services that cannot be recovered from user-pay fees. It is simple to administer and easy for residents to understand.

Fees & charges provide the second largest proportion of revenue and are sourced from the utility fees collected for water and garbage, recycling & organic waste collection, as well as various permit fees.

Government grants provide for the third largest proportion of revenue and are sourced from the Major Road Network Fund (MRN), the Small Communities Fund, grants in lieu of taxes, as well as from miscellaneous grants.

#### Objectives

- Over the next five years, the Village will increase the portion of revenue received from user fees and charges to reflect service levels and changes in inflation.

#### Policies

- All user-fee levels will be reviewed, on an annual basis, to ensure they are adequately meeting both the respective service delivery and capital costs.
- Revenues will be recovered from user fees and charges where possible, rather than general taxation, to lessen the burden on the Village's limited property tax base.

**Table 1 – Sources of Revenue**

REVENUE SOURCE	% OF TOTAL REVENUE	DOLLAR VALUE
Taxation	41	\$ 2,020,785
Fees and Charges	25	1,113,050
Government Grants	15	755,180
Reserve Transfers	16	799,740
Interest and Other	3	135,290
<b>TOTAL</b>	<b>100</b>	<b>\$ 4,024,305</b>

3. Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Village services.

Objectives

- Tax rates set maintain tax stability in accordance with the Village's operational and capital requirements.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities having similar property class composition.

**Table 2 – Distribution of Property Tax Rates**

PROPERTY CLASS	% OF TOTAL PROPERTY TAXATION
Residential (1)	97
Utilities (2)	2
Business and Other (6)	1
<b>TOTAL</b>	<b>100</b>

4. Permissive Tax Exemptions

No property in the Village of Anmore is permissively exempt. Village properties do not meet the legislated criteria.

**SCHEDULE "B"**

**Village of Anmore  
Financial Plan  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES</b>					
Property Tax	\$ 2,020,785	\$ 2,203,570	\$ 2,383,990	\$ 2,562,920	\$ 2,742,830
Permits, Fees and Charges	\$ 1,113,050	\$ 1,161,930	\$ 1,216,280	\$ 1,241,720	\$ 1,267,870
Grants	\$ 755,180	\$ 762,070	\$ 769,090	\$ 776,250	\$ 783,550
Interest & Other	\$ 135,290	\$ 135,500	\$ 135,720	\$ 135,940	\$ 136,170
<b>SUBTOTAL REVENUES</b>	<b>\$ 4,024,305</b>	<b>\$ 4,263,070</b>	<b>\$ 4,505,080</b>	<b>\$ 4,716,830</b>	<b>\$ 4,930,420</b>
<b>EXPENSES</b>					
General Government	\$ 1,626,045	\$ 1,552,480	\$ 1,601,600	\$ 1,648,270	\$ 1,719,980
Public Works	\$ 1,446,280	\$ 784,010	\$ 707,870	\$ 778,850	\$ 719,940
Protective and Inspection Services	\$ 18,670	\$ 19,060	\$ 19,450	\$ 19,850	\$ 20,260
Planning & Development	\$ 110,000	\$ 112,200	\$ 114,450	\$ 116,750	\$ 119,100
Water Utility	\$ 610,550	\$ 716,500	\$ 589,280	\$ 602,060	\$ 615,210
Capital	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Amortization	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000
<b>SUBTOTAL EXPENSES</b>	<b>\$ 4,744,045</b>	<b>\$ 4,116,750</b>	<b>\$ 3,965,150</b>	<b>\$ 4,098,280</b>	<b>\$ 4,126,990</b>
<b>SURPLUS / (DEFICIT)</b>	<b>-\$ 719,740</b>	<b>\$ 146,320</b>	<b>\$ 539,930</b>	<b>\$ 618,550</b>	<b>\$ 803,430</b>
<b>INTERNAL TRANSFERS</b>					
Transfer to (from) Reserves	-\$ 593,260	-\$ 1,010,320	-\$ 1,403,930	-\$ 1,482,550	-\$ 1,706,430
Transfer to (from) Surplus	\$ 43,000	-\$ 6,000	-\$ 6,000	-\$ 6,000	\$ 33,000
Transfer from DCCs	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Investment in TCA	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000
<b>SUBTOTAL INTERNAL EXPENSES</b>	<b>\$ 719,740</b>	<b>-\$ 146,320</b>	<b>-\$ 539,930</b>	<b>-\$ 618,550</b>	<b>-\$ 803,430</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>-\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## VILLAGE OF ANMORE

### BYLAW NO. 574-2018

A bylaw to amend Anmore Fees and Charges Bylaw No. 557-2016

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

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

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

1. That this bylaw may be cited for all purposes as "Anmore Fees and Charges Amendment Bylaw No. 574-2018".
2. That Anmore Fees and Charges Bylaw No. 556-2016 be further amended as follows:
  - (a) In Schedule A, pages 4 and 5, all rows shown be deleted in their entirety and be replaced with the following rows.

Permit Fees – Move or Relocation of a Building or Structure	
Moving a building or structure	\$350.00
Inspection Fee for examination of a building or structure to be moved	\$175.00
Additional fees if inspection exceeds 2 hours	\$120.00 per hour
Permit Fees – Chimney Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$360.00 per appliance
Natural or propane gas fire heating devices	\$120.00 per appliance
Permit Fees – Building Site Services	
New or replacement of underground water services	\$40.00 per 10 meters of pipe
New or replacement of underground storm sewer pipe	\$40.00 per 10 meters of pipe
On-site catch basins, oil interceptors or sumps	\$40.00 each
Permit Fees – Plumbing Fixtures	
Plumbing fixtures	\$20.00 per fixture (min. \$75.00)
Water Storage Tanks, check valves, outdoor showers	\$20.00 each
Swimming Pool supply, drainage backflow preventer	\$80.00 per pool
Each hot water storage tank or boiler vent	\$20.00 per vent
Installation of soil, waste or drainage pipe	\$40.00 per 20 meters of pipe
Fire Sprinkler heads	\$3.00 per head (min of \$50.00)
Radiant Heat Floors	\$2.50 per 1000 BTU's
Other Fees	
Building Permit Extension – 6 months (may be extended 3 additional times)	\$1,000.00 per extension



Construction 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 (3 <sup>rd</sup> inspection)	\$120.00
Building review (4 <sup>th</sup> inspection)	\$240.00
Building review (5 <sup>th</sup> inspection)	\$360.00
Building review (6 <sup>th</sup> 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
Re-posting a Do Not Occupy order due to unauthorized removal	\$240.00
Plan review for a 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	\$240.00 + actual 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	\$50,000.00

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.	
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

(b) In Schedule A, page 6, delete the seven rows under row titled 'Miscellaneous Permit Fees and Charges' in their entirety and replace them with the following rows.

Driveway Access Permit	\$240.00
Tree Cutting Permit	\$500.00
Blasting Permit	\$240.00
Temporary Parking Permit	\$25.00
Soil Deposit Permit	\$360.00
Sign Permit Bond	\$500.00
Security Bonding for any item above (if required)	\$3,500.00

**READ** a first time the 23rd day of January, 2018

**READ** a second time the 23rd day of January, 2018

**READ** a third time the 23rd day of January, 2018

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Fees and Charges Amendment Bylaw No. 574-2018".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

**VILLAGE OF ANMORE**

**BYLAW NO. 575-2018**

A bylaw to amend Anmore Solid Waste Management Bylaw No. 554-2016

**WHEREAS** the Community Charter, SBC Chapter 26, authorizes Council to regulate, prohibit and impose requirements in relation to municipal services, by bylaw;

**AND WHEREAS** Council considers it desirable to regulate solid waste services in the Village of Anmore;

**AND WHEREAS** section 137 of the Community Charter authorizes Council the power to amend or repeal such a bylaw;

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

1. That this bylaw may be cited for all purposes as "Anmore Solid Waste Management Amendment Bylaw No. 575-2018".
2. That Anmore Solid Waste Management Bylaw No. 554-2016, be amended as follows:

Delete section 1(b) of Schedule "A" in its entirety and replace it with the following:

- (b) All owners will receive an annual utility notice that shall be payable by the due date, which will be no less than 21 days from the date of mail out.

January 1 to December 31, 2018	\$269.00 for two Collection Carts
--------------------------------	-----------------------------------

**READ** a first time the                      day of

**READ** a second time the                      day of

**READ** a third time the                      day of

**ADOPTED** the                      day of

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Solid Waste Management Amendment Bylaw No. 575-2018".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES 32



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: February 6, 2018  
Submitted by: Christine Baird, Manager of Corporate Services  
Subject: Village Centre Site Development Plan – Public Feedback

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### PURPOSE / INTRODUCTION

To provide an update to Council on public comments received in response to presentation of the proposed Village Centre Site Development Plan.

### RECOMMENDATION

THAT Council receive the report dated February 6, 2018 from the Manager of Corporate Services regarding Village Centre Site Development Plan; AND THAT Council adopt the Village Centre Site Development Plan as prepared by HCMA Architecture + Design.

### BACKGROUND

At the Regular Council Meeting held on December 5, 2017 Council received a presentation from HCMA Architecture + Design regarding development planning for the Village Centre Site. At that meeting, Council passed the following resolution.

**"THAT COUNCIL REFER THE VILLAGE CENTRE SITE DEVELOPMENT AS PRESENTED BY HCMA AT THE DECEMBER 5, 2017 REGULAR COUNCIL MEETING FOR PUBLIC FEEDBACK VIA THE VILLAGE'S WEBSITE, SOCIAL MEDIA PLATFORMS AND WITHIN VILLAGE HALL."**

Subsequent to the council resolution, staff determined that additional public consultation was warranted. An open house was scheduled for January 23, 2018 at 6:00 p.m., to allow opportunity for the public to view a visual display of what is being proposed for future development of a new Village Centre.

### DISCUSSION

Staff estimated 35 to 40 public members were in attendance at the open house held between 6:00 p.m. to 7:00 p.m. on January 23, 2018.

Staff received 13 submissions as of the intake deadline of 4:00 p.m. on February 1, 2018. Submissions were received before, during, and after the open house.

Attached for information and reference are all written submissions received. Pursuant to privacy requirements of the Freedom of Information and Protection of Privacy Act, contact information, other than a person's name, has been redacted as the information was collected for use by the Village.

**Report/Recommendation to Council****Village Centre Site Development Plan – Public Feedback**

February 6, 2018

If Council agrees to adopt the Village Centre Site Development Plan, the recommended resolution would be appropriate.

**FINANCIAL IMPLICATIONS**

Funding for portions of the site development plan has been allocated in the Five-Year Financial Plan. This includes realignment of Ravenswood Drive; road improvement for Sunnyside Road; increased parking capacity in the lower parking lot, and Spirit Park site preparation and utility upgrades.

**COUNCIL STRATEGIC PLAN OBJECTIVES**

The Village Centre Site Development Plan is aligned with the Finance and Communication milestone for 2018 to develop a strategy to manage and construct the new village hall.

**Attachments:**

1. Written public submissions received by intake deadline of February 1, 2018
2. Village Centre Site Development Plan

**Prepared by:**

Christine Baird  
Manager of Corporate Services

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

Chief Administrative Officer's Comment/Concurrence



Juli Halliwell  
Chief Administrative Officer

## Village Centre Site Development Plan

Public Feedback received by the Manager of Corporate  
Services between January 5, 2018 and February 1, 2018

# VILLAGE OF ANMORE



Anmore Village Centre Site

Development Plan

Public Comment Form

Name: Anmore Garden Club.

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Deadline:** February 1, 2018 at 4:00 p.m.

## Comments:

Show definitive pathway through park along  
Forts Row.

Plantings throughout the site should ensure  
costs ongoing maintenance costs are considered  
and kept at a minimum

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

# VILLAGE OF ANMORE



## Anmore Village Centre Site

### Development Plan

### Public Comment Form

Name: LORI BENNETT

Phone: Contact information was obtained

Email: for municipal reference.

Deadline: February 1, 2018 at 4:00 p.m.

Address: 179 SPARKS WAY  
ANMORE

#### Comments:

THE PLANS LOOK GREAT OVERALL.  
I DO THINK THE VILLAGE HALL SHOULD BE PRIORITIZED  
FOR PHASE ONE BUT... (WOULD HAVE LIKED COUNCIL TO CONSIDER  
VILLAGE HALL & MA MURRAY CANE IN PHASE 1 & LEAVE REST TO PHASE 2, 3.

ANYHOW...

OUTDOOR SPACE - I THINK ITS IMPORTANT FOR THE VILLAGE TO  
SET A GOOD EXAMPLE OF NATURE SCAPING SO AS MUCH FOREST  
(AND FOREST FLOOR) IS RETAINED AS POSSIBLE. Nature play  
& exploration is so important for kids and a forest doesn't  
need to contain a park, nor do huge paths need to be  
cleared, but a few accessible trails are nice.

THE SIZE OF THE PLAYGROUND ON THE PLANS IS HUGE & WILL BE  
COSTLY. For inspiration, consider the kids play area at  
Whistler/Blackcomb which has a giant (not real) stump,  
rope bridge etc. Nature themed.

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)



I like the amphitheatre idea if its smaller than pictured (maybe 3-4 rows) & think this space could be great for demonstrations & small community events. If the rows were quite wide people could do yoga or other exercise there. I don't see it being used for wild concerts so neighbours concerned about road noise might be overly concerned.

I hope the Gazebo currently in Spirit Park is saved. The Farmers Market Area - may need vehicle access if it were open to vendors selling out of their vehicles / back of their trucks.

I hope there will be a plan to save the plants the Garden Club has cared for so they can be re-planted.

A fairy forest is a non-invasive way to encourage Nature Play in forest area. Consider this, or some kind of incentive for exploration - like find all the <sup>(placed)</sup> Hummingbirds or something

would love to see something on the grounds outside honoring the Mrs Murray Homestead.

Thanks!

Lou

1608 East Road  
ANMORE, B.C. V3H 4X6

February 1, 2018

RECEIVED

FEB 01 2018

VILLAGE OF  
ANMORE 

To: Mayor McEwen and Council  
Village Of Anmore

Re: Feedback on the Village Centre Development Plan

Some fundamental reasons for Council to exercise caution in pursuing an enterprise of this magnitude:

1. What is the real impetus for this project?
2. Is there broad, grass-roots support?
3. Many don't attend meetings or Open Houses, but are nonetheless taxpayers.
4. People I have spoken with either don't care, or are not favourably disposed.
5. The common thread in this community has been, historically, the absence of urbanization and its trappings. Are we in danger of losing our *raison d'etre*?
6. We could become a "Destination" location for non-residents.
7. Increased Traffic and road maintenance, already a problem, could get worse.
8. Are adjacent residents happy with the noisy prospects?
9. Some consider a new Village Hall/Community Hall/restaurant unnecessary and unwanted.
10. Belcarra manages with simplicity itself.
11. For the few, large indoor events there is the local school gym.
12. Many socializing places exist in nearby Port Moody where businesses provide for such service.
13. Ours is a community of diverse people with diverse interests, and probably most would not utilize a community gathering place or restaurant.
14. Financing for construction may come from CAC's, for now, but maintenance will come from taxes.

Re: Village Centre Development Plan

Feb. 1, 2018

15. When moving in this direction, can we expect a change in designation from Semi-rural to Urban and all that it encompasses? After all, this is a grandiose scheme for a Semi-rural area.
16. Large projects of this kind develop a life of their own and require ever-increasing funding.

There are always unexpected and unintended consequences.

Be careful what you wish for; you may get it!

Best wishes in your decision,

A handwritten signature in cursive script, reading "Dick Cresswell".

Dick Cresswell



Christine Baird

---

**From:** Village.hall@anmore.com  
**Sent:** January-30-18 9:04 AM  
**To:** Christine Baird  
**Subject:** FW: Village Centre Site Development Plan  
**Attachments:** Anmore Village Form.pdf

**From:** Cam Hite [REDACTED]  
**Sent:** January-30-18 7:31 AM  
**To:** Village.hall@anmore.com  
**Cc:** 'cindy hite' [REDACTED]  
**Subject:** Village Centre Site Development Plan

To whom it may concern,

The idea of a vibrant and active community centre is nice however, in a neighborhood where the majority don't come out of their homes and many homes are vacant, I cannot see the justification to spend money on such when we can commute a short distance to a completely vibrant area in Newport Village or Suterbrook for coffee and shopping. My guess would be the Anmore development would be very much underutilized other than during the major events such as Halloween & MaMurry Days.

As well, I am very much opposed to the further destruction of forest by the Village and re-routing of Ravenswood drive access to Sunnyside. I feel this is very unnecessary and if I happened to be the home owner on the corner, I would be very upset that this is required and really, for what? I was opposed as well to the tree removals to enlarge the open area of Spirit Park. Again if I was the homeowner next to that tragedy, I would have been very upset. I see he listed his home after the trees were ripped away, might be related?

Our experience with play parks in other school districts is they are extremely expensive and again, underutilized unless in a tight urban area with young families, this does not describe Anmore. I think a scaled down or simplified version of the overall plan without need for more land development is in order. Sure a meeting place with coffee shop might work but judging by what we've seen in similar developments, its most often a losing proposition for any business owner unless again the neighborhood has high density priced to attract young families, again not Anmore.

I moved to Anmore because of its quaint and quite neighborhoods and the abundance of nature in the area. I am opposed to further developments and if money is to be spent by the Village Hall, I would suggest it better spent on a long term plan for sewage connection and the end to septic fields. Thank you for considering my input as you move forward.

I might also suggest the Village hall output public comment forms in PDF format that allows the respondent to type directly into the form and re-submit quickly. Hand written forms have gone by the wayside and would appear to me as a deterrent to public response.

Cam Hite  
1062 Magnolia Way  
[REDACTED]

# VILLAGE OF ANMORE



Anmore Village Centre Site

Development Plan

Public Comment Form

Name:

Cindy Hite

Phone:

Contact information was obtained  
for municipal reference.

Email:

~~Deadline:~~ February 1, 2018 at 4:00 p.m.

Address:

1042 "C" Avenue West  
Anmore, BC

Comments:

~ See comments in attachment & email

Regards,

C. Hite

Pete Hite

\*You may submit your written comments at the front counter or via email to [info@villageofanmore.ca](mailto:info@villageofanmore.ca)

2422 Main Street  
Anmore, BC V3H 1G9

www.villageofanmore.ca

To Whom It May Concern,

In regards to the Infill Development Plan for Anmore Village, I am submitting my comments as suggested.

I have lived in Anmore for approximately 5 years, and have witnessed so many changes in such a short amount of time. We moved to Anmore to be enveloped in the beautiful forested surroundings, in the very quiet environment. Since we moved here, we have not only seen the forest destruction on personal properties in the neighbourhood, but we have also seen the destruction of the forest at Spirit Park, the destruction of forest at Bella Terre, the destruction of the forest up the hillside at Pinnacle Ridge, and the plan for future destruction of forest for the new road development into Ravenswood Drive. I won't comment on the future plan of the IOCO Lands.

I will note my main concerns:

1) Development of the Anmore Village site:

We moved to Anmore to get away from the city. I don't understand the importance of having a coffee shop/business area/sports equipment rental facility/ etc. at the "semi-rural" Anmore Village site. Why would we put money into developing these establishments, when there is such a great community established within the bigger city of Port Moody with Newport and Suterbrook Villages, as well as the POMO Recreation centre? I do not support this idea of business development in Anmore Village. Sports equipment rentals could be done directly at the lake of choice, or through a third party like the corner store or campground. I feel that having any kind of business in the area, will only attract transient clientele, and will cause more problems than for the good of the community. Who would be responsible for the costs to maintain these establishments or increase in policing security?

I also, do not support the development of a playground in the Spirit Park area. As a personal fundraiser for the playground established at Heritage Mountain Elementary School, I know that it costs approximately \$100,000 to build the playground equipment. I don't understand why we would need to build this, when there is already a playground at Anmore Elementary School. I would not support paying taxes to pay for such equipment. How many children do you see day to day, that hang out and play on the existing playground? Not many, that I've seen. I have seen more deer hang out in the park, than children.

The development of woodland play seems to be a joke as well. If the extension of Ravenswood Drive is completed through the existing forest, where does that leave any room for an adequate bike track or trail development? The feasibility of this plan doesn't even make sense to me. I would support the development of better paths to the lakes, and better sidewalks, than put money into developing unnecessary things. I would much rather see an outdoor basketball court put in place to bring the community kids together to rally any given day.

#### 4) City Sewage:

Policy MS-8 states it will not extend regional sewage services to "Rural" areas. But, isn't it stated throughout the bylaws, that we are considered a "semi-rural" area? I think this statement and bylaw needs reevaluating.

Not only could sewage waterways prevent further destruction of forested areas, rather than have septic systems in place, but may also be a means to be able to widen and create an East Road turning lane to Buntzen Lake. And, the bylaw also states "It may be considered to protect the regions natural assets". Our regions natural assets are trees. Would it not make more sense to connect to city sewage, than to destruct the forests on private lots to accommodate individual septic fields? Isn't it the forest the natural asset we are trying to preserve?

#### 5) The Village Vision:

As stated, the Village Vision is to "preserve the village's surrounding environment and semi-rural character; and maintain community well being and strengthen the bonds that unite the village in identity and spirit which will become increasingly important." How is this vision being held when the forests are being torn down, the Ma Murray house is destroyed, rental houses are planning to be established, and businesses are the plan for the future?

I understand the demolition of the Ma Murray Homestead, but wouldn't it have made more sense to rebuild a replica version of the home, to maintain that heritage look? Policy RLU-13 states, "the village encourages the retention of existing mature landscaping", and Policy E1-8 "encourages residents, etc., to help maintain the health of the surrounding natural environment and protect the wildlife habitat", yet the village vision entails clearing the remaining treed lot for road development and park use. Does cutting down all the trees in one's lot, or green space off Ravenswood Drive preserve the natural environment that council envisions to be so sacred?

I do agree with traffic calming measures on Ravenswood drive. I would like to see speed bumps in place that would slow speeders down along our street, especially when the vehicle comes speeding around the blind corner at Spirit Park, and the west corner of Ravenswood Drive. I am wondering if it will take someone to get injured before people understand that this is not a raceway.

The estimated cost for the new road works plan seems grossly underestimated and I can only cringe at the thought of the final bill when the entire plan is completed. I know firsthand, that the hidden costs of building can add up to be exorbitant. Who will be paying for all these changes?

#### Additional Comments:

#### 6) Coach House/Rental Housing:



- Destruction of environment by removing all trees in the vicinity for business growth, coach house development, or new roadway purposes (extension of David Ave. and Ravenswood Dr)
- Building of café, arts/fitness centre, sports equipment rental facilities
- Rental Housing
- A community garden
- Building a new playground in Spirit Park
- Expanding the parking lot

There are a few ideas that I think are really great, especially the plan for a new administrative building. For the most part, I do not understand the concept for development of Spirit Park. I feel that our money could be used much more wisely and efficiently.

What I struggle with is that it seems it doesn't matter what we the community say, the decisions are made within the council, and what they say, goes. It doesn't really matter what we say or want. I find that the decisions made by council are self-serving. If they really wanted to preserve the heritage of Anmore, and the semi-rural environment, and ecosystems, then there would be better means of achieving this.

Sincerely,

Cindy Hite  
1062 Magnolia Way  
Anmore

# VILLAGE OF ANMORE



## Anmore Village Centre Site

### Development Plan

### Public Comment Form

Name: Nancy Knauer  
 Phone: Contact information was obtained  
 Email: for municipal reference.  
 Address: 1120 Thomson Rd  
Anmore

**Deadline: February 1, 2018 at 4:00 p.m.**

#### Concerns

#### Comments:

- Where is the plaque (native) for Spirit Park - represents the spirit of Spirit Park post is still in park
- Mary Bindig's stump
- Chelsea's Corner? - will it stay - round cement table + benches
- Meditation Area - re Glenna Barron's idea - love it
- Tractor - part of the old Village Hall
- existing trees planted by children of the school should be relocated
- picnic tables - given by village to thank kids for planting trees
- benches - some are missing
- New landscaping - keep it simple Ferns Rhodod Shrubs
- existing plants - what happens to them
- Amphitheatre - drainage at lower end

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

- Concerned about the small cleared area in tree space by Sunnyside Rd - turning into a secluded party! hideout + drug trading area

2697 Sunnyside Road  
 Anmore, BC V3H 5G9  
 anmore.ca

*J. Richard Knowles, B.Sc.*

*3116-3118 Sunnyside Road, Anmore, B.C.  
1-604-727-4065*

February 1<sup>st</sup> 2018

Re: Submission to Comment on Proposed Site Development of Anmore City Hall

Dear Mayor and Council,

Firstly, may I commend all of you for working in the Anmore municipality using the portables as office space while waiting funding for a more permanent working solution. It is still a shame that we would lose a heritage site like the Ma Murray House due to lack of funding but we must move on.

**Building itself:**

Assuming all plans for the final building are in concert with the natural settings that a Village building in Anmore is to portray and is reasonable to the budget and more fundamental needs of a smaller hamlet Village.

**Restaurant Expansion:**

A small coffee café set within the confines of the Hall for locals, village council and employees to meet, mingle and converse more is healthy for a community and commendable but would require operating primarily in daytime hours. Commercial enterprises in a sleepy hamlet of residential homes with deer and occasional opossums on the roads, bears and occasional cougars is incongruous to the mandated residential non-commercial area we live and attempt to fight to keep against more incursions of "modern vision multi-residential development". Food in the open invites bears and rodents so additional proper bear proof garbage cans should be here (and in other areas such as the bus stop by Buntzen for that matter).

**Extra Parking:**

One side of new parking (opposite East Road, north side of new building), seems a useful addition to access the new building however the expansion of the main parking on the south side area is not justified.

While the thought may be for extra parking for non-residents visiting and as overflow on weekends in the summer for Buntzen Lake visitors, the facts do not support the cost or need. I live nearby this parking on Sunnyside. I have lived and owned here for many years and pass by that parking day and night, weekend, weekdays, week in, week out and only once ever have seen this space used in its entirety ever except for one day a year – Ma Murray Day – which takes it for the car show. If it were not for the Car Show itself, even Ma Murray Day would not have that existing parking lot full with outside visitors.

While rarely during the summer, Buntzen visitors can take the area up, however, the addition of the new north side parking will offset some of that additional need.

Be aware - no amount of extra parking will suffice if the visitors to the Lake are larger than normal on a particularly hot summer. As one who lives 200 yards from the gates of Buntzen Lake on Sunnyside Road, I have an excellent survey available and can attest to that. Building parking pandering to a rare event is a waste of money for all concerns.

#### Destruction of Natural Habitat:

Particularly noting the above point, there remains even less justification for destroying the grove of very important trees and natural habitat that would otherwise be taken for the use of extra parking. This destruction of an important ecological feature for bird habitat, animal and amphibian ecology within our Village proper is yet another nail in the coffin and testament to the attack on - and loss of - foresight in the preserving of the natural ecology and forests within our Village.

At every turn, we witness the destructive power of developers in their bids to push nature - real nature, not the architecturally devised human groomed landscaping - further and further away from the Village. Why should a natural habitat require a purpose - such as a waterway preventing encroachment onto it? Here it is.

The Anmore Valley area (lower alpine meadow), where the Village sits on the edge of is vital to the needs of a number of ecosystems - from migratory birds to established feeding and tree nesting sites for herons, owls, now year round hummingbirds and hawks besides the multitude of other birds, amphibians and other animals relying on the lower flatter valley areas rather than mountain and deep forest to live and thrive.

We do not push them away to another region; they die. With more and more animals fighting for less space, death occurs and rebirth of those animals elsewhere is not like humans moving somewhere else.

In addition to that fact, we live in a migratory community for many species - including bear and deer - that require access to corridors and hiding spots to move through the area safely to avoid human interaction.

It is the very nature you wish to strip down that we have the perception of locals and those that visit us that Anmore Village seeks to protect these areas as true environmentalists and that we, as a Village, understand the meaning and importance of protecting natural heritage. Nature is now a famous attractant to Anmore perceived by Vancouverites and lower mainland citizens alike willing to pay more for their homes if only to live in the famous peace of the Anmore Valley natural preserve.

The destruction of this large valuable area is unjustified.

#### Street Relocation (safety concerns):

The street being moved (particularly addressing the above point), is actually a dangerous move for no need or just end. The curve in the road coming off of Sunnyside provides the local neighbourhood a natural safe driving zone in a residential child friendly area. It is a natural requirement to slow down before entering the neighbourhood after the curve below it (as the curves require it by their nature). Straight roads readily increase traffic speeds naturally. Cars go downhill in a straight line coming off a busier road. This will

increase traffic fatalities. Inviting such a change should be seriously justified to overcome that traffic risk. The unjustifiable need for more parking is not one of them.

If you still determine a road needs to cut through the forest, then be sure to factor in the price for cement speed bumps. If so, I would still request we keep hands off the remaining forest.

#### Forest Play Zone:

A forest play zone, if it replicates others I have seen done in North Vancouver and other cities, will end up rusting play equipment rarely used and a potential hidden harbour for kids and others to hang out and get drunk and high. If such a park like setting is desired, there is a massive multi-acre park right across the road to set that up in instead where children (and other strangers to the village) can be seen interacting in the open rather than hidden in the woods. This protects the woods and still allows children and families a place to play safely in view of responsible adults.

#### Nature Centre:

The plans offer an opportunity to incorporate an Anmore Nature Centre attached to the City Hall replicating the established Nature Ecology Centre located at the Lynn Valley Suspension Bridge parking area. It is run as an educational centre for local schoolchildren and adults of any age to learn about the local ecology. Further it would support the Village commercially with sales of nature books, nature jewellery, nature and hiking field guidebooks and more and offer a job to local Anmore teens and adults to man the store on weekends where Buntzen Lake visitors could stop in and be educated on the hiking and biking trails. This latter idea would support our community Vision far better with nature, children and family education and is self-sustaining with sales.

#### An Amphitheatre

An amphitheatre as you support in an area of land that should be used for other uses for families, sport field for just playing sports in or for other community events seems disproportionate to the end use of an amphitheatre unless it is planned to be used for commercial uses in our community. I am from a family of opera performers. In addition, my wife was a professional ballerina and worked performing in Phantom of the Opera in London England for many years. I do not disparage the arts....however.

While laudable as a commercial venture to bring in plays and music festivals, I suggest this is not allowed or the intent of Council to develop a centre such as this against the suburban and residential nature and mandates given to Council to preserve us as a quiet residential, non-commercial region and Village as a whole.

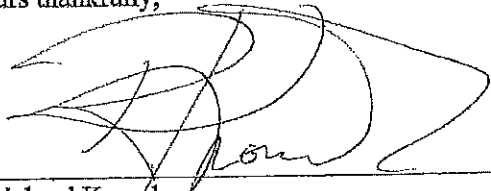
The cost for this additional work and landscaping is not justified.

Summary and Hopes for a Good Plan Conclusion for All:

I believe Council can come to terms with the hopefully perceived logical points I have stated above to provide a more coherent adjusted similar Village Hall plan for the community to approve. In doing their research, if help and support is needed, I volunteer to help and can be contacted by phone

A plan that falls within a better budget as suggested above would also conform to the mandates and Vision Statement of Anmore while also addressing a human community living in balance and in peace with the natural and rare ecology and animals found in this valley and forest/sub-montane environment while also being commercially viable.

Yours thankfully,



J. Richard Knowles



## Anmore Village Centre Site

### Development Plan

### Public Comment Form

Name: Tom Lwely  
Phone: 

Contact information was obtained  
for municipal reference.

  
Email:   
Address: 1008 Ravenswood Dr  
Anmore, BC

**Deadline:** February 1, 2018 at 4:00 p.m.

#### Comments:

- 66 parking stalls plus an option for another 30 seems excessive.
- these spots will be used as overflow parking for Burner Lake in the summer
- extra parking is available next to the fire hall
- What is the budget for phase I?
- I believe the 8200 sq ft space was for the community hall which was voted down by the residents.
- 8200 sq ft seems like a lot to provide working space for 12 people plus Council chambers and meeting space
- the road work budget of almost a million dollars seems expensive for the value added

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

**RECEIVED**

JAN 23 2018

VILLAGE OF  
ANMORE 

2697 Sunnyside Road  
Anmore, BC V3H 5G9  
[anmore.com](http://anmore.com)

# VILLAGE OF ANMORE



Anmore Village Centre Site

Development Plan

Public Comment Form

Name: Suzzy Madsen  
Phone: Contact information obtained  
for municipal reference.  
Email:   
Address: 1034 Magnolia Way  
Anmore.

Deadline: February 1, 2018 at 4:00 p.m.

## Comments:

- ① Please add 4 way stop when Ma Murray lane intersects at Sunnyside + East Rd.
- ② There is a pathway that runs along the Fort's BC Row between the houses on Ravenswood + Magnolia that pathway cuts between the upper & lower grass fields. It is not shown on the plan
- ③ Elevation changes not shown on the development map.
  - Ⓐ If the parking lot on Ma Murray lane is same elevation as the hall, will there be handicapped designated stalls with w/chair accessibility to hall?
  - Ⓑ Will there be a sloped ramp to the lower (large) parking lot (when there are events such as the farmers market, they will need access (driveable) to the event area.
- ④ Where will the Canada Post boxes be moved to that are currently on Ravenswood. (Temp. or permanently)

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

Thank you,  
*Suzzy Madsen*

2697 Sunnyside Road  
Anmore, BC V3H 5G9  
[anmore.com](http://anmore.com)





## Anmore Village Centre Site

### Development Plan

### Public Comment Form

Name: HERBERT MUECKEL  
Phone: Contact information was obtained  
Email: for municipal reference.  
Address: \_\_\_\_\_

Deadline: February 1, 2018 at 4:00 p.m.

#### Comments:

*THE FUTURE SUNNYSIDE ROAD AND RAVENSWOOD DRIVE  
INTERSECTION WOULD BEST BE SERVED WITH A TURNAROUND.*

*THE LOCATION IS DOWNHILL, HAS A SLIGHT TURN ALONG BUSY  
SUNNYSIDE ROAD (POSSIBLY VISUAL IMPAIRED).*

*A TURNAROUND WOULD SLOW DOWN TRAFFIC AT THAT POINT  
AND FURTHER DOWN SOUTH FOR THE ELEMENTARY ROAD  
SCHOOL CROSSING.*

*Herb Mueckel*

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)



Anmore Village Centre Site

Development Plan

Public Comment Form

Name:

Susan Mueckel

Phone:

Contact information was obtained  
for municipal reference.

Email:

Address:

Deadline: February 1, 2018 at 4:00 p.m.

Comments:

I think that there is still not  
enough parking. People in Anmore don't  
walk to Village events.

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

RECEIVED

JAN 23 2018

2697 Sunnyside Road  
Anmore, BC V3H 5G9  
[anmore.com](http://anmore.com)

VILLAGE OF  
ANMORE



# VILLAGE OF ANMORE



Anmore Village Centre Site

Development Plan

Public Comment Form

Name: GLEN SWEETABLE

Phone: Contact information was obtained

Email: for municipal reference.

Address: 1049 RAVENSWOOD

Deadline: February 1, 2018 at 4:00 p.m.

## Comments:

① MY MAIN CONCERN IS A FUTURE PUBLIC PARKING LOT ON RAVENSWOOD. THERE SHOULD BE NO PUBLIC PARKING LOT AS IT WOULD ADD TO TRAFFIC PROBLEMS AT SUNNYSIDE

② THE ENTRANCE TO CITY HALL & THE PARK SHOULD BE OFF MA MURRAY LAKE AND WE DON'T NEED 66 STALLS FOR BUNZEN LAKE OVERFLOW PARKING.

③ THERE NEEDS TO BE A THREE WAY OR FOUR WAY STOP AT SUNNYSIDE & EAST ROAD ~~THE~~ THERE WILL NEED TO BE A THREE WAY STOP AT RAVENSWOOD AND SUNNYSIDE AS IT'S ON A BEND IN THE ROAD

\*You may submit your written comments at the front counter or via email to: [village.hall@anmore.com](mailto:village.hall@anmore.com)

④ ~~THE~~ WITH ALL THE NEW STREET OPENINGS SUNNYSIDE WILL BE VERY CONGESTED

Christine Baird

---

**From:** Village.hall@anmore.com  
**Sent:** January-31-18 8:49 AM  
**To:** Christine Baird  
**Subject:** FW: mail box

---

**From:** Jeff Williamson [REDACTED]  
**Sent:** January-30-18 6:07 PM  
**To:** Village.hall@anmore.com  
**Subject:** mail box

Hello, I live at 2059 East rd. we have had an increase in the break ins or potential breaches of our "super"box located on Thompson. Is it possible in the plans for the new village hall(which look great) to include a small building or structure that houses all the mailboxes of anmore? It could have many security cameras, or simply have operating hours, for example the structure is open from 8-7pm weekdays. Village staff could open the room and possibly have a small list of individual residents that have a minor responsibility to lock it up. I personally am willing to give up 24hr access to my mail in exchange for security. I'm certain I haven't email this to the correct location and sorry I didn't bring this up during the village hall planning process. Hope change can be made, thanks to whomever receives this, Jeff

# Anmore Village Centre Site Development Plan

Summary Report

19th December 2017







## Contents

Executive Summary	5
Operational Need	7
Vision	9
History	11
Site Analysis	12
Site Boundary	
Underground Utilities	
Easements BC Hydro + Fortis	
High Pressure Gas Main	
No Build Zones	
Septic Field	
Park Space	
Slopes	
Existing Parking	
Road Realignment	
Recommended Approach	23
Phasing	
Parking	
Community Event Space	
Community Garden + Dining	
Civic Terrace	
Play Space	
Woodland Play	
Outdoor Amphitheatre	
Artist Renders	
Civil Engineering Input - Road & Utility Alignment	37
Street work	
Services	
Next Steps	39

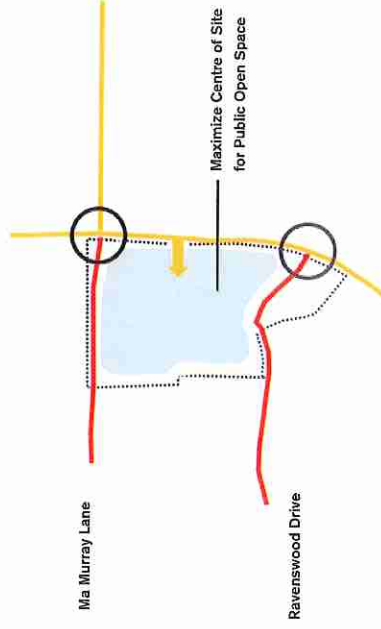


## Executive Summary

The Village of Anmore want to revitalize and develop the lands around the current Village Hall as a Community Gathering Place and generate a specific and recognizable heart to this Community. Part of this transition is to recommend where to place a new building to house the Municipal Administrative functions, Council Meeting Space and some public needs for the adjacent Park and the Hall.

This report summarizes the work done during this study and makes a specific recommendation for the placement of a new building, without compromising a larger vision for the site that will energize the park and public spaces.

The overall concept was to free up the center of the site for park and public use and remove the existing roads that divide the site today. As such, the recommendation is to move and relocate the roads and extend Ma Murray Lane and Ravenswood Drive to run west to east and connect with Sunnyside Road.



The site is also crossed by a legal right of way which means that the strip of land in the center of the site is not available for building construction and must remain open for access to underground utilities. Equally, to save cost, the existing utility services under the existing roads would remain in place. The result is that this would limit any building construction to areas outside these existing service routes.

There was a strong desire to maintain and enhance the Park areas on the west side of the site, which leaves only the North-east and South-east quadrant for future buildings. This is supported by the fact that buildings should be highly visible from Sunnyside Road and would be more prominent when placed on the east side of the site.





## Operational Need

The New Village Hall will be the operational and administrative centre for the Village.

It will play a key role in creating a healthy, safe, and productive work environment for the current staff, managers, Council and Mayor.

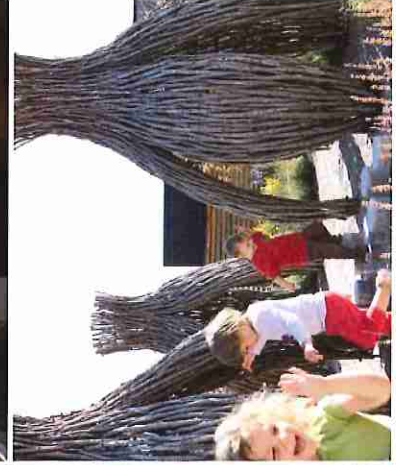
The new Centre will act as the emergency operations centre for the Village in the event of a disaster and play a key role in risk mitigation and disaster preparedness efforts.

The Village Centre will include the following spaces:

- Foyer
- Potential museum space
- Staff offices
- Council Chamber/multi-purpose room
- Washrooms for the public and staff
- Rooms and areas for community events
- A public plaza and meeting place for residents
- Potential opportunity for commercial space

A previous study had identified a building area of 8,200sf to accommodate all these needs and still have space for some future growth. It would be possible to consider a multi-level facility and thereby reduce the footprint of the building if this had a benefit in freeing up parts of the site for outdoor public space and future buildings.





## Vision

The Village Centre is Anmore's focal point within this semi-rural community. A number of events are held each year and the Village Centre has always been a critical place for these community activities. The new Centre is to play a key role in creating a Village Centre as outlined and determined in the Official Community Plan.

It will foster gatherings, creating a natural anchor for the community.

### The Vision is to create a new cohesive village centre that:

- Celebrates the identity of the Anmore and establishes a village heart
- Provides a place for people to gather for special events.
- Enhances community connections on a day-to-day basis.
- Meets the need for civic and multipurpose community space.
- Increases the prominence of the Village Centre from Sunnyside Road & East Road, creating an arrival point for visitors.





## History

The Village of Anmore was incorporated in 1987. At that time, the Village was gifted the George and Margaret "Ma" Murray homestead, located at 2697 Sunnyside Road. The 1916 constructed building was converted into a Municipal Hall, with office space and Council Chambers.

Since acquiring the homestead, the Village of Anmore has grown significantly. An addition was constructed in 2006 to accommodate additional space needs. In 2012, the Municipal Hall was decommissioned due to unsafe working conditions and structural concerns. Village operations moved to purchased Atco trailers adjacent to the closed Hall and Council Meetings were held at the local elementary school. In summer of 2016, Council Chambers were moved back into the leased trailers.

In 2016, council approved initiation of the design of the new Village Centre.

Although the Ma Murray Homestead has strong historical connections to this community, its condition has deteriorated and the cost of maintaining or upgrading the building has proved prohibitive. As such, it has been decided to demolish the building and free up a valuable part of the site for future civic buildings. The building has been photographed and video recorded for prosperity and several of the interior artifacts will be salvaged and put on display in the new building.

### Study Area

This study is to examine the potential location of a new building for the Village Centre to replace the existing portables on the site. The full study area is 4.8 acres in area and occupies a site alongside Sunnyside Road between East Road in the North and Ravenswood Drive in the south. (The Study Area is shown within the white dotted line on the diagram to the right).

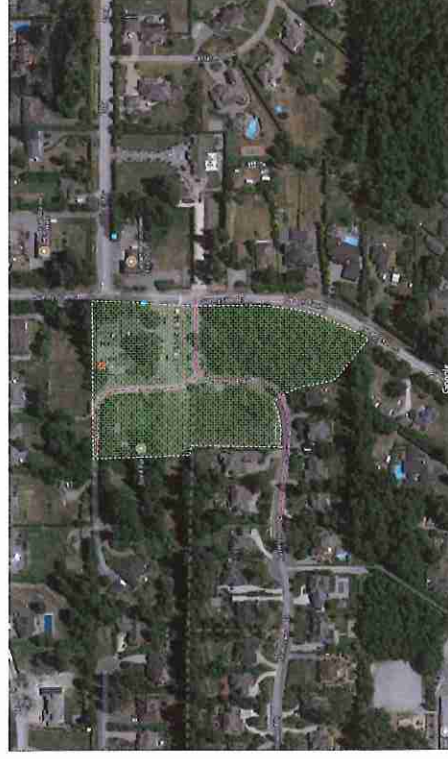
The study area lies at the current centre of the community as both principle arrival points into Anmore meet at this site. From the east along East Road next to the Municipal Fire Hall and from the south along Sunnyside Road. The junction of these two roads occurs at the North-East corner of the Study area and confirms the prominence of this part of the site as a key arrival point for this Community.



### Underground Utilities

The site contains several Municipal and Utility Underground services which largely follow the existing roads. There is Municipal Water services, hydrants and Storm water piping but no Municipal Sewer. Outfall from buildings is captured by an existing septic field under the Park in the North-west corner of the study area but its current condition and functionality is uncertain.

In order to save costs, the Municipality is suggesting that these underground services remain in place even if the roads are relocated. This will limit where future buildings can be located because the utilities will still require full access for future maintenance, so buildings cannot be built above them. The diagram to the right shows where these services run through the study area.





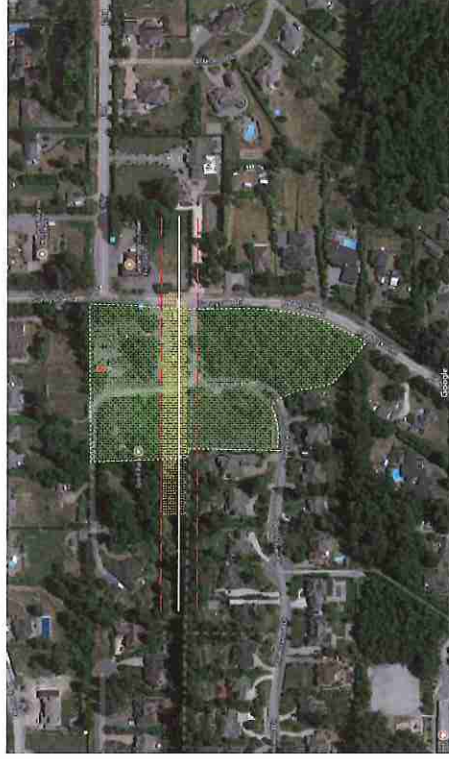
#### Easements (BC Hydro + Fortis)

There is currently a Legal Easement across the property at the mid-point which divides the study area into two parts. The easement contains BC Hydro and Fortis. This area cannot be built upon but does currently partly contain a surface parking lot for the Village Centre. The location of the easement is shown on the diagram to the right.



#### High Pressure Gas Main Easement

There is a high pressure gas main that traverses the study area through this easement and in the agreement it requires a 10m setback on both sides which creates a 20m wide zone of restriction across the entire site. As such, no buildings can be placed within this area.



#### No Build Zones

The combination of legal easements and the retention of underground services creates a zone of no build area dividing the site into four quadrants. The two westerly quadrants are currently designated for Park use and there is a strong desire to retain the park and leave a continuous band of the site open for Community Events and park activities. The North-east quadrant has the current hall and the Ma Murray Homestead. The south-east quadrant is forested and largely undeveloped but does create a natural backdrop to the park and retains trees, shielding the park from Sunnyside Road.



#### Septic Field

The current Hall housed in the portables appears to discharge to a septic field in the North-East Park site near the Gazebo. The extent and condition of the field is unclear and it must be assumed that if the site redevelops with new Municipal building(s) then a new septic field will need to be constructed in the park to meet the new demand. Other utilities in the study area are adequate to support a new building.



### Park Space

The existing land at the south-western end of the site has been cleared and now provides a generous open space for park use and suitable for large community events. This change has been well received by the Community and should be retained and enhanced. The Forested area in the South-East corner could be cleared for a new facility but requires more grading and tree removal to allow buildings to be added in this area.



### Slopes

The site generally slopes from the north to the south with an overall drop of over 9m (28ft). The central area over the right of way is generally level and connects directly with Sunnyside Road. The Areas to the north where the existing buildings are located are at the high point of the site and approximately 5-6ft above the road level. Equally there is a high Area just south of the existing parking lot which is within the forested area and is several feet above the parking lot. As Sunnyside Road moves south, it drops down towards the south end of the study area and rises to a high point at the East Road junction. (a full topographic survey was completed as part of this study and is included in Appendix A).





#### Existing Parking

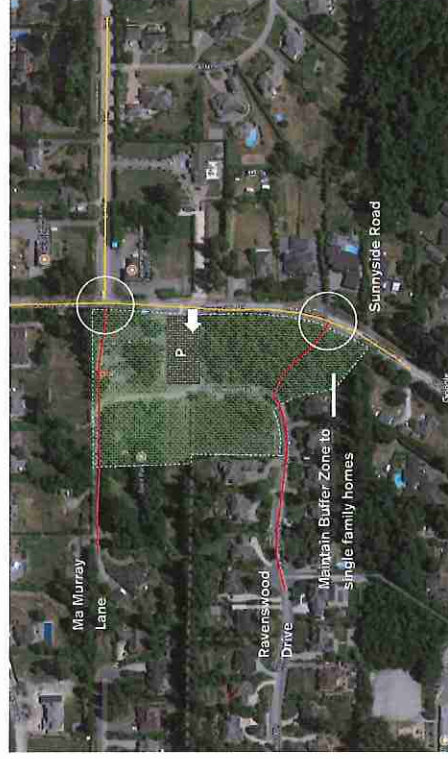
The Site is currently entered off Sunnyside Road at the mid-point of the east property line. This junction gives access to Ravenswood Drive and Ma Murray Lane which bisect the site and join alongside the existing parking lot. The existing Parking Lot is not accessed directly from Sunnyside Road but is entered from Ma Murray Lane. It currently accommodates about 26 stalls including a few stalls alongside the portables and two stalls alongside Ma Murray Homestead. Staff use the northern stall next to the portables and the public use the surface lot on the right of way. The entry road at Sunnyside houses the mail boxes for this part of the community and a solar power demonstration panel on the northern edge of the parking lot. Both will need to be relocated as part of any future proposal.

The current parking by-laws in Anmore would require 66 stalls to meet the demands and scale of the new building, which means the current surface parking lot will need to be expanded.

It was also noted that on the major event days further local parking would be desirable and that edge parking along the east side of Sunnyside road should be considered alongside an option to add 30 additional parking stalls alongside the re-aligned Ravenswood Drive.

#### Road Realignment

Ma Murray Lane and Ravenswood Drive are extended to run west to east and connect with Sunnyside Road.



## Recommended Approach

The conclusion to all these constraints was to consider an option that placed the new hall in the North-east corner in the location of the demolished Ma Murray Homestead. This puts the new building on the highest point of the site, giving the building a prominence from the Park and from the road. The following pages show the various features and thoughts about the long-term potential of the site and how this could evolve into a true Community Hub for the Village. It is important to recognize that the new building will be critical to the identity of the Village and should be seen as modest, yet civic in character, consistent with the Vision for the Village and respectful of the unique location.

The key elements of the recommended approach are illustrated on the site plan opposite.

### KEY

1. Village hall
2. Courtyard terraces cafe
3. Outdoor event space e.g. Farmers Market
4. Community garden
5. Communal dining
6. Outdoor terrace
7. Play space
8. Existing pavilion
9. Outdoor amphitheater
10. Woodland play space
11. Bike track/dirt jumps
12. Optional parking [30 spaces]
13. Street parking
14. Traffic signal/intersection (tbc)
15. Existing bus stop
16. Landscaped slope bank





### Phase 1

1. Existing village hall demolished
2. New Village Centre constructed in same location
3. Portables remain in operation during construction
4. Existing road layout and 22 parking stalls retained



### Phase 2

1. Portables removed
2. New road layouts: East Rd / Ma Murray Lane extension and Ravenwood Drive relocation
3. Parking expanded to meet by-law requirement. Traffic & Transportation demand study required to determine whether this can be reduced.



### Phase 3

1. Enhanced landscaping across site including play space, natural amphitheater, woodland play, and trails
2. Total Parking: 62 Stalls + 5 Street Parking
3. Opportunity for future building in north-east corner



### New Parking

Recommend transportation and parking demand study be completed to determine actual needs + sightlines/safety, traffic calming and signaling measures needed for new road alignment

Required parking under bylaw = 66 spaces  
 Site concept = 62 spaces + 5 street parking  
 (+ 30 optional spaces)



Parking Character

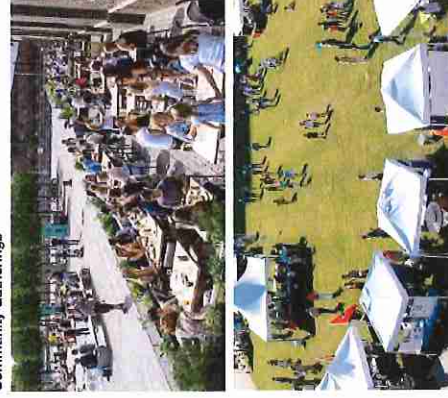


### Community Event Space

Informal hard landscaping for events (e.g. farmers market) adjacent to courtyard café. Future location of additional buildings.



Community Gatherings



### Community Garden + Dining

Overlooks play space, adjacent to community kitchen and washrooms in basement.



Connection over Food



### Civic Terrace

Public space overlooking the park connected to multipurpose space & cafe



Public Space Possibilities





### Play Space

Improved location and enhanced features for all ages (toddler to youth).



Traditional Playgrounds



### Woodland Play

Enhanced with trails, informal play space, and recreational play equipment e.g. bike track, natural play features



Play in Nature



### Outdoor Amphitheatre

Greens terraces uses existing grade change, integrated into park for large community gathering, performances & events e.g. movie nights



Stepped Terrace



View North from Sunnyside Road



View West from East Road



## Civil Engineering Input - Road & Utility Alignment

### Street Work

- New access road alignments are viable in terms of grade.
- Additional road works to existing Sunnyside Road may be needed to repair significant cracking (pending Geotech investigations).
- Traffic & Transportation study needed to determine sightlines + signal requirements.
- Right of way required in location of existing roads/lane for existing services.
- Street lighting recommended along Sunnyside Road.

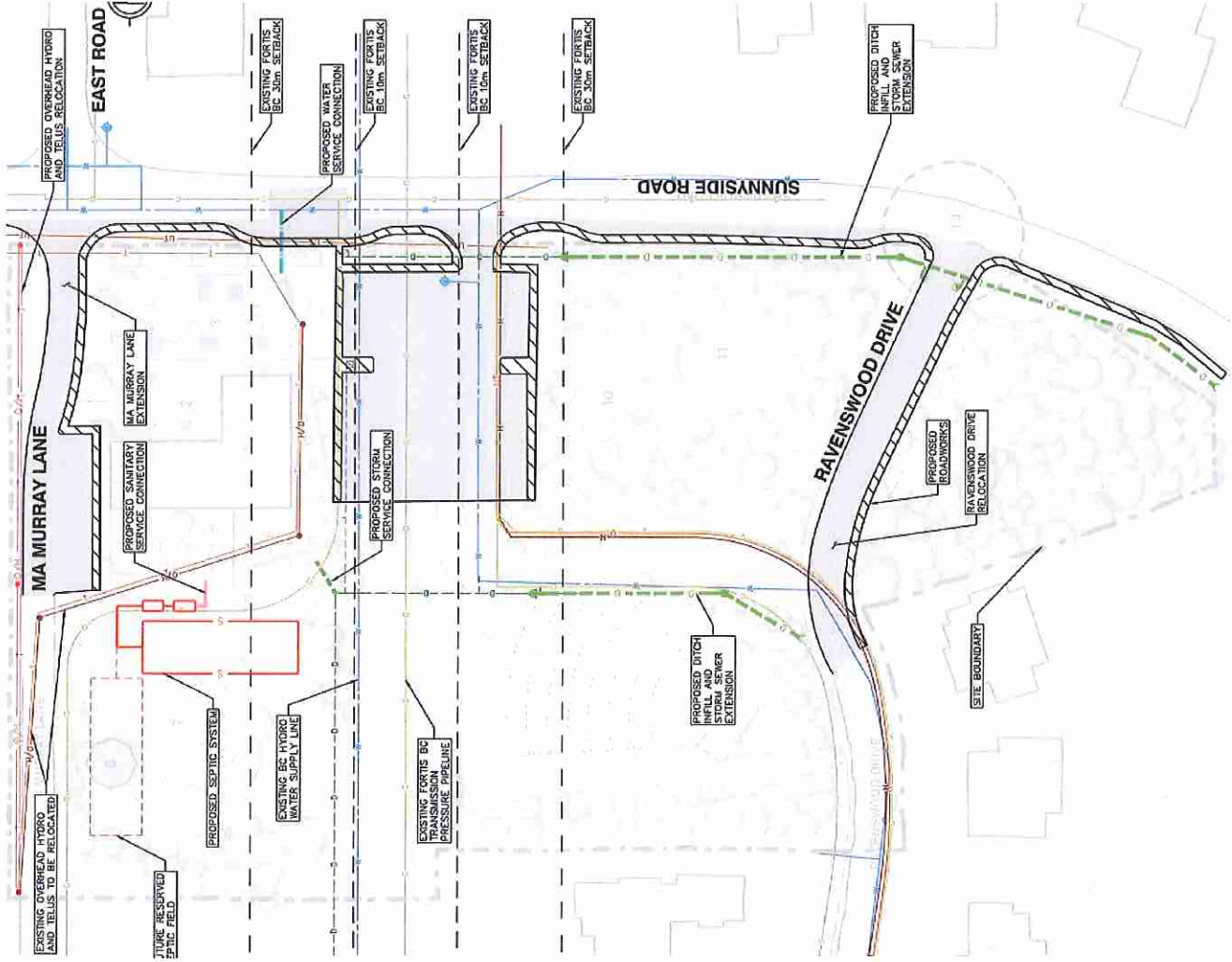
### Services

- New septic tank and system needed – location pending Geotech input.
- Sufficient water service and fire hydrants.
- New storm water service system will be required for site (vs. existing culverts.)
- Sufficient BC Hydro infrastructure.
- Proposed building within 30m setback from Fortis BC HP gas line – written permission required (but no permit.)
- A permit from both Fortis BC and BC Hydro may be required for the parking lot expansion/site works as within 10m.

### Costing

Sunnyside Road works	=	\$277,000	[roadworks, storm water, street lighting, signs + markings]
Ravenswood Drive Works	=	\$191,000	[roadworks, storm water]
Ma Murray Lane Relocation	=	\$147,000	[roadworks, drainage, hydro/hal works]
Parking Lot Expansion	=	\$132,000	[roadworks, drainage works]
Servicing	=	\$108,000	[storm/sewer, san/sewer, septic, water, hydro/hal]
Total Construction Costs	=	\$855,000	

Note: Class D costing based on Nov 2017 construction unit process based on single phase.  
Excludes Demolition, AHD Fees, Taxes, Softs Costs (+/-30%), Escalation, Traffic controls or calming measures, geotechnical measures (open cut & fill only) and landscaping.







### Next Steps

- Council Support for Site Development Plan Recommendation
- Further transportation and traffic impact study to determine viability of new intersection on Sunnyside Drive
- Confirm with Fortis/BC Hydro if parking expansion in easement is acceptable
- Outline Sustainability Strategies (objectives and approach)
- Environmental Assessment + Arborist report for proposed tree removal
- Geotechnical review of preferred option, including septic tank and road works







## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: February 8, 2018  
Submitted by: Juli Halliwell, Chief Administrative Officer  
Subject: 2018 Anmore Community Grant Requests

---

#### PURPOSE/INTRODUCTION

To seek direction from Council in regards to approving community grant applications received for the 2018 budget year.

---

#### RECOMMENDATIONS

1. That Council approve the community grants as outlined in the report dated February 8, 2018 from the Chief Administrative Officer regarding 2018 Anmore Community Grant Requests;  
  
or
  2. That Council approve select community grants as outlined in the report dated February 8, 2018 from the Chief Administrative Officer regarding 2018 Anmore Community Grant Requests;  
  
or
  3. That Council refer the report from the Chief Administrative Officer regarding 2018 Anmore Community Grant Requests back to staff for further information.
- 

#### BACKGROUND

Community Grants are intended to support 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 provide 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**  
**2018 Anmore Community Grant Requests**  
**February 8, 2018**

**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 three community grant applications for the 2018 budget year. The combined total of all applications requesting Council's consideration is \$6,437.00. The applicants are listed as follows.

Applicant	Project, Event or Service	2018 Amount Requested	2017 Amount Received	2016 Grant Received	2015 Grant Received
1 <sup>st</sup> Anmore Scouts <sup>1</sup>	Link Camp	\$ 1,000.00	\$ 500.00	\$ 500.00 Link Camp	\$2,000.00 Pacific Jamboree
Anmore Elementary School PAC	Natural Learning & Play Space	\$ 5,000.00	\$1,000.00	n/a	n/a
Communities Embracing Restorative Action (CERA) Society	Community Youth Justice Program	\$ 437.00	\$ 437.00	\$ 437.00	\$ 437.00

Note: <sup>1</sup> Signed financials (page 2 and 3 of application) on file.

**Report/Recommendation to Council**

2018 Anmore Community Grant Requests

February 8, 2018

**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 available funds to approve all grants, if so desired by Council. If Council were to approve all requests, the remaining funds for additional grant requests in 2018 would be \$563.00.

**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. Anmore Elementary School PAC grant application.
3. Communities Embracing Restorative Action (CERA) Society community grant application.

**Prepared by:**

Juli Halliwell

Chief Administrative Officer



## Community Grant Application Form

Date of application: November 30, 2017

Name of organization/event: Scouts Canada -- First Anmore

Address: 170 Strong Road, Anmore, BC V3H 5E9

Main contact person(s):

1. Name: Laura Wilson Position: Group Commissioner

Phone (primary): 604-469-9254 Phone (alternate): 604-314-9254

Email: laurawilson@shaw.ca

2. Name: Bob Bradley Position: Treasurer

Phone (primary): 604-961-3056 Phone (alternate): 604-357-7097

Email: 1stAnmoreTreasurer@gmail.com

### PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 500.00

Describe project/event/service: See Note 1.

How were grant funds spent? *Please complete the attached 'Financial Statement from Previous Year' form.*  
See note 2

### CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 1000.00

Describe your project/event/service:

See Note 3

How will grant funds be spent? *Please also complete the attached 'Budget Projections for Current Year' form.*

See Note 4

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

See Note 5

How many participants do you expect: from Anmore: 34 from outside Anmore: 20

How will the Village be recognized for its contributions?

See Note 6

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

See Note 7

Please provide additional information on separate paper.

## BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

### REVENUE

Other Grant Monies	\$ 5600.00	Contributor: <u>Provincial Gaming Gr</u>
Provincial/Federal Monies	\$ 0	
Participant Fees	\$ 2730.00	
Donations	\$ 0	
Fund Raising	\$ 6500.00	
Other: <u>Activity Fees</u>	\$ 2295.00	
<u>Village of Anmore</u>	\$ 1000.00	
_____	\$ _____	
<b>Total</b>	<b>\$ 18125.00</b>	

### EXPENSES

Venue Rental	\$ 0
Advertising	\$ 0
Speakers	\$ 0
Meals	\$ 0
Refreshments	\$ 0
Equipment Rental	\$ 0
Equipment Purchase	\$ 2100.00
Other: <u>Camp</u>	\$ 2500.00
<u>Activities</u>	\$ 10475.00
<u>Insurance/Other</u>	\$ 2650.00
<b>Total</b>	<b>\$ 17725.00</b>

### PROFIT / SHORTFALL

Revenue less expenses	\$ 400.00
-----------------------	-----------

### FISCAL YEAR-END RESERVE BALANCE:

Description: <u>Beavers</u>	Amount: \$ 100.00
<u>Cubs</u>	Amount: \$ 100.00
<u>Scouts/Venturers</u>	Amount: \$ 200.00

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





## FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

### REVENUE

Other Grant Monies	\$ 5600.00	Contributor: <u>Provincial Gaming Gr</u>
Provincial/Federal Monies	\$ 0	
Participant Fees	\$ 2035.00	
Donations	\$ 500.00	
Fund Raising	\$ 7189.20	
Other: <u>Activity Fees</u>	\$ 4035.01	
<u>Other</u>	\$ 49.46	
_____	\$ _____	
<b>Total</b>	<b>\$ 19408.67</b>	

### EXPENSES

Venue Rental	\$ 0
Advertising	\$ 0
Speakers	\$ 0
Meals	\$ 0
Refreshments	\$ 0
Equipment Rental	\$ 0
Equipment Purchase	\$ 747.14
Other: <u>Activity Costs</u>	\$ 12572.53
<u>Link Camp</u>	\$ 3374.99
<u>Other</u>	\$ 2609.65
_____	\$ _____
<b>Total</b>	<b>\$ 19304.31</b>

### PROFIT / SHORTFALL

Revenue less expenses	\$ 104.36
-----------------------	-----------

### FISCAL YEAR-END RESERVE BALANCE:

Description: <u>Program Reserves</u>	Amount: \$ 400.00
<u>Accrual (equipment replac</u>	Amount: \$ 2543.33
_____	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



# Community Grant Application Form-- Appendix

## ***Scouts Canada – First Anmore***

### Note 1

The funds received from the Village of Anmore in 2017 were used to offset the considerable costs of our youth's camp activities. This included the Canadian Jamboree, as well as our Link Camp that is available to all youth age groups.

### Note 2

The \$500 received from the Village of Anmore was used to offset the following costs articulated in our Financial Documents:

Canadian Jamboree Costs:	\$21,231.23
Link Camp Costs	4,407.99

### Note 3

Scouts Canada -- 1st Anmore Scouting Program provides children and youth with the opportunity to participate in a variety of outdoor and scouting experiences. The program is aligned with the Scouts Canada Canadian Path Program and offers activities to improve skills in hiking, camping, wilderness survival, and a variety of other outdoor recreation experiences. The activities planned for this scouting year include winter, spring, and summer overnight camps in a variety of locations in British Columbia; hiking, canoeing, snow shoeing, scuba diving, bowling, camp cooking, learning about wildlife, fire safety, and other outdoor activities. The benefits to Scouting are significant both for participants, and for the communities in which they operate.

### Note 4

The funds will be allocated to the annual Link Camp, which is a weekend long camp for all sections (Beavers, Cubs, Scouts, Venturers), and their families to join together in a weekend of outdoor activities. Any remaining funds will be allocated to the tent replacement fund for camping activities. Camping is a core activity for Scouting, and much of our camping equipment is in desperate need of replacement.

### Note 5

The Scouting program promotes leadership, volunteering, citizenship, respect for the environment, personal growth, and development of all participants. It enables Anmore youth to build skills and attitudes that lead to better citizenship and community service.

### Note 6

Funding is verbally acknowledged at the Scouts Canada, First Anmore AGM, and is entered as such into the minutes. We also have a sign we display at community events (such as Ma Murray Day) with the following verbage:



"Scouts Canada First Anmore Group gratefully acknowledges the financial support of the Village of Anmore through its Community Grant Program"

Further, being a smaller community, all parents are well aware of the ongoing support of the Village of Anmore.

### Note 7

Scouts Canada has a long history in Canada, and has been in Anmore since 1993. The long term objectives of the organization are articulated above. More pragmatically, the program is in desperate need of replacing critical equipment, such as tents, to enable a quality program to continue.



## Community Grant Application Form

Date of application: December 31, 2017

Name of organization/event: Anmore Elementary School PAC

Address: 30 Elementary Road, Anmore, B V3H 4Y6

Main contact person(s):

1. Name: Sheryl Parton Position: PAC Fundraising and Event Coordinator

Phone (primary): 6042028585 Phone (alternate): 6044692600

Email: sheryl.parton@telus.com

2. Name: Dena Malkoc Position: Co-Treasurer PAC

Phone (primary): 6046499900 Phone (alternate): same

Email: dena-malkoc@shaw.ca

### PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 1000

Describe project/event/service: Anmore Natural Learning and Play Space

How were grant funds spent? *Please complete the attached 'Financial Statement from Previous Year' form.*

### CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 5000

Describe your project/event/service:

Anmore Natural Learning and Play Space - Implementation of Items A-C - see below

How will grant funds be spent? *Please also complete the attached 'Budget Projections for Current Year' form.*

See attachment "Anmore costs A-C Oct12\_2017.pdf" - funds will augment costs for Items A - C Site Preparation, Amphitheater, Hill Slide

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

Anmore Elementary PAC is providing 100% Volunteer resourcing for the Project Management, Execution, and Sustainability planning of a space improvement benefiting the entire Village community, and visitors.

How many participants do you expect: from Anmore: 2200 from outside Anmore: 1000's

How will the Village be recognized for its contributions?

The Village, and all contributors, will receive a plaque or flagstone commemoration within the Learning Space Grounds. Additional public acknowledgment at events is planned.

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

The Anmore Natural Learning and Play Space is a 3 - 5 Year program, entering into year 2. (2017/2018)

Please provide additional information on separate paper.

## BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

### REVENUE

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ N/A _____	
Participant Fees	\$ N/A _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: **Please see budget attachment	\$ _____	
2017/2018	\$ _____	
	\$ _____	
	\$ _____	
<b>Total</b>	<b>\$ _____</b>	

### EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

### PROFIT / SHORTFALL

Revenue less expenses	\$ _____
-----------------------	----------

### 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



## FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

### REVENUE

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: ** Please see budget attachment	\$ _____	
2016/2017	\$ _____	
	\$ _____	
<b>Total</b>	<b>\$ _____</b>	

### EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

### PROFIT / SHORTFALL

Revenue less expenses	\$ _____
-----------------------	----------

### 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



# APAC 2017/2018 Budget

Updated: Dec 14, 2017

Sep 1, 2017 - Aug 30, 2018  
Budget

Sep 1, 2017 - Aug 30, 2018 Actuals

Variance

fundraising goal 2017-2018: \$35,000.00  
(\$36,512.29 raised 16/17)

## Income:

<sup>1</sup> Gaming	\$2,660.00	\$2,920.00	based on \$20 @ 133 students . Gaming issued more than anticipated - \$2,920.00	110%
<sup>2</sup> Fundraising	\$22,630.00	\$6,369.31		28%
<sup>2a</sup> Fundraising Great Walk May 4, 2018	\$8,000.00			0%
<sup>2b</sup> Fundraising Trivia Night Feb 2018	\$0.00			
<sup>3</sup> Community Grants	\$6,000.00			0%
Interest	\$26.00	\$8.77		35%
Balance Forward	\$0.00			
<b>Total Revenue:</b>	<b>\$38,316.00</b>	<b>\$9,298.08</b>		<b>24%</b>

## Expenses:

<sup>1</sup> ArtStarts performances	\$1,540.00	\$1,484.00	\$630 paid from Gaming Grant   remainder to be paid from PAC Operating account	96%
Bank & Visa Charges	\$0.00			
BCPAC Membership	\$0.00			
<sup>2</sup> Education (ex. Saleema Noon)	\$1,000.00	\$942.50		94%
Equipment - Classroom				
Equipment - Playground				
Equipment - Sports				
Equipment - Technology				
Emergency Preparedness				
Events (ie. Parent Welcome to school & PAC Welcome event)	\$150.00			
<sup>4</sup> Field trips (7 x \$300)	\$2,100.00	\$2,100.00	increased to 7 classes	100%
Grade 5 Leave Taking	\$500.00			
Kilometre Club Necklaces	\$100.00			
Lice 911	\$0.00	\$0.00		
PAC Operations & supplies	\$600.00	\$62.78		10%
<sup>5</sup> Stripe (new in 2017/2018) Operating Costs (deducted from Munchalunch transfers to Operating Account). Compare payroll charges \$383.93 for 2015-2016, \$468.28 for 2016-2017			Note: info line only. Fees not reflected in Operating account.	
Spring Spruce Up	\$200.00			0%
Teacher Appreciation	\$400.00			0%
<sup>6</sup> Teacher Classroom Funds (7*250)	\$1,750.00	\$1,750.00	increased to 7 classes	100%
<sup>7</sup> Wish1st Classroom Funds (7*300)	\$2,100.00	\$2,100.00	increased to 7 classes	100%
Fundraising Expense: Art Cards	\$0.00	\$301.98	new fundraising initiative   not previously budgeted	
Fundraising Expense: Big Ticket Event	\$500.00			
Fundraising Expense: Clothing (branded)	\$0.00	\$1,628.55	new fundraising initiative   not previously budgeted	
Fundraising Expense: Donation (to Sasamat VFD)	\$200.00			
Fundraising Expense: Earth Day	\$0.00			
<sup>8</sup> Fundraising Expense: Grade 5   Camp Sasamat	\$750.00			
<sup>9</sup> Fundraising Expense: Grade 5   Hoodies			Net zero	
Fundraising Expense: Great Walk	\$325.00			0%
Fundraising Expense: Munchalunch	\$5,500.00	\$1,433.19		26%
Fundraising Expense: Popsicles	\$300.00			
Fundraising Expense: Raffle Baskets	\$50.00			0%
Fundraising Expense: Recycling	\$150.00	\$85.00		
Fundraising Expense: Outdoor Learning Centre	\$20,000.00			0%
<sup>10</sup> Fundraising Expense: Scholastic	\$0.00	\$1,324.47	Total Sales: \$3,242.75 less expenses \$2,468.82 (cash and credit card receipts) = PROFIT \$753.93	0%
Fundraising Expense: Sports Day	\$100.00			0%
<sup>10</sup> Fundraising Expense: Thrifty's Smile Card (cheque for Sports Equipment). \$220 (2014-15 total) \$499.10 (2015-16 total). 210.75 (2016-17 total)				
Uncleared 2016/2017 expense (Anna Nguyen, Grade 5 Leave Taking cheque cashed October 17)		\$292.59		

NOTE: Scholastic Book Fair in Dec 2016 contributed \$468.32 cash & additional credits for school use.

	\$0.00	\$0.00
<b>Total Expenses:</b>	<b>\$38,316.00</b>	<b>\$13,605.04</b>
	<b>\$0.00</b>	<b>-\$4,206.95</b>

## Notes about Revenues | Projected Revenues:

<sup>1</sup>Gaming Grant. Annual application. Based on \$20 for 133 FTE students 2017-2018 (ESTIMATE \$2,660).

<sup>7</sup>Fundraising Includes: Art Card Sales, Big Ticket event night (Trivia Night Feb 2018), Clothing, Munchalunch, Mabel's Labels, Popsicles, Progressive Gift Card program, Purdy's, Recycling, Donations, Scholastic Book Fair, Thrifty's Smile Card Program, Winter Concert and various other activities. Fundraising is decided each year by the PAC Executive in consultation with parents & Principal. Approved at Monthly Parent Meetings.



<sup>2a</sup>Great Walk Funds specifically designated for outdoor amphitheatre and/or technology in classrooms. Note funds deposited to School Cash On Line (to School District 43).

<sup>2b</sup>Big Ticket Event Funds deposited to Anmore Elementary (for tax receipts).

<sup>2</sup>Community Grant - Anmore PAC will seek assistance from the Village of Anmore and local agencies to contribute towards the Outdoor Learning Centre. PAC presentation to the Village of Anmore 2017-02-07. Village granted \$1,000.00.

Notes about Expenses:

<sup>1</sup>ArtStarts Performances - these are performances that take place during special school assemblies, benefiting all students. Paid out of Gaming Grant funds. Any shortfalls paid from PAC operating account

<sup>2</sup>Saleema Noon - every other year. Sex Ed presentation in 2016. Next booking 2018.

<sup>4</sup>Field Trips (7\*300). Each Division receives \$300 contributing to costs associated with transportation & field trip costs. Paid from Gaming Grant funds

<sup>5</sup>STR/PE Operating Costs. Note these costs are charged by Paypal and are automatically deducted from Paypal. Paypal fees for Munchelunch charges in 2016-2017 total \$466.28. Blended rate average 4% of transaction totals.

<sup>6</sup>Teacher Classroom Funds (7\*250). These funds go towards the purchase of resource items to enhance teaching and extra-curricular activities. For example, classroom supplies, reading resources, items to enhance the classroom experience and/or extra curricular activities. \$250/class.

<sup>7</sup>Wishlist Classroom Funds (7\*300). Pooled resources contribute towards items of greatest need. Wishlist items agreed upon by Principal, Teachers and PAC. \$300/class.

<sup>8</sup>Camp Sasamat - these expenses are offset by fundraising efforts throughout the year including: Winter Concert bake sale, Popsicles, Purdy's Pops clothing sales.

<sup>9</sup>Scholastic Book Fair - expenses recovered and included in Fundraising Income.

<sup>10</sup>Thrifty's Smile Card (for Sports Equipment). Total collected through June 2017 - \$210.75

Note: 2017/2018 increase from 6 to 7 classrooms. \$850.00 in additional funds required to fund Wishlist, Field Trips, Classroom Funds

# APAC 2016/2017 Budget

Updated: Sep 14, 2017

Sept 1, 2016 - August 30, 2017  
Budget

Sept 1, 2016 - August 30, 2017  
ACTUALS

Variance

fundraising goal 2016-2017: \$29,000.00

<b>Income:</b>			
<sup>1</sup> Gaming	\$3,100.00	\$2,880.00	93%
<sup>2</sup> Fundraising	\$16,500.00	\$21,343.61	129%
<sup>2a</sup> Fundraising Great Walk April 28, 2017 - paid to Anmore Elementary	\$9,000.00	\$7,942.14	final total   Anmore Elementary 88%
<sup>2b</sup> Fundraising Pub Night Art Auction (\$2,155) & Donations (\$1,100) - paid to Anmore Elementary	\$0.00	\$3,255.00	final total   Anmore Elementary
<sup>3</sup> Community Grants	\$500.00	\$1,000.00	200%
Interest	\$20.00	\$34.01	170%
Balance Forward	\$0.00	\$0.00	
<b>Total Revenue:</b>	<b>\$29,120.00</b>	<b>\$36,464.76</b>	<b>125%</b>

<b>Expenses:</b>			
<sup>1</sup> ArtStarts performances	\$1,500.00	\$1,429.75	95%
Bank & Visa Charges	\$0.00	\$0.00	
BCPAC Membership	\$0.00	\$0.00	
<sup>3</sup> Education (ex. Saleema Noon)	\$1,000.00	\$0.00	0%
Equipment - Classroom			
Equipment - Playground			
Equipment - Sports			
Equipment - Technology			
Emergency Preparedness	\$500.00		0%
Events (ie. Parent Welcome to school & PAC Welcome event)		\$134.00	
<sup>4</sup> Field trips (8 x \$300)	\$1,800.00	\$1,800.00	100%
Kilometre Club Necklaces	\$100.00	\$0.00	
Lice 911	\$1,300.00	\$1,327.20	102%
PAC Operations & supplies	\$400.00	\$1,107.17	includes VanCity cheque reorder 277%
<sup>5</sup> Paypal Operating Costs (deducted from Munchalunch transfers to Operating Account) total \$383.93 for 2015-2016	\$400.00		Note: cost not reflected in Operating account, \$466.28 as at May 12, 2017 0%
Spring Spruce Up	\$250.00	\$40.00	16%
Teacher Appreciation	\$250.00	\$393.31	157%
<sup>6</sup> Teacher Classroom Funds (6*250)	\$1,500.00	\$1,500.00	100%
<sup>7</sup> Wishlist Classroom Funds (6*300)	\$1,800.00	\$1,800.00	100%
Fundraising Expense: Art Auction	\$0.00	\$729.65	includes transfer of \$250 for tx receipt new item 2017-05
Fundraising Expense: Donation (to Sasamat VFD)		\$200.00	
Fundraising Expense: Earth Day	\$0.00	\$0.00	
<sup>8</sup> Fundraising Expense: Grade 5   Camp Sasamat & Leave Taking (\$500.00)	\$750.00	\$1,147.48	
<sup>8</sup> Fundraising Expense: Grade 5   Hoodies (collected 1,165.25, profit 153.92)		\$1,011.33	
Fundraising Expense: Great Walk	\$400.00	\$470.31	118%
Fundraising Expense: Movie Night (November 2016)	\$600.00	\$433.43	72%
Fundraising Expense: Munchalunch	\$5,600.00	\$5,386.27	96%
Fundraising Expense: Popsicles	\$375.00	\$271.89	
Fundraising Expense: Pub Night Fundraiser	\$0.00	\$1,077.00	
Fundraising Expense: Raffle Baskets	\$50.00	\$0.00	0%
Fundraising Expense: Outdoor Learning Centre	\$10,000.00	\$10,601.85	106%
<sup>9</sup> Fundraising Expense: Scholastic	\$0.00	\$849.93	
Fundraising Expense: Smenolls	\$0.00	\$0.00	
Fundraising Expense: Sports Day	\$500.00	\$50.70	10%
<sup>10</sup> Fundraising Expense: Thrifty's Smile Card (cheque for Sports Equipment), \$220 (2014-2015 total) \$499.10 (2015-2016 total)		\$210.75	

NOTE: Scholastic Book Fair in Dec 2016 contributed \$468.32 cash & credits for school use.

	\$0.00	\$0.00
<b>Total Expenses:</b>	<b>\$29,075.00</b>	<b>\$31,972.02</b>
	<b>\$45.00</b>	<b>\$4,482.74</b>

## Notes about Revenues / Projected Revenues:

<sup>1</sup>Gaming Grant. Annual application. Based on \$20 for 146/7 FTE students 2016-2017 (\$2,880.00).

<sup>2</sup>Fundraising includes: Munchalunch, Mabel's Labels, Movie Nights, Popsicles, Progressive Gift Card program, Pub Night, Purdy's, Recycling, Donations, Scholastic Book Fair, Thrifty's Smile Card Program, Winter Concert and various other activities. Fundraising is decided each year by the PAC Executive in consultation with parents & Principal. Approved at Monthly Parent Meetings.



<sup>2A</sup>Great Walk Funds specifically designated for outdoor amphitheatre and/or technology in classrooms. Note funds deposited to School Cash On Line (to School District 43). Anmore Elementary reimbursed PAC 2017-06-01.

<sup>2B</sup>Pub Night Funds deposited to Anmore Elementary (for tax receipts) include: Donations \$1,100.00 and Art Auction \$2,155.00. Funds deposited 2017-06-01.

<sup>3</sup>Community Grant - Anmore PAC will seek assistance from the Village of Anmore and local agencies to contribute towards the Outdoor Learning Centre. PAC presentation to the Village of Anmore 2017-02-07. Village granted \$1,000.00.

**Notes about Expenses:**

<sup>1</sup>ArtStarts Performances - these are performances that take place during special school assemblies, benefiting all students. Paid out of Gaming Grant funds.

<sup>2</sup>Saleema Noon - every other year. Sex Ed presentation in 2016. Next booking 2018.

<sup>4</sup>Field Trips (6\*300). Each Division receives \$300 contributing to costs associated with transportation & field trip costs. Historically paid from Gaming Grant funds

<sup>5</sup>Paypal Operating Costs. Note these costs are charged by Paypal and are automatically deducted from Paypal. Paypal fees for Munchalunch charges in 2016-2017 total \$466.28. Blended rate average 4% of transaction totals.

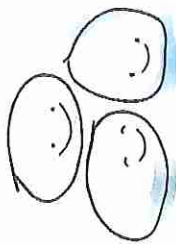
<sup>6</sup>Teacher Classroom Funds (6\*250). These funds go towards the purchase of resource items to enhance teaching and extra-curricular activities. For example, classroom supplies, reading resources, items to enhance the classroom experience and/or extra curricular activities. \$250/class.

<sup>7</sup>Wishlist Classroom Funds (6\*300). Pooled resources contribute towards items of greatest need. Wishlist items agreed upon by Principal, Teachers and PAC. \$300/class.

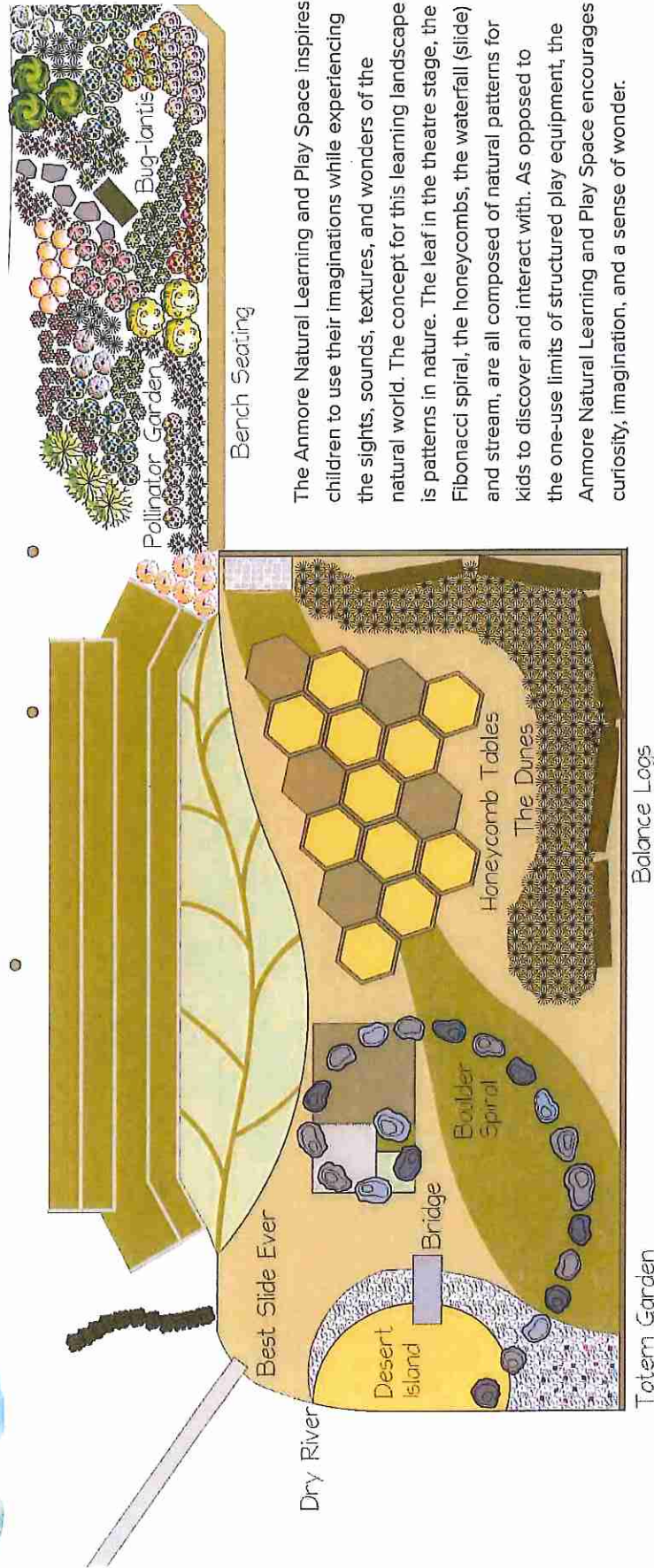
<sup>8</sup>Camp Sasamat - these expenses are offset by fundraising efforts throughout the year including: Winter Concert bake sale, Popsticles, Purdy's Pops clothing sales. Total collected \$1,670.35

<sup>9</sup>Scholastic Book Fair - expenses recovered and included in Fundraising Income. Total 468.32 cash

<sup>10</sup>Thrifty's Smile Card (for Sports Equipment). Total collected through June 2017 - \$210.75



# ANMORE NATURAL LEARNING AND PLAY SPACE



The Anmore Natural Learning and Play Space inspires children to use their imaginations while experiencing the sights, sounds, textures, and wonders of the natural world. The concept for this learning landscape is patterns in nature. The leaf in the theatre stage, the Fibonacci spiral, the honeycombs, the waterfall (slide) and stream, are all composed of natural patterns for kids to discover and interact with. As opposed to the one-use limits of structured play equipment, the Anmore Natural Learning and Play Space encourages curiosity, imagination, and a sense of wonder.



The pollinator garden and Bug-lantis



An overall view showing the grassy berm of The Dunes as well as the terraced amphitheatre seating.



Honeycomb tables and the patterns on the ground level.



Boulder spiral, the best slide ever, and the desert island.

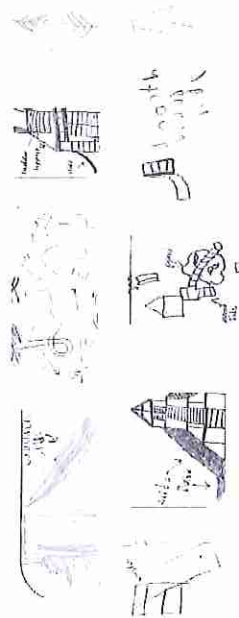


# ANMORE. NATURAL LEARNING AND PLAY SPACE INSPIRED BY ANMORE ELEMENTARY KIDS



## BEST SLIDE EVER

The embankment slide follows the contours of the hillside and glides down like a waterfall to the stream at the bottom. Follow the log round steps back up the slope to do it again!



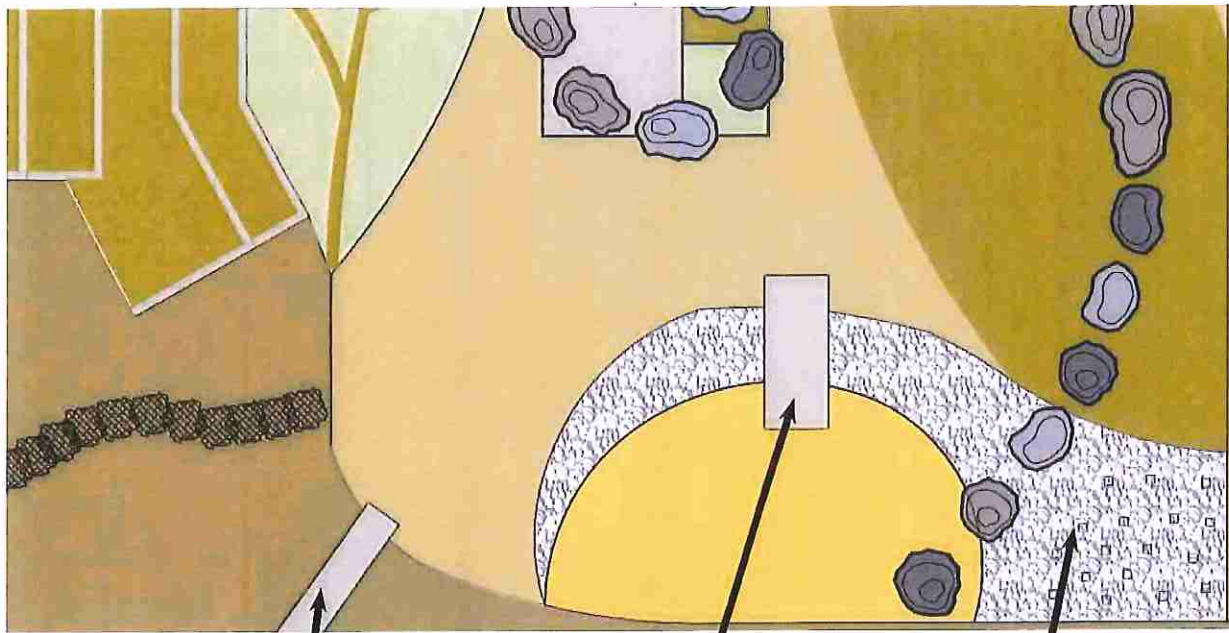
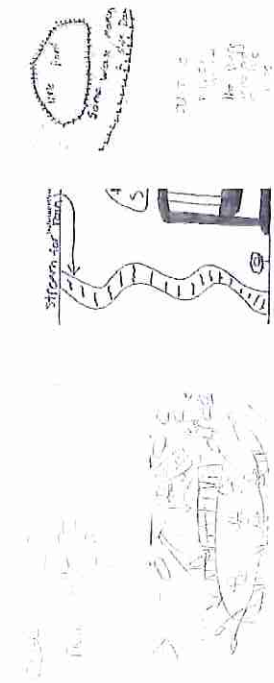
## BRIDGE

There are two opportunities to cross the dry river bed from the mainland to the desert island. One is the boulder spiral which involves careful balance. The other is the stone bridge. Don't look down.



## DRY RIVER

Different sizes of smooth river rocks create a natural looking river bed. You can cross the river on the bridge or jump right in and move the rocks around or try to balance them on each other.





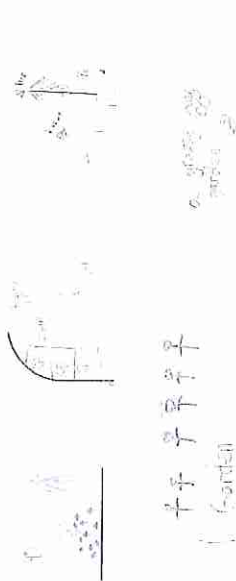


## ANMORE NATURAL LEARNING AND PLAY SPACE INSPIRED BY ANMORE ELEMENTARY KIDS



### POLLINATOR GARDEN

Animal pollinators are needed for about 1/3 of our food crops as well as the intricate web of biological diversity. Here we provide food and shelter in all seasons for bees, butterflies, moths, beetles, birds, and bats.



### AMPHITHEATRE

Sometimes you just need a place to sit down with your friends. There are lots of options here including the benches at the basketball court, the terraced amphitheatre, and the river rock boulders.



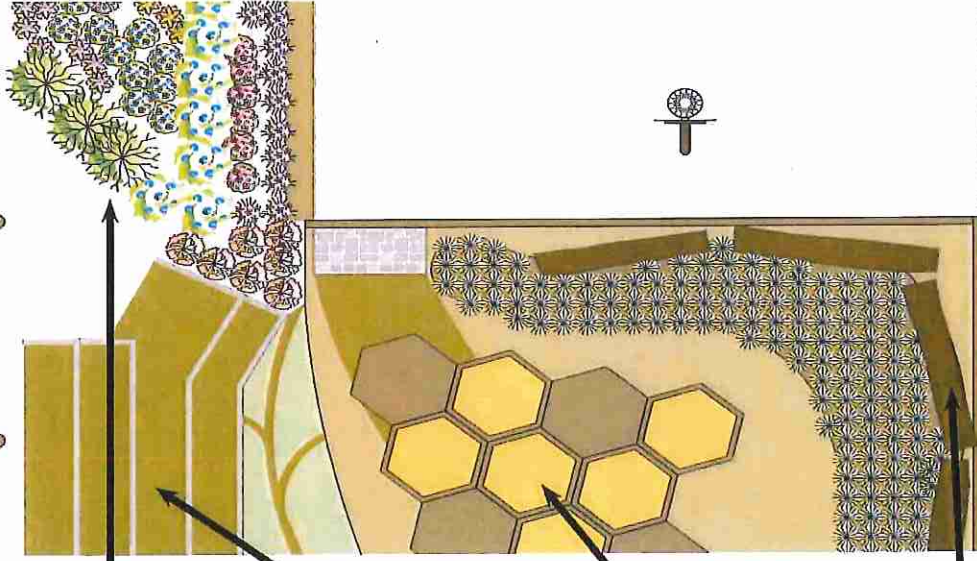
### HONEYCOMB TABLES

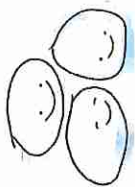
Fresh air learning is here with multi-use teaching surfaces, providing enough table space for a class of 30.



### LOGS & BOULDERS

The natural playground wouldn't be complete without a series of logs and boulders for balancing, running, and jumping between.





## ANMORE NATURAL LEARNING AND PLAY SPACE SPECIAL FEATURES

### BUG-LANTIS

Bug-Lantis is a bug hotel designed as a safe shelter for nature's pollinator community. It will be situated in the pollinator garden and be built of found natural materials.



### TOTEM GARDEN

The totem garden is a way for Anmore Elementary's grade 5 class to leave their legacy.

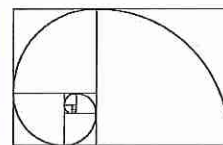


### PLANTED BERM

The berm will help separate the playground from the basketball court and the soccer field. It's planted with grass for texture that will ripple in the wind.

### BOULDER SPIRAL

The boulder spiral follows the pattern of the Golden Ratio, found in many aspects of the natural world, including sunflowers, snail shells, and fern leaves. The boulders can be jumping stones, seating areas, or part of an outdoor classroom.



## PERSONALIZED STONES CREATE A LASTING LEGACY

Every student at Anmore Elementary is unique—and so is every element designed into the new natural learning and play space. With many different ways to contribute, there is a way for every family and student to make their mark and help build this unique space.

### PAVERS



### FLAGSTONE STEPPERS



### BENCH PLAQUES



### RIVER ROCK BOULDERS



---

April 15, 2017

**School District 43**  
550 Poirier Street  
Coquitlam BC V3J 6A7

c/o  
Nicole Daneault, Principal  
**Anmore Elementary School**

c/c  
Sheryl Parton  
**PAC - Anmore Elementary School**

**RE ANMORE ELEMENTARY - PLAY AREA IMPROVEMENTS**  
30 Elementary Road, Anmore BC  
**LANDSCAPE ARCHITECTURAL SERVICES**

Dear Nicole and Sheryl,

It is a pleasure for **Greenway Landscape Architecture** to offer SD43 and the PAC our landscape architectural services for assistance with the play area improvements at Anmore Elementary. The proposed natural learning and play space is to be built at the north east corner of the yard, and will require coordination with the PAC and SD43 staff during the planning, detail design, and implementation stages.

The services will be provided by Paul Whitehead, who will be responsible for site reconnaissance, detail design and document preparation, attending meetings, and client contact. The process is expected to be interactive, with on-going consultation with SD43 staff at various stages during the project.

## **THE PROJECT**

The existing gravel and dirt area, and wooded embankment will be developed into a nature themed play area. Improvements will include a free form play area with rubber surface, an amphitheatre with rubber surfaced terraces, hill slide, work tables, vegetated berm, pollinator garden, seating wall, and a variety of rubber and natural surface treatments.

The main play area is approximately 250m<sup>2</sup>, is generally flat, and is ready for development. The adjacent slopes are partially wooded, and will require improvements if to be used for more intensive uses, such as the slide and amphitheatre. The pollinator garden area will require access improvements, the existing 44m of timber wall is to be replaced with a concrete seating wall, and establishment of planting beds.

The play area and development on the slope will require drainage systems be installed to collect both surface and subsurface water.

The design is to show development consistent with the conceptual design provided. Funding has not yet been confirmed, and work will probably need to be phased. Phasing of construction is anticipated to include: Phase 1) main play area with tables and berm, Phase 2) Amphitheatre, Phase 3) Pollinator garden and seating wall, Phase 4) hill slide. Improvements will be completed with PAC funds, with SD43 to confirm what portion of the work staff will be able to complete.

The design development process will include: 1) confirmation of the conceptual design provided in collaboration with PAC representatives and SD43 staff, 2) design refinement, 3) tender and construction ready set of contract documents, and ultimately 4) construction. The intent is to create a set of documents for the entire project, which will then be divided into phases. During construction, administration services will include assisting SD43 staff with the management of the contract and realization of design objectives.



Detail design will include incorporation of the following: existing site conditions, demolition, drainage improvements, commercial play equipment and furnishings, resilient surfacing for play areas, amphitheatre and hill slide, paving repair, boulders and logs to form natural play amenities (spiral, edges, slope retention, etc.), planting, amphitheatre, and seating wall. Plant selection for the pollinator garden to be provided by others.

## **EXCLUSIONS AND ASSUMPTIONS**

The scope of work is based upon the conceptual design and the April 6 site meeting.

Public consultation is not required.

Proposed features will not require a building permit or other municipal approvals.

Certification of play areas complying with CSA standards is not included, which would require project review of the proposed design and built installation by a qualified playground inspector. The services of a playground inspector can be arranged, as an additional cost.

This proposal does not include the engineering services (civil, electrical, mechanical, structural, geotechnical), irrigation designer, horticulturalist, nor arborist.

A topographical survey is not available, so a base plan will be prepared from site measurements and observations. Drawings will be produced using CAD on the Vectorworks platform. Final digital files will be provided in DWG format, PDF format, and reproducible prints.

Any estimate of cost provided is an anticipated cost, which will differ from the actual cost. Accurate costs can only be confirmed by a contractor due to the unique installation requirements.

## **SCHEDULE**

We are available to start immediately on this assignment. This will be a priority project for Greenway, notwithstanding unavoidable delays, we will endeavour to achieve the preferred schedule.

## **METHODOLOGY**

### **Step 1 Conceptual Design Development**

1.1 Prepare a base plan from information from SD43, aerial images and site reconnaissance.

1.2 Revise and refine the conceptual design provided to become the Preferred Concept.

Submit design to SD43 staff and PAC representatives for comment. Meet to review the elements, logistics, and potential phasing.

Deliverables to include:

Preliminary and Final conceptual designs.

Attend one design meeting.

### **Step 2 Detail Design and Contract Documents**

2.1 Upon approval by SD43 and PAC of the Preferred Concept, proceed with detail design and preparation of the Contract Documents. Confirm site design and play area design, and update site plan as the final layout. Prepare construction documents, with plan and detail information sufficient for tender and construction purposes.

Provide the drawings to SD43 for review at 50% and 90% completion.

- 2.2 Incorporate comments received and continue document refinement to complete the contract documents.

Prepare an overall tender package, with documents configured for phased implementation.

Deliverables to include:

Contract Document package of drawings and specifications, issued at various stages.

Drawings to be provided in PDF format.

Attend one meeting for document review and coordination.

### **Step 3 Tender Services - Phase One**

- 3.1 Finalize and issue documents to SD43 for tender purposes (IFT).

Prepare a project description brief to describe the scope of work in the tender package.

- 3.2 Attend bidders meeting, and issue clarification addendum as necessary. Review bids received and provide comments for contractor selection.

Deliverables to include:

Documents issued for tender purposes.

Project brief and addendum during tender

Attend two meetings total with bidders and for contractor selection.

### **Step 4 Construction Administration - Phase One**

- 4.1 Revise the documents to reflect the tender scope of work and phasing, and issue for construction (IFC).

Work with the contractor and SD43 staff during the construction process, assisting with coordination and remedy of issues as they arise. Greenway LA will provide services to address design issues and to assess construction work is consistent with the contract documents.

Attend site up to 5 times during critical stages of Phase One construction. Anticipated visits include construction start-up, interim as work progresses, and upon completion. A site report will be issued to summarize observations and action items.

A Field Review is to be considered as the review of contractor's work sufficient to confirm general compliance with the design documents, and is not a detailed inspection. Only the contractor can guarantee or warrant the quality of their work.

- 4.2 The construction will be reviewed for Substantial Completion, with a confirmation letter with deficiencies noted. Upon completion of deficiencies, the project will be reviewed for Final Acceptance, with confirmation letter to be issued by Greenway LA.
- 4.3 As-built drawings will be prepared from information provided by the contractor. To be provided to SD43 in DWG, PDF and printed format.

Deliverables to include:

Documents pertaining to construction administration.

Attend site for meetings and field review.

One set of as-built drawings in DWG, PDF and printed format.

## FEES

The fees to provide the professional services to complete this work are provided in the following chart. Greenway LA will not exceed the amounts in the chart, or provide additional services not included in the scope of work, without prior written approval from the client.

<b>SCHEDULE OF FEES - Anmore Play Space</b>			<b>April 15, 2017</b>	
<b>TASKS</b>	<b>SR LA @ \$115/hr</b>	<b>Support @ \$80/hr</b>	<b>TOTALS</b>	
<b>1 Conceptual Design Development</b>				
1.1 Base plan	2	4	\$	550.00
1.2 Preferred concept Meetings: one with design team	4	6	\$	940.00
<b>Sub-Total</b>	<b>6</b>	<b>10</b>	<b>\$</b>	<b>1,490.00</b>
<b>2 Detail Design and Contract Documents</b>				
2.1 Detail design and document preparation	4	15	\$	1,660.00
2.2 Contract document final refinement Meetings: two with design team	2	6	\$	710.00
<b>Sub-Total</b>	<b>6</b>	<b>21</b>	<b>\$</b>	<b>2,370.00</b>
<b>3 Tender Service - Phase One</b>				
3.1 Issue documents for tender (IFT), prepare work brief	1	3	\$	355.00
3.2 Assist during tender process, attend bidders meeting Meetings: on site bidder and bid review	3	2	\$	505.00
<b>Sub-Total</b>	<b>4</b>	<b>5</b>	<b>\$</b>	<b>860.00</b>
<b>4 Construction Administration - Phase One</b>				
4.1 Prepare IFC documents, field review and admin: up to 5x site mtg	8	8	\$	1,560.00
4.2 Substantial Completion + Final Acceptance review	2	2	\$	390.00
4.3 As-Built Drawings	1	2	\$	275.00
<b>Sub-Total</b>	<b>11</b>	<b>12</b>	<b>\$</b>	<b>2,225.00</b>
<b>HOURS AND FEES</b>	<b>27</b>	<b>48</b>	<b>\$</b>	<b>6,945.00</b>
<b>5% GST</b>			<b>\$</b>	<b>347.25</b>
<b>TOTAL FEES AND TAXES</b>			<b>\$</b>	<b>7,292.25</b>

Additional services, such as attendance at meetings and major revisions beyond our control, would be considered extra work to be billed at standard hourly rates. Scope of work by others is not included, but can be arranged on an additional fee basis, and may include irrigation design, and engineering services (geotechnical, electrical, structural, etc).

### Hourly Rates

Landscape Architect	\$115
Landscape technician	\$80

### INSURANCE

Greenway Landscape Architecture has \$1M Professional Liability Insurance, \$3M Commercial General Liability and WCB coverage. Confirmation will be provided upon request.

## DISBURSEMENTS

The cost of all acceptable disbursements will be charged at cost, including reprographics requested by the City. The cost of local travel and reprographics for use by consultants will be considered included in the fees.

Building Permit or other application fees and disbursements are to be reimbursed by SD43, as applicable.


## BILLING PROCEDURE

Invoices will be submitted on a monthly basis throughout the project, with each invoice reflecting the percentage of completion, plus disbursements as applicable. 5% GST will be added to all invoices. Invoices are due and payable within 30 days of receipt.

In closing, it would be a great pleasure to assist the Anmore PAC and SD43 with the design development and during implementation of the playground improvements.

Sincerely Yours,

Paul Whitehead, Principal, BCSLA



**Greenway Landscape Architecture**  
2280 Park Crescent Coquitlam BC V3J 6T4  
T 604 461 9120  
[paul@greenwayla.ca](mailto:paul@greenwayla.ca)

Please return signed and dated below, or confirm your acceptance in writing.

-----  
**Client**











## Community Grant Application Form

Date of application: December 22, 2017

Name of organization/event: Communities Embracing Restorative Action (CERA) Society

Address: 644 Poirier Street, Coquitlam, BC V3J 6B1

Main contact person(s):

1. Name: Gurinder Mann Position: Executive Director  
 Phone (primary): 604-931-3165 Phone (alternate): 604-710-9106  
 Email: gmenn@cerasociety.org
2. Name: Mary Hagen Johnstone Position: Administrative Assistant  
 Phone (primary): 604-931-3165 Phone (alternate): \_\_\_\_\_  
 Email: mary@cerasociety.org

### PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 437.00

Describe project/event/service: Restorative Justice

How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.  
 On restorative justice service salaries, operating costs, facilities expense, and Program expense

### CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 437.00

Describe your project/event/service:

Restorative Justice Services

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.  
Same as previous year

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

Please see attachment

How many participants do you expect: from Anmore: On Attachment from outside Anmore: \_\_\_\_\_

How will the Village be recognized for its contributions?

Please see attachment

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

Please see attachment

Please provide additional information on separate paper.

**FINANCIAL STATEMENT FROM PREVIOUS YEAR**  
 Attach to Community Grant Application

2017

**REVENUE**

Other Grant Monies	\$ 59,106
Provincial/Federal Monies	\$ 65,000
Participant Fees	\$
Donations	\$ 300
Fund Raising	\$
Other: SD43	\$ 5,600
Coast Capital Savings	\$ 12,000
ICBC, membership & interest	\$ 2,386.91
<b>Total</b>	<b>\$ 144,392.91</b>

Contributor: Municipalities

**EXPENSES**

Venue Rental Facilities	\$ 12,909.28
Advertising Promotion	\$ 1,172.68
Speakers Insurance	\$ 3,097.50
Meals Office Expense	\$ 669.10
Refreshments Audit Fees	\$ 3,526.00
Equipment Rental EY Expense	\$ 2,507.52
Equipment Purchase CYJP Expense	\$ 9,191.48
Other: Salaries and Related Expense	\$ 103,265.51
	\$
	\$
<b>Total</b>	<b>\$ 136,339.07</b>

EY = Empowering Youth Program  
 CYJP = Community Youth Justice Program

**PROFIT / SHORTFALL**

Revenue less expenses \$ 8,053.84

**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



**BUDGET PROJECTIONS FOR CURRENT YEAR**  
Attach to Community Grant Application

Please see Attached  
Budget

**REVENUE**

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total</b>	<b>\$ _____</b>	

**EXPENSES**

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

**PROFIT / SHORTFALL**

Revenue less expenses \$ \_\_\_\_\_

**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

	2018 Budget
<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
CAP (Cmty Accountability Program)	5,000.00
<b>Private/Other Funding</b>	
Community Gaming Grant	60,000.00
Coast Capital Savings	12,000.00
<b>Total Revenues</b>	<b>136,106.00</b>
<b>Expenses</b>	<b>Total</b>
Advertising/Promotion	2,345.00
Bank Charges	320.00
Dues & Subscriptions	96.00
Rent	5,184.00
Telecommunications	2,640.00
Insurance	2,240.00
Computer Expense	1,600.00
Office Expense	3,264.00
Program Expense	660.00
Accountant Audit Fees	2,240.00
Wages & Stipends	115,517.00
<b>Total Expenses</b>	<b>136,106.00</b>
<b>Difference (Income Less Expense)</b>	<b>0.00</b>

**Grant Application to the  
Village of Anmore  
For Support of the Community Youth Justice Program  
2018 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 2018 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>.

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<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. We received a referral involving an offender from Anmore in 2017, and we can project that we will surely receive more referrals 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 2018, 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 2018 fiscal year is enclosed.



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

## **Financial Statements**

**December 31, 2016**

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

**December 31, 2016**

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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

---

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, 2016 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, 2016 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.*

Carlyle Shepherd & Co.  
Chartered Professional Accountants

Vancouver, BC  
May 23, 2017

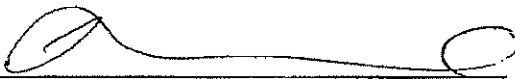
# Communities Embracing Restorative Action (CERA) Society

## Statement of Financial Position

December 31, 2016

	CYJP	Empowering Youth	Total	Total
	2016	2016	2016	2015
	\$	\$	\$	\$
<b>Assets</b>				
<b>Current</b>				
Cash and term deposits	60,342	-	60,342	42,982
Externally restricted cash (note 3)	50,420	10,000	60,420	60,420
Accounts receivable	430	-	430	471
Prepaid expenses	1,849	-	1,849	1,841
	113,041	10,000	123,041	105,714

Approved on behalf of the board:

 Chairman

 Treasurer

# Communities Embracing Restorative Action (CERA) Society

## Statement of Financial Position

December 31, 2016

	CYJP	Empowering Youth	Total	Total
	2016	2016	2016	2015
	\$	\$	\$	\$
<b>Liabilities and net assets</b>				
<b>Liabilities</b>				
<b>Current</b>				
Accounts payable and accruals	9,741	-	9,741	7,549
Deferred contribution (note 5)	50,420	10,000	60,420	60,420
	60,161	10,000	70,161	67,969
<b>Net assets</b>				
Net assets externally restricted	-	-	-	-
Unrestricted net assets	52,880	-	52,880	37,745
	52,880	-	52,880	37,745
	113,041	10,000	123,041	105,714



# Communities Embracing Restorative Action (CERA) Society

## Statement of Changes in Net Assets

December 31, 2016

	OYJP	Empowering Youth	Total	Total
	2016	2016	2016	2015
	\$	\$	\$	\$
<b>Net assets externally restricted</b>				
Opening balance	-	-	-	-
Amount received during the year	50,000	20,080	70,080	76,152
Amount recognized as revenue during the year (note 5)	(50,000)	(20,080)	(70,080)	(76,152)
Closing balance	-	-	-	-
<b>Unrestricted net assets</b>				
Opening balance	37,745	-	37,745	21,680
Excess (deficiency) of receipts over expenditures	18,409	(3,274)	15,135	16,066
Interfund transfers during the year	(3,274)	3,274	-	-
Closing balance	52,880	-	52,880	37,745
	52,880	-	52,880	37,745

# Communities Embracing Restorative Action (CERA) Society

## Statement of Operations

Year Ended December 31, 2016

	CYJP	Empowering Youth	Total	Total
	2016	2016	2016	2015
	\$	\$	\$	\$
<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)	52,550	10,000	62,500	62,500
Private sponsorship				
Coast Capital Savings	-	10,000	10,000	-
Coquitlam Foundation	-	-	-	1,500
Port Coquitlam Foundation	-	-	-	2,000
R. R. Smith Memorial Fund	-	-	-	1,000
Other income (note 7)	2,425	80	2,505	3,257
Deferred contribution (note 5)	-	-	-	15,000
	114,031	20,080	134,111	144,363
<b>Expenditures</b>				
Advertising and promotion	1,326	201	1,527	2,496
Bank charges and interest	40	4	44	283
Dues and fees	25	-	25	25
Insurance	2,998	742	3,740	3,593
Office and sundry	671	138	809	881
Professional services	2,842	710	3,552	3,477
Rent	6,623	1,614	8,237	7,824
Telephone	2,831	708	3,539	4,104
Training and contract services	2,512	319	2,831	1,975
Volunteers	84	-	84	830
Wages and benefits	75,670	18,918	94,588	102,810
	95,622	23,354	118,976	128,298
<b>Excess (deficiency) of receipts over expenditures</b>	18,409	(3,274)	15,135	16,065

# Communities Embracing Restorative Action (CERA) Society

## Statement of Cash Flows

Year Ended December 31, 2016

	CYJP	Empowering Youth	Total	Total
	2016	2016	2016	2015
	\$	\$	\$	\$
<b>Operating activities</b>				
Excess (deficiency) of receipts over expenditures	18,409	(3,274)	15,135	16,065
<b>Changes in non-cash working capital:</b>				
Accounts receivable	41	-	41	117
Prepaid expenses	(8)	-	(8)	(89)
Accounts payable and accruals	2,192	-	2,192	721
Deferred contribution	-	-	-	(15,000)
	20,634	(3,274)	17,360	1,814
<b>Investing activities</b>				
Externally restricted cash	-	-	-	15,000
Interfund transfers	(3,274)	3,274	-	-
	(3,274)	3,274	-	15,000
<b>Net increase in cash and term deposits</b>	17,360	-	17,360	16,814
<b>Cash and term deposits at beginning of year</b>	42,982	-	42,982	26,168
<b>Cash and term deposits at end of year</b>	60,342	-	60,342	42,982

# Communities Embracing Restorative Action (CERA) Society

## Notes to financial statements

December 31, 2016

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### 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 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, 2016

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### 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 (2015 - \$50,000) cash and term deposits is externally restricted for the Gaming Program. \$420 (2015 - \$420) cash and term deposits is externally restricted for the Burpee Award. \$10,000 (2015 - \$10,000) 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, 2016

#### 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:

	2016 \$	2015 \$
Provincial Gaming Grant beginning balance	50,000	50,000
Add: amount received (note 6)	50,000	50,000
Less: amount recognized as revenue in the year	<u>(50,000)</u>	<u>(50,000)</u>
Provincial Gaming Grant balance	<u>50,000</u>	<u>50,000</u>
Burpee Award beginning balance	420	320
Add: amount received – Private sponsorship	-	100
Less: amount recognized as revenue in the year	<u>-</u>	<u>-</u>
Burpee Award balance	<u>420</u>	<u>420</u>
Empowering Youth Grant beginning balance	10,000	25,000
Add: amount received – Private sponsorship	10,000	1,000
Add: amount received – Province of B.C. (note 6)	10,000	10,000
Add: amount received – term deposit interest	80	152
Less: amount recognized as revenue in the year	<u>(20,080)</u>	<u>(26,152)</u>
Empowering Youth Grant balance	<u>10,000</u>	<u>10,000</u>

#### 6. Provincial grants

A grant of \$60,000 (2015 - \$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 (2015 - \$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 (2015 - \$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, 2016, the Society received \$60,000 in grants for the year 2017 program.

Additional funding of \$2,500 (2015 - \$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, 2016

#### 7. Other income

	2016	2015
	\$	\$
Interest income	690	977
Charitable donations	340	270
Workshops	-	100
Member dues	110	110
Services	1,000	1,800
CRA small business credit	365	-
	<u>2,505</u>	<u>3,257</u>

#### 8. Lease commitments

The society has entered into a rental premises lease at \$677 per month expiring January 31, 2017. On November 16, 2016, the lease was extended for another year with monthly payment of \$694 and will expire on January 31, 2018.

## COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes of the Community Engagement, Culture and Inclusion Committee Meeting held on Thursday, October 12, 2017 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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### MEMBERS PRESENT

Councillor Ann-Marie Thiele (Chair)  
Ping Luo  
Babak Taghvaei

### MEMBERS ABSENT

Nil

#### 1. Call To Order

Chair Thiele called the meeting to order at 7:05 p.m.

#### 2. Approval Of The Agenda

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

Committee agreed to remove from the agenda item 6(a) Community Engagement.

#### 3. Minutes

##### (a) Minutes of the Meeting held on September 14, 2017

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING HELD ON SEPTEMBER 14, 2017 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

#### 4. Business Arising From The Minutes

Nil

#### 5. Unfinished Business

Nil

**6. New Business****(a) Community Engagement**

NB: This item removed by Committee resolution.

**(b) Cultural Diversity**

The Committee shared their own thoughts and experiences regarding cultural diversity in Anmore, and then agreed that the focus should be on creating an atmosphere of inclusion.

**(c) Community Outreach to New Residents**

Key points raised during discussion are as follows:

- The Village could consider sponsoring a multicultural fair, possibly in the form of an arts and culture celebration / food fair.
- The Village could consider providing space for volunteers to host an “English Corner” to help improve language barriers that are prevalent within the community.
- Correspondence cannot be offered in alternate languages in full. Could staff incorporate multiple languages on event mailers in a simplified form to make more people feel welcome?
- Could include reference on billing notices to request that home owners have the information translated.
- Most prevalent languages in Anmore, other than English, seem to be Korean, Persian, Mandarin/Chinese and Punjabi.

Committee requested that staff provide input on which language barriers are most prevalent.

**7. Adjournment**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:50 p.m.

Certified Correct:

**C. MILLOY**

Christine Milloy  
Manager of Corporate Services

Approved:

**A. THIELE**

Councillor Ann-Marie Thiele  
Chair, Community Engagement, Culture  
and Inclusion Committee

## PUBLIC SAFETY COMMITTEE MEETING – MINUTES

Minutes of the Public Safety Committee Meeting held on  
Monday, December 4, 2017 in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



### MEMBERS PRESENT

Councillor Ryan Froese (Chair)  
Ken Juvik  
Babak Taghvaei

### MEMBERS ABSENT

Travis Karr  
Glen Klassen

#### 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

(a) Minutes of the Meeting held on October 2, 2017

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE PUBLIC SAFETY COMMITTEE  
MEETING HELD ON OCTOBER 2, 2017 BE ADOPTED AS  
CIRCULATED."**

**CARRIED UNANIMOUSLY**

#### 4. BUSINESS ARISING FROM THE MINUTES

Nil

#### 5. UNFINISHED BUSINESS

Nil

**6. NEW BUSINESS****(a) Street Lighting**

Highlights of discussion on this matter are noted as follows:

- lighting at the end of main streets
- possibly a safety issue with lack of street lighting
- additional costs and maintenance for the Village
- dark sky principle continues to be important
- some residents are not aware of the reason or choice behind the lack of street lighting, so the Village could provide some education to newer residents.

The Committee agreed that they do not think street lighting is a safety concern, and they want to adhere to some dark sky principles.

**(b) Pedestrian Safety at East Road & Blackberry Drive**

Highlights of discussion on this matter are noted as follows:

- most children are using the controlled crosswalk
- permanent fencing is being installed along the Blackberry Drive properties, which may detour children from unsafely crossing East Road,

The Committee requests that Staff continue to monitor this situation and inform the Committee of further safety concerns or issues from the public or first responders, and added that if concerns continue then a traffic study may be needed.

**(c) Traffic Concerns at Sunnyside Road & East Road**

Highlights of discussion on this matter are noted as follows:

- potential roadway changes during redesigned new village centre site
- possible extension of Ma Murray Lane to include a four-way stop sign to East Road
- Ravenswood entrance could be created further down to Sunnyside, to include either a roundabout or a stop sign
- roundabouts are favourable for better siting as long as they do not impede on neighbouring driveways
- this matter might be best left to the engineers' expertise.

It was MOVED and SECONDED:

**"TO PROVIDE FOR A ROUNDABOUT FOR RAVENSWOOD ENTRANCE IF CONDITIONS ARE SUITABLE AND DO NOT IMPEDE NEIGHBOURING DRIVEWAYS; AND TO ESTABLISH A FOUR-WAY STOP AT SUNNYSIDE AND EAST ROAD IF MA MURRAY LANE CONNECTS TO SUNNYSIDE."**

**CARRIED UNANIMOUSLY**

- (d) Block Watch
- (e) Adopt a Street Program

Items 6(d) and (e) were discussed in parallel.

Highlights of discussion on this matter are noted as follows:

- an adopt a street program would work best with smaller sections of road, possibly less than 1 km, and larger roads could be divide into sections
- investigate the costs for signage and installation
- do residents want their name on a sign
- investigate operational costs to determine reduction for village hall maintenance costs

The Committee agreed with the idea of an Adopt a Street Program for Anmore and recommend that the Program work in conjunction with an Adopt a Trail Program.

It was MOVED and SECONDED:

**“THAT PROPOSED STREET LENGTHS FOR ADOPT A STREET SEGMENT BE TAILORED TO ANMORE (I.E. 500 METRES OR THE LENGTH OF A REASONABLE ROAD TO CARE FOR); AND INVESTIGATE THE COST OF SIGN INSTALLATION AND COST OFFSETS, WITH STAFF NOT HAVING TO DO THE MAINTENANCE OF THAT STREET AS MUCH, AND INVESTIGATE THE OPERATING METHODS FOR ADOPT A STREET PROGRAM.”**

NB: The motion was not put to a vote.

The Committee agreed that Block Watch has already been addressed, given the content posted to the Village’s website.

It was MOVED and SECONDED:

**“THAT THE COMMITTEE RECOMMENDS TO COUNCIL TO PUT ADDITIONAL REMINDERS IN THE ANMORE TIMES ABOUT BLOCK WATCH AND TO INCLUDE INFORMATION ON ADOPT-A-STREET PROGRAM WHEN THIS PROGRAM IS IN PLACE.”**

NB: The motion was not put to a vote.



7. ADJOURNMENT

The meeting adjourned at 8:19 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**R. FROESE**

---

Councillor Ryan Froese  
Chair, Public Safety Committee

22 January 2018

Resident / Stakeholder in the vicinity of:  
Burrard Inlet Pipeline Removal (BIPR) Project  
Port Moody, BC

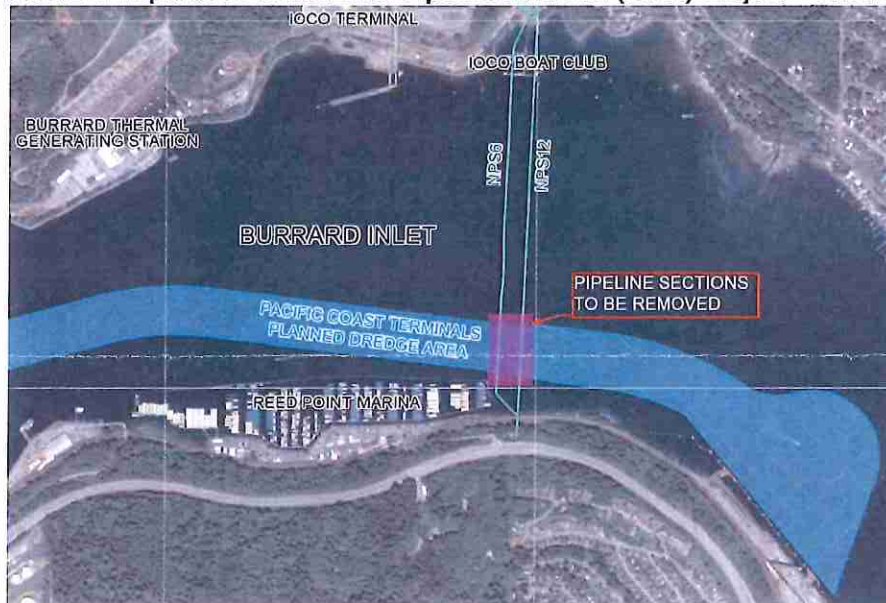
**Public Construction Notice – Burrard Inlet Pipeline Removal (BIPR) Project – Phase A**

This letter is to advise nearby residents and potentially impacted stakeholders of upcoming construction for the Burrard Inlet Pipeline Removal (BIPR) Project by Imperial. The project involves marine construction and dredging work to remove two approximately 200-m long sections of buried Imperial pipeline from near the southern foreshore of Burrard Inlet in Port Moody, immediately northeast of Reed Point Marina.

The pipelines being removed are part of historic, now inactive Imperial product pipelines, originally placed across the inlet in the 1950s. They were subsequently decommissioned and cleaned out when no longer required for Imperial's operations, and the pipes were left idle and buried in the marine sediments. After removal of the two 200-m long sections, the remaining sections of pipeline will be capped and left buried in-ground.

This pipeline removal project by Imperial is required in preparation for Pacific Coast Terminal's planned capital dredging project to extend and deepen the navigation channel. The general project location is shown below.

**FIGURE 1: Imperial's Burrard Inlet Pipeline Removal (BIPR) Project – Site Plan**



The Prime Contractor for the BIPR project is Golder Associates Ltd, and the marine sub-contractor is Fraser River Pile & Dredge (GP) Inc. (FRPD). The project will be completed in two stages – Phase A in Q1 2018 and Phase B in Q3 2018. Phase A involves one-to-two weeks of marine clamshell dredging in the project area. Construction equipment will include barges, cranes, and other marine support vessels. The on-water footprint of the construction equipment is approximately 60 m by 35 m. On-water activities will be completed in compliance with marine traffic and navigation protocols and major impacts to other vessel passage is not anticipated.



The work is authorized and permitted under Vancouver Fraser Port Authority's Project and Environmental Review process (Project Permit No. 17-091) and Transport Canada Notice of Works Permit. The Phase A work is required to be completed to obtain subsequent Environment and Climate Change Canada (ECCC) Disposal at Sea (DaS) Permit for the Phase B activities planned for late 2018.

The planned schedule and sequencing of the BIPR Project is as follows:

**BIPR Proposed Project Schedule**

Project Phase	Approximate Duration	Proposed Construction Dates
PHASE A	5-10 Days	Starting 5 February 2018
PHASE B	4-6 Weeks	September – October 2018

The work will be completed in daytime hours only, generally 7 am to 7 pm Monday to Saturdays. No work will be carried out on statutory holidays. Equipment will be moved out of the navigation channel and appropriately moored overnight, on a daily basis. Work lighting will not be used overnight. Some work lighting may be required during the day shift depending on lighting conditions.

Work will be completed in accordance with an environmental monitoring program to ensure the appropriate environmental protection measures are in place. This includes a full-time environmental monitor on-site, who will monitor for impacts on nearby marine mammals if encountered, measure and report water quality conditions in and around the activities, record noise and air quality conditions.

Questions regarding the port authority's permitting process can be directed to their Community Feedback line at [community.feedback@portvancouver.com](mailto:community.feedback@portvancouver.com) or 604-665-9004.

This notice of construction activities relates to Phase A of the project only. Imperial will provide a separate notice of construction for Phase B closer to the construction time.

Please do not hesitate to contact the Project Hotline below if there are any questions or if additional information is needed.

Sincerely,

Canada Fuels Operations, Imperial

**Contact Information:**

Imperial – Project Owner  
Burrard Inlet Pipeline Removal Project Public Inquiries Hotline  
Ph: 778-840-3398  
Email: [bipr\\_project@golder.com](mailto:bipr_project@golder.com)

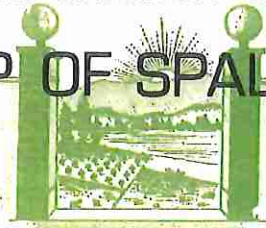


THE CORPORATION OF THE  
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013  
FAX. (250) 546-8878  
OUR FILE NO.

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca



www.spallumcheentwp.bc.ca

January 23<sup>rd</sup>, 2018

OFFICE OF THE MAYOR

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Robinson,

**Re: Cannabis Sales Revenue Sharing**

Please accept this letter from the Township of Spallumcheen outlining the need for cannabis sales revenue sharing within the province of BC with local governments.

As noted by other local governments within BC, there is a need to discuss impacts to local governments and the need to share in the revenue generated from the implementation of the legalization of cannabis. With cannabis sales legal in the next few months, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

The Township of Spallumcheen Council is requesting your support, by agreeing to 50% of the provincial share of the cannabis tax sharing formula be provided to local government. This is an adequate and equitable share to help support costs and services incurred by local governments.

The Township of Spallumcheen has one legal MMPR facility operating, with indications from more than 5 other properties within our jurisdiction indicating interest at developing facilities here in Spallumcheen where half of our rural community is located within the Agricultural Land Reserve.

Thank you for your consideration.

Respectfully,

Janice Brown  
Mayor

cc. UBCM Member Municipalities

CG/mw

RECEIVED

JAN 30 2018

VILLAGE OF  
ANMORE